



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
www.co.monroe.wi.us

SECOND AMENDED NOTICE OF MEETING

COMMITTEE: ADMINISTRATION & PERSONNEL COMMITTEE

TIME: 9:00 a.m.
PLACE: Monroe County Justice Center
Monroe County Board Assembly Room
*(Please use the South Side/Oak Street Entrance)
112 S Court Street
Sparta, WI 54656

DATE: **Tuesday, September 11, 2018**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – August 13, 2018
4. 2019 Budget Presentations
 - a. Child Support
 - b. Register of Deeds
 - c. Information Systems
5. Information Technology Updates
 - a. Telephone Installation and Training
 - b. Building Location Change as It Relates To Technology and Timing
6. Information Technology Budget Adjustment – Discussion/Action
7. Administrator Position Recruitment Process – Discussion/Action
8. Personnel
 - a. Director Report
 - b. Line Item Transfer – Discussion/Action
9. County Administrator Report
10. Monthly Expenditure Review
11. Next Month's Agenda Items
12. CLOSED SESSION of the Administrative and Personnel Committee under 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. At approximately 9:30 a.m. in regards to the Information Systems Director position and projects.
13. CLOSED SESSION under 19.82(1) of the Bargaining Subcommittee at approximately 9:50 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association
14. Adjournment

Pete Peterson, Committee Chair
Date notices mailed: 09/07/2018

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.



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11. CLOSED SESSION under 19.82(1) of the Bargaining Subcommittee at approximately 9:50 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association
12. Adjournment

Pete Peterson, Committee Chair

Date notices mailed: 09/06/2018

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Administration & Personnel Committee
August 13, 2018

Present: Pete Peterson, Mark Halverson, Mary Von Ruden, Sharon Folcey, Cedric Schnitzler
Others: Jim Bialecki, Charles Weaver, Tina Osterberg, Lisa Hanson, Gary Dechant, Ed Smudde, Hannah Olsen, Andrew Kaftan, Jeremiah Erickson

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Pete Peterson.

- Next Month's Meeting Date/Time – The next meeting is Tuesday, September 11, 2018 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center. Bargaining will be held on August 29, 2018 at 4:30 p.m.
- Minutes Approval – Motion by Mark Halverson second by Mary Von Ruden to approve the 07/10/18 minutes. Carried 5-0.
- Personnel
 - a. Ed Smudde provided the Monthly Personnel Director's Report.
 - b. Ed presented the Personnel budget and answered questions.
- Budget Presentations –
 - a. Veteran's Service – Charles Weaver presented the Veterans Service budget and answered questions.
 - b. Surveyor – Gary Dechant presented the Surveyor budget and answered questions.
 - c. Corporation Counsel – Andrew Kaftan presented the Corporation Counsel budget and answered questions.
 - d. Land Information – Jeremiah Erickson presented the Land Information budget and answered questions.
 - e. County Administrator – Jim Bialecki presented the Administrator budget and answered questions.
 - f. County Clerk – Shelley Bohl presented the County Clerk/Election budget and answered questions.
 - g. Information Systems – None. The Information Systems Budget will be presented in September.
- Maintenance New Position Request – Jim Bialecki explained the new Preventative Maintenance Technician Position request, done by offsetting costs through the removal of one Custodian position and on-call laborer budget. There are no additional costs to the levy. Discussion. Motion by Mark Halverson second by Mary Von Ruden to approve position. Carried 5-0.
- Fuel Contract Approval – Tina Osterberg provided bid proposals for fuel. Lisa Hanson explained the bid proposal process. Currently the county is contracted through BP Travel Center in Sparta. Discussion. Motion by Mary Von Ruden second by Mark Halverson to approve Kwik Trip for the county-wide fuel contract. Carried 5-0.
- Administrator Resignation, Discuss future plans for backfilling position – Jim Bialecki explained that he is retiring in January. Pete Peterson opened the floor for future plans to backfill the position. In the past the county looked at the County Administrator versus the County Administrative Coordinator Position. It was suggested to put the County Administrator position out for advertisement. It was also suggested that we should be looking at our own Department Heads for experience. This item will be revisited next month.
- Jim Bialecki provided the Monthly Administrators Report.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Register of Deeds, Child Support and Information Systems Budgets; Administrator Position Recruitment Process Discussion/Action; Bargaining Closed Session & employee performance.
- Motion by Cedric Schnitzler second by Sharon Folcey to move into closed session. Schnitzler, Folcey and Peterson all voted yes.

- Closed Session under 19.82(1) of the Bargaining Subcommittee at approximately 10:30 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association.
- Motion by Cedric Schnitzler second by Sharon Folcey to return to open session. Schnitzler, Folcey and Peterson all voted yes.
- Motion by Mary Von Ruden second by Mark Halverson to adjourn the meeting at 10:49 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Personnel
 Budget Year Amended: 2018

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-531050	Postage	\$ 375.00	\$ 196.98	\$ 14.00	\$ 178.02
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 196.98		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-519000	Labor Relations	\$ 8,950.00	\$ 196.98	\$ 8,866.48	\$ 9,146.98
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 196.98		

Explanation for Transfer:

Labor Relations has exceeded its budget line due to two separate grievance hearings and due to upcoming court case and the associated attorney costs. We have reduced our need for postage using more electronic correspondence.

Department Head Approval



Governing Committee Approval

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

Date

Revised 02/20/2014