



# MONROE COUNTY BOARD OF SUPERVISORS

## NOTICE OF MEETING

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
FAX 608-269-8747  
[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

**COMMITTEE:** FINANCE MEETING  
**TIME:** 9:00 a.m.  
**PLACE:** Justice Center  
Monroe County Board Assembly Room  
\*South Side/Oak Street Entrance\*  
1<sup>st</sup> Floor – Room #1200  
112 South Court Street  
Sparta, WI 54656  
**DATE:** Wednesday, January 15, 2020

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of December 18, 2019
4. Public Comment
5. Request for Line Item Transfer(s) – Discussion/Action
  - a. Dog Control
  - b. Land Conservation
  - c. Justice Dept.
6. Notice of Budgetary Adjustment(s) – Discussion/Action
  - a. Land Conservation
  - b. Rolling Hills
  - c. Land Records
  - d. Highway
  - e. Human Services
  - f. EDCT
  - g. Sheriff's Office
7. Request for Credit Card Approval – Discussion/Action
  - a. Sheriff's Office
8. Fiscal Note on Resolution – Discussion/Action
  - a. Resolution Authorizing Dementia Care Specialist in Monroe County
  - b. Resolution Setting Salaries for County Clerk, Register of Deeds and County Treasurer for the 2021-2024 Term of Office
9. Highway Road Sign Cost Update
10. Revolving Loan Mississippi Regional Loan Funds
11. Remaining Revolving Loan Fund Project Fund Availability and Timeline Update
12. Monroe County Court Case 18 CV 72 Costs Update
13. Treasurer
  - a. Monthly Treasurer's Report
  - b. Treasurer Department Monthly Report Review

**FINANCE MEETING  
January 15, 2020 Agenda**

14. Finance
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review
15. Monthly Approvals – Discussion/Action
  - a. Notice of Donations/User Fees Received Budget Adjustment
  - b. County Disbursement Journal Approval
  - c. County Board Monthly Per Diem and Voucher Approval
16. Items for next month's agenda
17. Adjournment

Cedric Schnitzler, Committee Chair  
Date notices mailed: January 9, 2020

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.

Finance Committee  
December 18, 2019

Present: Cedric Schnitzler, Wallace Habhegger; Mark Halverson, Douglas Path joined the meeting at 9:13 a.m.

Absent: Pete Peterson

Others: Tina Osterberg, Diane Erickson, Debra Carney, Eric Weihe, Rob Conroy, Wes Revels, David Ohnstad, Judge Ziegler, Sharon Nelson, Alison Elliott, Bob Micheel

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

- Next meeting date – January 15, 2020 regular Meeting in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Wallace Habhegger second by Mark Halverson to approve the 11/20/19 minutes. Carried 3-0.
- Public Comment – None.
- Solid Waste Notice of Re-Purpose of Funds – Motion by Wallace Habhegger second by Mark Halverson to approve Re-purpose of Funds. Tina Osterberg, County Administrator explained the 2020 re-purpose of funds in the amount of \$7,000.00 for vacuum truck. Carried 3-0.
- Budget Adjustments -
  - a. Solid Waste – Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. Tina Osterberg, County Administrator explained the 2019 budget adjustment in the amount of \$188,000.00 for leachate disposal, increase in recycling costs and construction in Ridgeville III. Carried 3-0.
  - b. Circuit Court – Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Judge Ziegler explained the 2020 budget adjustment in the amount of \$40,000.00 for Juvenile Justice Reform and State Courts Initiative Technical Assistance Funding. Carried 3-0.
  - c. Highway – Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. David Ohnstad explained the 2019 budget adjustment in the amount of \$45,000.00 for asphalt heater. Carried 3-0.
  - d./e. Health Department – Motion by Wallace Habhegger second by Mark Halverson to approve the following two budget adjustments. Sharon Nelson explained the 2019 budget adjustment in the amount of \$3,500.00 for Remembering Jesse Parker Grant; and 2019 budget adjustment in the amount of \$1,600.00 for Department of Health Services Grant. Both budget adjustments carried 3-0.
  - f. Sheriff's Office – Motion by Mark Halverson second by Wallace Habhegger to approve the following two budget adjustments. Rob Conroy explained the 2019 budget adjustment in the amount of \$6,500.00 for Traffic Safety Equipment Grant; 2019 budget adjustment in the amount of \$4,000.00 for Zuercher training. Both budget adjustments carried 3-0.

Mark Halverson was excused from the meeting at 9:13 a.m.

Douglas Path joined the meeting at 9:13 a.m.

- g. Justice Department – Motion by Wallace Habhegger second by Mark Halverson to approve the following two budget adjustments and one line item transfer. Eric Weihe explained the 2019 budget adjustment in the amount of \$18,000.00 for monitoring equipment; 2020 budget adjustment in the amount of \$57,401.00 for WI Department of Justice TAD Grant to be used for drug court. Eric noted changes to the project lines which will be recommended for amendment at the board meeting; 2019 line item transfer in the amount of \$21,500.00 for GPS equipment. Both budget adjustments and line item transfer carried 3-0.

- Line Item Transfers
  - a. Justice Department – See above Justice Department section.
  - b. Medical Examiner – Motion by Douglas Path second by Wallace Habhegger to approve line item transfer. Wallace Habhegger, County Board Supervisor explained the 2019 line item transfer in the amount of \$5,000.00 for autopsies. Carried 3-0.
  - c. Sanitation – Motion by Wallace Habhegger second by Douglas Path to approve line item transfer. Alison Elliott explained the 2019 line item transfer in the amount of \$1,600.00 for gas and tires. Carried 3-0.
  - d. Dog Control – Motion by Wallace Habhegger second by Douglas Path to approve line item transfer as amended at the sanitation committee in the amount of \$1,400.00. Alison Elliott explained the 2019 line item transfer in the amount of \$1,400.00 for washer and dryer. Carried 3-0.
  - e. EDCT – Motion by Wallace Habhegger second by Douglas Path to approve line item transfer. Tina Osterberg, County Administrator explained the 2019 line item transfer in the amount of \$500.00 for museum brochure. Carried 3-0.
- Fiscal Note Approvals-
  - a. Resolution Authorizing Changes to Monroe County Code of Ordinances, Chapter 14, Article III, Division 3: County Personal Property – Motion by Douglas Path second by Wallace Habhegger to approve fiscal note. Tina Osterberg, County Administrator explained the resolution would treat all enterprise funds equally and to allow sale proceeds of equipment being replaced to go towards the replacement costs. An ordinance update is the only cost. Carried 3-0.
  - b. Resolution Authorizing Change to School Woods Agreement – Motion by Wallace Habhegger second by Douglas Path to approve fiscal note. Alison Elliott explained the resolution would amend the school agreement to have the school keep all timber harvest proceeds for use on the school woods project. Discussion. Bob Micheel further explained. Carried 2-1.

Mark Halverson re-joined the meeting at 9:45 a.m.

- Highway Road Sign Cost – David Ohnstad, Highway Commissioner explained that the County by resolution is currently responsible for signs where Town Roads intersect County Highways. His concern is that the resolution refers to funding for these signs to come from 9-1-1 funds, but that funding has not continued nor has it been changed by resolution. The average cost per sign is \$35.00. Currently there are 1754 town road name signs. Clarity needs to be drawn as to where the funding will come from. Amendments to the resolution were also discussed. This item will be re-visited next month.
- Request for Payment of Per Diems for Supervisors for January 27-30, 2020 Trial, Monroe County Case 18 CV 72 – Chair Schnitzler explained that this agenda item was tabled last month. Schnitzler explained that the Monroe County Board Chair informed him that both lawyers frowned upon this and would not recommend payment of per diems for the trial. Discussion. Motion by Wallace Habhegger second by Mark Halverson to deny payment of per diems for the January 27<sup>th</sup> through January 30<sup>th</sup> County Board Trial. Carried 4-0.
- Revolving Loan Fund Update – Diane Erickson, Finance Director explained that the revolving loan fund project for the drug court was approved pending a few contingencies. A few loose ends will be tied up for the completion of the project approval.
- Treasurer
  - a. Debra Carney provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report.
- Finance
  - a. Diane Erickson provided the Monthly Financial Report.
  - b. Finance Department Monthly Report.
- Monthly Approvals –

- a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wallace Habegger second by Mark Halverson to approve Monthly Notice of Donations/User Fees Received. Carried 4-0.
  - b. Monthly County Disbursement Journal – Motion by Mark Halverson second by Wallace Habegger to approve Monthly County Disbursement Journal. Discussion. Carried 4-0.
  - c. Monthly Per Diems and Vouchers - Motion by Mark Halverson second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Carried 4-0.
- Items for next month's agenda – Highway Road Sign Cost Update, Remaining Revolving Loan Fund project fund availability and timeline update, TIF District Overview.
  - Chair Schnitzler adjourned the meeting at 10:47 a.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder

## REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department:   Dog Control    
 Budget Year Amended:   2019  

No. _____
Date: _____

**From Account**

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Transfer Amount</u>	<u>YTD Expenditures</u>	<u>New Budget</u>
14190000 553050	BUILDING RENT	\$ 2,452.00	\$ 2,400.00	\$ -	\$ 52.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 2,400.00</b>		

**To Account**

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Transfer Amount</u>	<u>YTD Expenditures</u>	<u>New Budget</u>
14190000 524510	MOTOR VEHICLE - OP	\$ 2,590.00	\$ 2,400.00	\$ 1,242.06	\$ 4,990.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 2,400.00</b>		

<b>Explanation for Transfer:</b>
Unanticipated Repairs needed for the Dog Control Truck

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

## REQUEST FOR LINE ITEM TRANSFER

**Date:** 1/6/2020  
**Department:** Land Conservation Dept.  
**Amount:** \$ 490.00  
**Budget Year Amended:** 2019

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
16940000	515700		Emp. Education & Training	\$ 3,000.00	\$ 490.00	\$ 1,847.80	\$ 2,510.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 490.00</b>		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
16940000	522025		Telephone	\$ 1,248.00	\$ 490.00	\$ 1,374.85	\$ 1,738.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 490.00</b>		

**Explanation for Transfer:** To cover cost increase for 2019 phone service.

Department Head Approval \_\_\_\_\_

Governing Committee Approval \_\_\_\_\_

-----  
**If <= \$500:**

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: \_\_\_\_\_

\_\_\_\_\_ Date

**If > \$500:**

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : \_\_\_\_\_

\_\_\_\_\_ Date

## REQUEST FOR LINE ITEM TRANSFER

**Date:** 1/13/2020  
**Department:** Justice Programs  
**Amount:** \$ 6,500.00  
**Budget Year Amended:** 2019

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12950000	521210	J8000	DRUG TEST - LAB	\$ 65,000.00	\$ 2,400.00	\$ 62,500.07	\$ 62,600.00
12950000	521225	J4000	OWI GRPS MULTIPLE PRG	\$ 16,240.00	\$ 3,000.00	\$ 13,200.00	\$ 13,240.00
12950000	521225	J4030	OTHER EXPENSE	\$ 21,490.00	\$ 1,100.00	\$ 19,844.45	\$ 20,390.00
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 6,500.00</b>		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12950000	515020		HEALTH INSURANCE	\$ 72,927.00	\$ 6,000.00	\$ 77,644.50	\$ 78,927.00
12950000	515025		DENTAL INSURANCE	\$ 3,172.00	\$ 500.00	\$ 3,262.30	\$ 3,672.00
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 6,500.00</b>		

<b>Explanation for Transfer:</b> I HAVE UNUSED MONEY THAT IS AVAILABLE TO COVER OVERAGES IN HEALTH INSURANCE AND DENTAL INSURANCE.

Department Head Approval

*Eve Weche* 1-08-2020

Governing Committee Approval

\_\_\_\_\_

-----  
If <= \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

\_\_\_\_\_

Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

\_\_\_\_\_

Date

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 6, 2020  
 Department: Land Conservation Department  
 Amount: \$14,000.00  
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

The State Cost Share program account reflects federal funding received to stabilize three breached PL566 dams in December.

**No County Levy Dollars will be used.**

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16943000	435800		State Cost Share Program	\$ 188,000.00	\$ 14,000.00	\$ 202,000.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 14,000.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16943000	579100		Grant Expense - SWRM	\$ 188,000.00	\$ 14,000.00	\$ 202,000.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 14,000.00	

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_



# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 2, 2020  
 Department: Land Records  
 Amount: \$5,000.00  
 Budget Year Amended: 2020

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

This budget adjustment is in order to allow us to proceed with an item that we budgeted for in 2019, GIS Server Replacement & Configuration. We signed a contract with ProWest & Associates July 2nd, 2019. The work was to take place in August and September partly in preparation to have our new servers in place prior to dispatch making upgrades to their software. However due to changes in the timeline for the dispatch project this one was set aside due to necessity by IT.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 493000	LAND REC BAL APPLIED	\$ 37,283.00	\$ 5,000.00	\$ 42,283.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 5,000.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
111750000 521000	PROFESSIONAL SERVICES	\$ 177,540.00	\$ 5,000.00	\$ 182,540.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 5,000.00	

Department Head Approval: Jeremiah Erickson

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 7, 2020  
 Department: HIGHWAY AMENDED  
 Amount: \$45,000.00  
 Budget Year Amended: 2019 2020

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

An asphalt heater (Hot Box) is used to warm asphalt patch material for placement on distressed pavement. The current unit, purchased used in 2010, requires extensive repair far exceeding its value; the scope of repair only recently became apparent. The department proposes to purchase a new unit utilizing a budget allowance from the 2020 Highway Supplemental Account. The new equipment will have an anticipated effective life of 12 to 15 years, and is rented to state and county highway projects at \$18.80 per hour.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
73310281	493000		Funds Balance Applied	\$ -	\$45,000.00	\$ 45,000.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 45,000.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
73330319	534005		County Supplemental-Op Ex	\$ 1,000,000.00	\$ (45,000.00)	\$ 955,000.00
73310281	581000		Capital Outlay-Equipment	\$ 725,000.00	\$ 45,000.00	\$ 770,000.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 45,000.00	

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 7, 2020  
 Department: Human Services  
 Amount: \$271,785.32  
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Budget Adjustment for revenue and expense for the CCS (Comprehensive Community Support) program due to increased number of consumers enrolled in the programs.

Utilizing the Human Services Reserve fund for expenses:

Lakeview-3 people were budgeted, 4 were there all year @\$135/day

Children in Home services increased due to usage

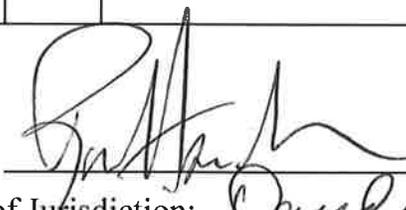
CESA 5 costs increased to increased Birth to Three program participants

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24950580	435601	LC345	Consort Rev WRIC CCS	\$ 1,740,000.00	\$ 100,000.00	\$ 1,840,000.00
24900001	493000		H S Reserve Funds	\$ -	\$ 171,785.32	\$ 171,785.32
						\$ -
Total Adjustment					\$ 271,785.32	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24950580	525005	HS690	WRIC Regional Exp (HS600)	\$ 1,380,000.00	\$ 100,000.00	\$ 1,480,000.00
24950560	525005	HS505	Ad Com Trmt Lakeview	\$ 147,825.00	\$ 49,275.00	\$ 197,100.00
24910510	525005	HS215	Ch in Home Services	\$ 240,000.00	\$ 56,498.32	\$ 296,498.32
24910520	525005	HS235	Ch in Home CESA 5	\$ 318,000.00	\$ 66,012.00	\$ 384,012.00
						\$ -
Total Adjustment					\$ 271,785.32	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: David A. Reice 1-7-2020

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

## **Budget Adjustment**

### Purpose

To comply with State Statue 65.90 (5)

### Policy

A budget adjustment should be made when increasing /(decreasing) both your revenue budget and expenditure budget or when requesting funds from an area of the budget outside it's originally budgeted department. These changes come from new grants or changes in grant monies, transfers from sources in the county outside a department's original budget, etc. No budget line item should exceed the adopted budget at any time during a fiscal year.

### Procedure

To initiate a budget adjustment, the department head shall notice the review, discussion & action of this completed & signed form on the next monthly meeting agenda of their committee of jurisdiction. If the Budgetary Adjustment is approved by the committee of jurisdiction the signed copy of this form along with a copy of the meeting minutes shall be forward to the County Clerk to be noticed on the Finance Committee agenda for review, discussion & action.

Upon Finance Committee aproval the signed Budgetary Adjustment form shall be forwarded to the County Clerk to be notice on the County Board agenda for review, discussion and action.

Per WI Stats 65.90(5)(a) the Budgetary Adjustment must be authorized by a vote of two-thirds of the entire membership of the County Board.

A department representative must be available at each meeting to address any questions or concerns that may arise during review and discussion.

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: December 31, 2019  
 Department: EDCT  
 Amount: \$1,300.00  
 Budget Year Amended: 2020

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

This budget adjustment is to carry over unused website funds from 2019 to 2020 to us as needed for the website being transferred from Steve Peterson to the County.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000		General Fund Balance Appli	\$ -	\$ 1,300.00	\$ 1,300.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,300.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16700000	521340		Tourism Contracted Services	\$ 1,300.00	\$ 1,300.00	\$ 2,600.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,300.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 7, 2020  
 Department: Sheriff  
 Amount: \$1,468.45  
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Monies reimbursed from WI DOJ-Division of Criminal Investigation for payment to the County Highway Department for disposal of marijuana plants for the Sheriff's Office.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12110000	435210		Sheriff Grant Revenue	\$ 24,872.41	\$1,468.45	\$ 26,340.86
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,468.45	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12111000	521130		Patrol Investigative	\$ 21,090.00	\$ 1,468.45	\$ 22,558.45
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,468.45	

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 7, 2020  
 Department: Sheriff  
 Amount: \$2,500.00  
 Budget Year Amended: 2020

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Railroad grant monies received for the purchase of an unmanned remote control vehicle deposited into  
General Fund budget line to be moved into the Combined Tactical Unit budget line for the  
above named item/s.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000		General Fund Balance		\$2,500	\$ 2,500.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 2,500.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12110180	539200		Combined Tactical	\$4,500.00	\$2,500	\$ 7,000.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 2,500.00	

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

## Request for Credit Card Approval

**Department:** Sheriff's Office

**Committee:** Public Safety

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Mihai David	Patrol Deputy	\$ 1,000.00
Marcus Badger	Patrol Deputy	\$ 1,000.00

**Justification for Credit Card(s):**

Office Supplies/Training and Education

**Department Head Approval:** \_\_\_\_\_

**Date Approved by Committee of Jurisdiction:** \_\_\_\_\_

*Following this acceptance please forward to the County Clerk's Office.*

**Date Approved By Finance Committee:** \_\_\_\_\_

**RESOLUTION AUTHORIZING DEMENTIA CARE SPECIALIST IN MONROE COUNTY**

1 **WHEREAS**, Wisconsin demographics predict the elder population of individuals ages 65+ to nearly  
2 double by the year 2040, the need for a long-term plan to offer services to this population in the  
3 community is essential; and  
4

5 **WHEREAS**, the Monroe County Human Services Board and Administration & Personnel Committee  
6 have reviewed the attached New Position Analysis and request the establishment of a Dementia Care  
7 Specialist position in the Department of Human Services; and  
8

9 **WHEREAS**, this position will be fully funded by a state grant and will be able to assist with care in  
10 both Monroe and Jackson County, while receiving partial funding through an estimated 30% of billable  
11 time; and  
12

13 **WHEREAS**, this position will be able to offer one-on-one information, care consultation, and assist  
14 with counseling and referrals for individuals living with dementia in the community and their family  
15 caregivers.  
16

17 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that it does  
18 hereby authorize the establishment of a Dementia Care Specialist position in the Department of Human  
19 Services with start date of March 1, 2020.  
20

21 Dated this 22<sup>nd</sup> day of January 2020.  
22

23 Offered by the Administration & Personnel Committee  
24

25 **Fiscal note:** The 2020 budget for this position (wages, benefits and equipment) is approximately  
26 \$61,385 which will be covered by the \$80,000 that was awarded in the state grant and the estimated 30%  
27 billing avoiding the need for tax levy funding.  
28

29 **Purpose:** To approve for the hiring of one Dementia Care Specialist.

Finance Vote (If required):  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Approved as to form on \_\_\_\_\_  
\_\_\_\_\_  
Andrew C. Kaftan, Corporation Counsel

ADOPTED  FAILED  AMENDED  
 OTHER \_\_\_\_\_  
County Board Vote on: \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee of Jurisdiction Forwarded on: January 7, 2020  
9 Yes 0 No 0 Absent  
Committee Chair: David A. Pucia  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF WISCONSIN  
COUNTY OF MONROE  
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is  
a true and correct copy of Resolution # \_\_\_\_\_ acted on by the Monroe  
County Board of Supervisors at the meeting held on \_\_\_\_\_  
\_\_\_\_\_  
SHELLEY R. BOHL, MONROE COUNTY CLERK  
*A raised seal certifies an official document.*

# New Position Analysis



- New position
- Increased hours to current position
- Additional existing position

<b>Date:</b> 12/20/2019	<b>Department:</b> Human Services - ADRC
<b>Department Head Name:</b> Ron Hamilton	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

Monroe County Department of Human Services ADRC was notified on 12/13/19 that they were the recipient of a Dementia Care Specialist grant through Wisconsin DHS. There were eight grants awarded across the state. This grant will allow for a Dementia Care Specialist to be employed and shared between Monroe and Jackson Counties with Monroe County as the fiscal agent. Statistically, communities are seeing a significant increase in the need for memory related services. Wisconsin Demographics predict the elder population of individuals aged 65+ to nearly double by the year 2040, with 242,000 people being diagnosed with dementia. Given these staggering numbers, long-term planning for our existing and future community needs is essential. A first step towards long-term planning is adding a DCS to benefit both Monroe and Jackson Counties. The DCS position and grant funding will be designated to increase supports for residents with dementia, their caregivers and their families. The DCS will also be working with our community partners to help maintain the highest quality of life for a person living with dementia, including assistance with locating resources so they may live in their own homes for as long as possible. Looking to the future, preventative measures can be put in place in addition to the intervention services a DCS will initially provide. With the addition of a DCS, Monroe and Jackson ADRCs will have the ability to offer further follow up to ensure opportunities to participate and utilize community supports and programs are available to those in need. Follow up will be provided to both the customer and their caregivers/loved ones. Acting as an expert, our DCS will provide consultative supports to ADRC and APS staff to ensure all avenues are explored. The DCS will offer and provide one-on-one information, care consultation, options counseling and referrals for individuals with dementia and their family caregivers. The DCS will also be involved with Dementia-Friendly community efforts and initiatives.

This position will be shared across two counties. The responsibilities related to the position are very specific, will involve significant training and will be labor intensive and therefore would not be able to be absorbed by current staff. We are proposing a 3/1/2020 start date in order to recruit and hire for this position. This position will be funded by an annual ongoing grant and an estimate of 30% billable time. No County Levy will be requested for this position.

<b>Suggested Title:</b> Dementia Care Specialist			
<b>Personnel Director's Recommended Classification:</b>	<b>Grade:</b> 11	<b>FLSA Class:</b> Exempt	
<b>Full-time:</b> <input checked="" type="checkbox"/>	<b>Part-time:</b> /hours	<b>Projected Start Date:</b> 03/01/2020	

\* Current or newly created Job Description in current County format must be attached.\*  
\* A completed and approved Resolution must also accompany this Position Analysis.\*

## Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
22.00	38,544	2602	2,390	559	514	13607	653	15

1. Where will the funds for this position come from?  
\$80,000 will come through a Department of Health Services grant which will be an annual ongoing grant, the remainder will be through billable time by the Dementia Care Specialist which is estimated to be 30% of this position's total time. No County Levy will be allocated to this position.
2. What equipment will need to be purchased for this position (desk, etc.)?  
Lap top computer, cell phone, Chair
  - a. Is office space presently available? Yes Where? ADRC
  - b. Estimated cost of needed equipment? \$2,500
  - c. Is the cost of needed equipment in the department budget? Revenues and expenses will need to be added via budget adjustment
3. What is the grand total cost of all items this fiscal year? 2020 fiscal year: \$61,385
4. What is the annual cost of salary and fringes, thereafter? \$70,092 plus any annual increases in salary and insurance cost.

**Supervisory Responsibility** (if applicable):

1. In brief detail, explain the supervisory authority this position will have:

N/A

2. Number of employees Directly supervised: N/A Indirectly: \_\_\_\_\_

List the position titles that will report to this position:


3. What position title will this position report to? ADRC Manager

**County Administrator** – Action:

Date: 1/2/2020	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>
----------------	--	---

**Committee of Jurisdiction:** Health and Human Services – Action:

Date: 1/7/2020	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of: <u>9</u> to <u>0</u>
----------------	--	---	------------------------------------

**Administration & Personnel Committee** – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
-------	---	---	---------------

**Finance Committee** – Action on Fiscal Note:

Date:	Funds Approved: <input type="checkbox"/>	Funds Denied: <input type="checkbox"/>	by a vote of:
-------	--	--	---------------

**County Board** – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	
By a vote of:	aye	nay	absent/abstention

<b>Job Title:</b>	<b>Dementia Care Specialist</b>	<b>Department:</b>	ADRC
<b>Location:</b>	315 W. Oak St. Suite A, Community Services Center, Sparta	<b>FLSA Category:</b>	Exempt – Administrative
<b>Immediate Supervisor:</b>	ADRC Manager	<b>Salary Grade:</b>	Grade 11
<b>Supervision Exercised:</b>	None.	<b>Position Type:</b>	Full-time

**Basic Functions and Responsibilities**

Under the general supervision of the ADRC Manager, the Human Services Social Worker I (ADRC) provides intake and assistance services to members of the client populations (elderly or adults with physical or intellectual/developmental disabilities) and their families, friends, caregivers, advocates, and others who ask for assistance on their behalf of the physically disabled, developmentally disabled, and elderly clients.

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Develop referral relationships with physicians, dementia diagnostic clinics and other health and long term care providers.
- Provide dementia-specific consultation and technical assistance related to cognitive screening and individual and family caregiver issues to adult protective services agencies (APS), crisis response systems, county/tribal aging offices, ADRC staff members, and other agencies, as requested.
- Provide at least two approved evidence-based or evidence-informed interventions, one specifically designed for family caregivers, as part of ongoing activities. Maintain fidelity to the intervention model and accommodate families' schedules for meetings (e.g., evenings and weekends, when necessary).
- Provide volunteer training and guidance to expand the reach of the goals of the Dementia Care Specialist Program.
- Collaborate actively and develop referral protocols with local, regional, and statewide dementia organizations including: the Wisconsin Alzheimer's Institute, the Alzheimer's Association chapters, and the Alzheimer's and Dementia Alliance of Wisconsin.
- Offer and provide person-centered support when memory screens are positive to assure opportunities for follow-up with primary care provider are available in accordance with the individual's preferences.
- Offer and provide short-term service coordination for individuals with dementia and/or their caregivers. Coordinate with other ADRC, county/tribal aging unit(s), APS and other county staff members and be available for joint or independent home visits.
- Serve as a catalyst for developing and implementing strategies to create and sustain dementia-friendly communities in the ADRC service area.
- Provide outreach and awareness to professionals, employers, organizations, and the general community about the ADRC and available dementia services.
- Maintain current knowledge of dementia, research findings, new evidence-based interventions, and other innovations for people living in the community.
- Participate actively in DCS statewide and regional meetings, training programs, and conference calls. Assist colleagues by sharing experiences. Mentor new DCS staff and provide materials and products to other ADRCs, as requested. Provide conference workshops as requested and appropriate to increase the awareness of dementia and services available.
- Complete 100% time reporting, collect and report program data, and contribute to DCS program evaluation.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- A Bachelor of Arts or Science degree is required, preferably in the health or human services related field. Bachelor of Social Work preferred.
- At least one year of full-time paid experience working directly with multiple people with dementia and family/informal caregivers (e.g., providing direct care, caregiver support, support group facilitation, residential care management, home care).\*
- Expertise and knowledge regarding older adults, dementia, dementia care and support, family and informal caregiver needs, and challenging behaviors.
- Skills and experience in facilitating small group learning and discussion programs.
- Experience with family caregivers of people with dementia and family dynamics.
- Experience in developing collaborative relationships, preferably with community organizations and health care professionals.
- Competence in public speaking and engaging community members and professionals.
- Experience in program development, implementation, and creation of reports.
- The ability to provide culturally competent services and supports.
- The ability to function independently and be resourceful in the roles undertaken.

- The ability to adjust work hours to meet with program participants and to provide community and employer outreach and educational programs.
- Basic computer skills, including ability to record and report program data and information.
- A valid Wisconsin driver's license and the ability to travel for community events and to make home visits.

**PHYSICAL DEMANDS**

A large percentage of time is spent Sitting, walking, talking, hearing, keyboarding, using judgment. Stands, stoops, climbs, bends, reaches, uses near and far vision, lifts, pushes/pulls up to 10 pounds, carries up to 40 pounds, is exposed to adverse weather, potential for physical attack, travels to and moves about county sites and homes intermittently.

**ADDITIONAL NOTES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RESOLUTION SETTING SALARIES FOR COUNTY CLERK, REGISTER OF DEEDS AND COUNTY TREASURER FOR THE 2021-2024 TERM OF OFFICE**

**WHEREAS**, §59.22 of the Wisconsin Statutes require that elected officials' compensation must be set prior to the date when candidates may take out papers to run for local office; and

**WHEREAS**, the County Clerk, Register of Deeds, and County Treasurer may take out papers as of April 15, 2020 for the next term; and

**WHEREAS**, the Administration & Personnel Committee met on December 10, 2019 and January 14, 2020, reviewed current wage information, surveyed salaries in other Wisconsin counties and considered projected increases for Monroe County Employees and recommends the following salary rates for the Monroe County elected official positions set out below:

POSITION	2021 (2%)	2022 (2%)	2023 (2%)	2024 (2%)
County Clerk	\$65,097	\$66,399	\$67,727	\$69,081
Register of Deeds	\$60,541	\$61,751	\$62,986	\$64,246
County Treasurer	\$60,541	\$61,751	\$62,986	\$64,246

**WHEREAS**, benefits for elected officials are not included in the compensation rates listed above but shall be set and administered in accordance with the Monroe County Personnel Policy for county employees.

**NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors to set the salary for the County Clerk, Register of Deeds, and County Treasurer at the rates shown above for the term of 2021-2024.

Dated this 22<sup>nd</sup> day of January 2020.

Offered by the Administration & Personnel Committee

Purpose: Set salary rates for 2021-2024 term for County Clerk, Register of Deeds, and County Treasurer.

Fiscal note: No fiscal impact for 2020, to be budgeted for 2021-2024.

Finance Vote (If required):  
 \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Absent

Committee of Jurisdiction Forwarded on: \_\_\_\_\_, 20\_\_\_\_  
 \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Absent

Approved as to form on \_\_\_\_\_  
 \_\_\_\_\_  
 Andrew C. Kaftan, Corporation Counsel

Committee Chair: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ADOPTED  FAILED  AMENDED  
 OTHER \_\_\_\_\_  
 County Board Vote on: \_\_\_\_\_ 20\_\_\_\_  
 \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Absent

STATE OF WISCONSIN  
 COUNTY OF MONROE  
 I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # \_\_\_\_\_ acted on by the Monroe County Board of Supervisors at the meeting held on \_\_\_\_\_.  
 \_\_\_\_\_  
 SHELLEY R. BOHL, MONROE COUNTY CLERK  
*A raised seal certifies an official document.*