



# MONROE COUNTY BOARD OF SUPERVISORS

## NOTICE OF MEETING

**COMMITTEE:** ADMINISTRATION &  
PERSONNEL COMMITTEE

**TIME:** 12:00 p.m.

**PLACE:** Monroe County 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:** Tuesday, October 13, 2020

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SPARTA, WISCONSIN 54656  
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### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of September 8, 2020
4. Child Support
  - a. Request for Line Item Transfer – Discussion/Action
  - b. Director Report
5. Information Technology
  - a. Website Go-live
  - b. Director Report
6. Personnel Director Report
  - a. New Position Request / Health Department – Discussion/Action
  - b. Self-Funded Health Insurance Plan Update – Discussion/Action
  - c. Dental Insurance Update – Discussion/Action
  - d. Personnel Director Report
7. COVID-19/Board Rules Regarding Voting, Per-diem and Virtual Attendance During a Pandemic
8. Ethics Code Review – Discussion/Action
9. Broadband Expansion Grant – Discussion/Action
10. County Administrator Report
11. Next Month's Agenda Items
12. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: October 7, 2020

*Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations.*

*We will keep distancing of at least 6 feet. Sanitizers will be on location. We ask that if you are running a temperature or not feeling well, please do not place others at risk.*

**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  
September 8, 2020

Present: Wallace Habegger, Sharon Folcey, Mark Halverson, Brett Larkin, Mary Von Ruden  
Others: Tina Osterberg, Cedric Schnitzler, Charles Weaver, Adrian Lockington, Rick Folkedahl, Andrew Kaftan, Ed Smudde, Hannah Olsen, Pamela Pipkin, Deb Brandt, Members of the public

The meeting was called to order in the Monroe County Board Assembly Room at 12:00 p.m. by Chair Wallace Habegger.

- Next Month's Meeting Date/Time – The next meeting is Tuesday, October 13, 2020 at 12:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the August 11, 2020 minutes. Carried 5-0.
- Line Item Transfers –
  - a. County Board – Motion by Mark Halverson second by Sharon Folcey to approve line item transfer. Tina Osterberg, County Administrator explained the 2020 line item transfer in the amount of \$1,100.00 for meeting rent expenditures due to COVID. Carried 5-0.
  - b. Veterans Service – Motion by Mary Von Ruden second by Mark Halverson to approve line item transfer. Charles Weaver, Veteran's Service Officer explained 2020 line item transfer in the amount of \$550.00 for software program. Carried 5-0.
- Budget Adjustments –
  - a. Veterans Service – Motion by Mark Halverson second by Brett Larkin to approve budget adjustment. Charles Weaver, Veteran's Service Officer explained the 2020 budget adjustment in the amount of \$1,500.00 for software. Discussion. Carried 5-0.
  - b. County Clerk/Elections – Motion by Sharon Folcey second by Mark Halverson to approve budget adjustment. Shelley Bohl, County Clerk explained the 2020 budget adjustment in the amount of \$211,200.00 for new election machines due to the increase in absentee ballots related to the COVID-19 pandemic. Discussion. Carried 5-0.
- Child Support –
  - a. Pamela Pipkin presented the 2021 Budget and answered questions.
  - b. Pamela Pipkin provided the monthly Child Director Report.
- Register of Deeds, Bulk Sales of Documents (Monarch) – Deb Brandt, Register of Deeds explained that the current rate for bulk sales is .25 per image. The new 2021 rates will be .28 per image for bulk sales. Discussion. The department's expenses are covered through this rate. Motion by Mark second by Mary Von Ruden to increase bulk sales of documents from .25 to .28 per image beginning January 2021. Carried 5-0.
- Resolutions
  - a. Resolution in Support of the Commitment to Veterans Support and Outreach Act – Motion by Brett Larkin second by Mark Halverson to approve resolution and forward to the full board for approval. Charles Weaver explained support for the Commitment to Veterans Support and Outreach Act. Discussion. Carried 5-0.
  - b. Resolution Declaring State of Emergency in Monroe County due to the COVID-19 Pandemic – Resolution 03-20-01 Declaring State of Emergency in Monroe County Due to the COVID-19 Pandemic was provided to members. It was noted that the resolution would remain in effect for six months unless rescinded or extended by further Monroe County Board action, this date is September 19, 2020. Considerations of the expiration of the resolution are as follows:
    - If the State is not currently acting under a State of Emergency, should the county extend?
    - Personnel COVID-19 Policy
    - Board Rules regarding voting, per-diems for virtual attendance during the pandemicIt was a consensus of members not to extend the State of Emergency. Discussion. Motion by Brett Larkin second by Mark Halverson to extend Personnel COVID-19 policies through 12/31/20 allowing the Administrator and Personnel Director the authority to amend policies. Discussion. Carried 5-0. Board rules regarding voting, per-diems and virtual attendance during the pandemic will be discussed next month.

- Richard Folkedahl provided the Information Technology Director Report
- Ed Smudde provided the Personnel Director Report.
- Tyler Technologies Financial Software Contract – Tina Osterberg, County Administrator provided members with Tyler Technologies Contract Renewal. This would be a one year contract extension. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve one year contract extension in the amount of \$166,969.00. Carried 5-0.
- Tina Osterberg provided the Monthly Administrators Report.
- Next Month's Agenda Items – Child Support Line Item Transfer, COVID-19/Board rules regarding voting, per-diems and virtual attendance during a pandemic, Ethics Code Review-Discussion/Action; Health & Dental Insurance Update
- Motion by Mary Von Ruden second by Mark Halverson to adjourn the meeting at 1:47 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder

## REQUEST FOR LINE ITEM TRANSFER

**Date:** 9/28/2020  
**Department:** Child Support  
**Amount:** \$ 4,900.00  
**Budget Year Amended:** 2020

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount
21330000	521340	cs220	Child Support Contracted Services-Corp Counsel	\$ 40,000.00	\$ 3,900.00
21330000	532000		Books/Publications	\$ 1,180.00	\$ 500.00
21330000	521340	cs230	Child Support Contracted Services-dispatch	\$ 2,000.00	\$ 500.00
<b>Total Transfer</b>					\$ 4,900.00

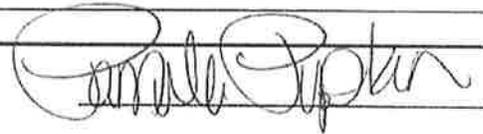
**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount
213300000	521415		Computer Operation	\$ 5,400.00	\$ 4,900.00
<b>Total Transfer</b>					\$ 4,900.00

**Explanation for Transfer:**

Transferring funds to purchase a new scanner. The one we currently have will then be transferred to the Personnel Dept. We will receive approximately 66% reimbursement for the cost of the scanner and have funds to cover the balance.

**Department Head Approval**



**Governing Committee Approval**

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**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**



# New Position Analysis

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

<b>Date:</b> September 28, 2020	<b>Department:</b> Health
<b>Department Head Name:</b> Sharon Nelson	

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 Health Department (MCHD) provides services with the goal of protecting, promoting and preserving the health of our communities through partnerships with a diverse group of stakeholders. Our primary focus is the delivery of high quality public health services to the citizens of Monroe County. As MCHD responds to COVID-19, the role of public health plays an integral role to respond quickly to identify new cases, break chains of transmission and work to protect our communities from COVID-19. Emergency preparedness planning and response is not new to local health departments (LHD's). It is a core function that LHD's provide and implement regularly as we deal with and mitigate a broad spectrum of reportable communicable diseases. The COVID-19 pandemic is a significant threat that may continue for months or years until a vaccine is approved. In the absence of COVID-19 specific treatments or vaccine, containment and mitigation strategies are needed to slow the spread of COVID-19. These include contact tracing, isolation, quarantine and physical distancing that are part of public health practice. The availability of funding from the Coronavirus Preparedness and Response Supplemental Appropriations Act (CPRSAA) through November 22, 2022 will support a full time Community Health Educator as the health department continues to track the virus, and work toward containment of this communicable disease which includes, as outlined by the CPRSAA: establish or enhance ability to identify cases, conduct contact tracing and follow up; improve morbidity and mortality surveillance; enhance laboratory testing and reporting capacity; prevent and control COVID-19 in various settings and protect other vulnerable or high risk populations; partner with healthcare systems to manage and monitor system capacity and improve our understanding of communities with respect to COVID-19 risk.

<b>Suggested Title:</b> Community Health Educator			
<b>Personnel Director's Recommended Classification:</b>		<b>Grade:</b> 12	<b>FLSA Class:</b> Exempt - Professional
<b>Full-time:</b>	<input checked="" type="checkbox"/>	<b>Part-time:</b> /hours	<b>Projected Start Date:</b> January 1, 2021

\*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.
\$21.53	\$44,955	\$3,034	\$2,787	\$652	\$17	\$7,758	\$253	\$18

1. Where will the funds for this position come from?  
 Coronavirus Preparedness and Response Supplemental Appropriations Act \_\_\_\_\_
2. What equipment will need to be purchased for this position (desk, etc.)?  
 None \_\_\_\_\_
  - a. Is office space presently available? Yes Where? Health Department
  - b. Estimated cost of needed equipment? None
  - c. Is the cost of needed equipment in the department budget? \_\_\_\_\_
3. What is the grand total cost of all items this fiscal year? \_\_\_\_\_
4. What is the annual cost of salary and fringes, thereafter? \_\_\_\_\_

**Supervisory Responsibility** (if applicable):

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

None.

2. Number of employees Directly supervised: \_\_\_\_\_ Indirectly: \_\_\_\_\_

List the position titles that will report to this position:


3. What position title will this position report to? Health Officer

**County Administrator** – Action:

Date: \_\_\_\_\_ Position Approved:  Position Denied:

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

Date: October 6, 2020 Position Approved:  Position Denied:  by a vote of: 7 - 0

**Administration & Personnel Committee** – Action:

Date: \_\_\_\_\_ Position Approved:  Position Denied:  by a vote of: \_\_\_\_\_

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

Date: \_\_\_\_\_ Funds Approved:  Funds Denied:  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