MONROE COUNTY BOARD OF SUPERVISORS

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SPARTA, WISCONSIN 54656
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NOTICE OF MEETING

COMMITTEE: **FINANCE MEETING**
TIME: **9:00 a.m.**
PLACE: **Justice Center**
Monroe County Board Assembly Room
South Side/Oak Street Entrance
112 South Court St./1st Floor Rm 1200
Sparta, WI 54656
DATE: **Wednesday, October 21, 2020**

****PUBLIC: Due to the COVID-19 Pandemic, you may access this meeting remotely:**
Wednesday, Oct 21, 2020 9:00 am | 3 hours | (UTC-05:00) Central Time (US & Canada)
https://monroecountywi.webex.com/ **or Join by phone: +1-404-397-1516 United States Toll**
Meeting Number: 146 168 5031 **Access Code: 146 168 5031**
Password: gkGB7SRjy89

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of September 16, 2020, September 24, 2020 and October 8, 2020
4. Public Comment Period
5. Request for Credit Card Approval – Discussion/Action
   a. Human Services
6. Notice of Budgetary Adjustment(s) – Discussion/Action
   a. Local History Room
   b. Sheriff Dept.
   c. Finance (2)
7. Request for Line Item Transfer(s)
   a. Child Support
   b. Dispatch (2)
8. Fiscal Note on Resolution – Discussion/Action
   a. Resolution for Approval to Establish a Full-Time Community Health Educator Position in the Monroe County Health Department
9. Treasurer
   a. Monthly Treasurer's Report
   b. Treasurer Department Monthly Report Review
10. Finance
    a. Monthly Financial Report
    b. Finance Department Monthly Report Review
11. General Fund Reserve – Discussion
12. Rolling Hills Building Bond Procedure – Discussion/Action

FINANCE MEETING
October 21, 2020 Agenda

13. 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

14. Items for next month's agenda

15. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: October 14, 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.*

Finance Committee
September 16, 2020

Present: Cedric Schnitzler, Wallace Habhegger, David Pierce, Toni Wissestad
Absent: Mark Halverson
Others: Tina Osterberg, Diane Erickson, Ron Hamilton, Sharon Nelson, Eric Weihe, Wes Revels, Stan Hendrickson, Debbie Carney, Charles Weaver, Member of the Public

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

- Next meeting date – Wednesday, October 21, 2020 regular Meeting in the Monroe County Assembly Room at 9:00 a.m.
  *Budget Meetings : October 8 at 9:00 a.m.
  October 26 at 8:30 a.m.
  October 27 at 1:30 p.m.

- Minutes Approval - Motion by David Pierce second by Toni Wissestad to approve the 08/05 & 08/19/20 minutes. Carried 4-0.

- Credit Cards –
  a. Human Services – Motion by David Pierce second by Wallace Habhegger to approve three credit cards. Ron Hamilton, Human Services Director explained credit card requests for two Social Workers and CFS Manager in the amount of $1,000.00 each. Carried 4-0.
  b. Health Department/WIC – Motion by Wallace Habhegger second by David Pierce to approve credit card. Sharon Nelson, Health Director explained credit card request in the amount of $2,500.00 for WIC Coordinator/Nutritionist. Carried 4-0.

- Line Item -
  a. Health Department – Motion by David Pierce second by Toni Wissestad to approve line item transfer. Sharon Nelson, Health Director explained 2020 line item transfer in the amount of $6,000.00 for county cell phones for the COVID-19 pandemic. Carried 4-0.
  b. Justice Programs – Motion by Wallace Habhegger second by David Pierce to approve line item transfer. Eric Weihe, Justice Programs Coordinator explained 2020 line item transfer in the amount of $5,500.00 for MyEvolv maintenance agreement, user fees and technical support. Carried 4-0.
  c. Dispatch – Chair Schnitzler announced that the item is removed per department head request. This adjustment will be taken up in October.
  d. County Board – Motion by Wallace Habhegger second by David Pierce to approve line item transfer. Tina Osterberg, County Administrator explained 2020 line item transfer in the amount of for $1,100.00 for rent expenditure for social distancing due to COVID-19. Carried 4-0.
  e. Veterans Service – Motion by Wallace Habhegger second by Toni Wissestad to approve line item transfer. Charles Weaver, Veterans Service Officer explained 2020 line item transfer in the amount of $550.00 for computer software program. Carried 4-0.

- Budget Adjustment -
  a. Veterans Service – Motion by Wallace Habhegger second by David Pierce to approve budget adjustment. Charles Weaver, Veteran Service Officer explained 2020 budget adjustment in the amount of $1,500.00 for computer software program. Carried 4-0.
  b. Human Services - Motion by David Pierce second by Wallace Habhegger to approve the following four budget adjustments. Ron Hamilton, Human Services Director explained 2020 budget adjustment in the amount of $28,900.00 for COVID awards; 2020 budget adjustment in the amount of $25,000.00 for CST Supplemental funding; 2020 budget adjustment in the amount of $107,482.00 for Coronavirus aid; 2020 budget adjustment in the amount of $30,097.00 for Family First coronavirus response act. Carried 4-0.

c. County Clerk/Elections - Motion by Dave Pierce second by Toni Wissestad to approve budget adjustment. Shelley Bohl, County Clerk explained 2020 budget adjustment in the amount of $211,200.00 for election machine upgrade due to COVID-19 pandemic. Carried 4-0.

- Fiscal Note of Resolution(s)
  a. Resolution Urban Forestry and Catastrophic Storm Grant – Motion by Toni Wissestad second by David Pierce to approve fiscal note. David Pierce explained the resolution would authorize the application for grant funds. Carried 4-0.

  b. Resolution Monroe County Conversation Aids Program – Motion by David Pierce second by Wallace Habhegger to approve fiscal note. David Pierce explained the resolution would authorize the application for grant funds. Carried 4-0.

  c. Resolution Transferring Rolling Hills Nonlapsing Capital Accounts to the Rolling Hills Enterprise Fund from the General Fund Capital Section – Motion by Toni Wissestad second by Wallace Habhegger to approve fiscal note. Tina Osterberg, County Administrator explained relocation of funds for clearer tracking and efficiencies for Rolling Hills nonlapsing equipment, building and land improvement accounts. Carried 4-0.

  d. Resolution Allocating Use of General Funds Reserves for Rolling Hills Nursing Home and Senior Living Facility Design and Construction Bid Documents – Motion by Wallace Habhegger second by Toni Wissestad to approve fiscal note. Toni Wissestad explained financing the design and construction bid documents by using General Fund Reserves, three designs will be allowed for bid. Carried 4-0.

  e. Resolution for Purchasing New Squad - Motion by Wallace Habhegger second by Toni Wissestad to approve fiscal note. Wes Revels explained purchase of a squad vehicle and equipment of up to $57,500.00. Tina Osterberg, County Administrator further explained. Discussion. Carried 4-0.

- Treasurer
  a. Debbie 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.

- Public Comment Period – One member of the public addressed the board regarding concern regarding tax delinquencies in the Treasurers Department.

- COVID Budget Shortfalls – Diane Erickson, Finance Director provided members with a summary of COVID expenses and submission for reimbursement through the routes to recovery fund.

- Monthly Approvals –
  a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Toni Wissestad second by David Pierce to approve notice of donations/user fees received budget adjustment. Carried 4-0.
  b. Monthly Disbursement Journal – Motion by Toni Wissestad second by David Pierce to approve disbursement journal. Carried 4-0.
  c. Monthly Per Diems and Vouchers - Motion by Toni Wissestad second by David Pierce to approve Monthly County Per Diems and Vouchers. Carried 4-0.

- Items for next month's agenda – Public Comment Period, Dispatch Budget Adjustment.

- Chair Cedric Schnitzler adjourned the meeting at 10:30 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

Finance Committee

September 24, 2020

Present: Cedric Schnitzler, Wally Habhegger, Mark Halverson, David Pierce, Toni Wissestad

The meeting was called to order at the Monroe County Board Assembly Room at 8:00 a.m. by Chair Cedric Schnitzler.

- Work Comp Rates/2021 Budget – Discussion/Action: The Finance Committee sets the rates for the 2021 budget. Tina Osterberg gave an overview of the current balance of the work comp reserve account and the work comp policy required balance. With the 2021 budget year having a reduction in general revenues, the possibility of decreasing the rate from 30% approved in July to 25% or 20% was discussed to help balance the 2021 budget. Motion by Wally Habhegger second by David Pierce to reduce the work comp rates for 2021 to 20%. Discussion. Carried 5-0

- Motion by Toni Wissestad second by Mark Halverson to adjourn the meeting at 8:10 a.m.

Finance Committee
October 8, 2020

Present: Cedric Schnitzler, Wallace Habhegger, David Pierce, Mark Halverson
Absent: Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Adrian Lockington, Wes Revels

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

- 2021 Budget Presentation – Tina Osterberg, Monroe County Administrator presented the 2021 budget to committee members. Tina provided an overview of revenues, expenditures, levy, mill rate and debt service. The proposed 2020 levy increase is 1.85% with a 2020 mill rate decrease of 3.50%. Discussion. Tina highlighted several areas in the budget.

- 2021 Budget Publication – Motion by Wallace Habhegger second by Halverson to approve the 2021 budget publication as presented. Discussion. Carried 4-0.

- Department Head Budget Schedule – Adrian Lockington explained that the Department Head budget schedule is almost complete. October 26th, the budget meeting will be held from 8:30 a.m. to 4:00 p.m.; October 27th from 1:30 p.m. – 3:45 p.m.

- Motion by David Pierce second by Mark Halverson adjourned the meeting at 10:22 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

Department: Human Services

Committee: Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Megan Abramson	Social Worker	$ 1,000.00

Justification for Credit Card(s):

Credit card for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe.

Department Head Approval: _____ 10/6/2020

Date Approved by Committee of Jurisdiction: David A Preise 10/6/2020

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

Date Approved By Finance Committee: _____

Revised 5/10

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: October 2, 2020
Department: Local History Room
Amount: $7,878.00
Budget Year Amended: 2020

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

Replaced 70 year old flooring in the History Room's breakroom/workroom. Project was not planned for the 2020 budget, but the COVID-19 temporary building closing provided the opportunity to do this project. Funds will come from History Room Money Market I Account, which are non-levied dollars.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
15120000	492800		Histroy Room Transfer In	$ 33,302.00	$ 3,939.00	$ 37,241.00
85120000	485000	LHR10	Local History Room Trust	$ 33,302.00	$ 3,939.00	$ 37,241.00
						$ -
						$ -
Total Adjustment					$ 7,878.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
15120000	534005		History Room Operating Exp	$ 30,000.00	$ 3,939.00	$ 33,939.00
85120000	599999		Transfer Out	$ 33,302.00	$ 3,939.00	$ 37,241.00
						$ -
						$ -
						$ -
						$ -
Total Adjustment					$ 7,878.00	

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: October 5,2020
Department: Sheriff's Office
Amount: $50,023.00
Budget Year Amended: 2020

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

As a result of COVID 19 and the impact that our decisionmaking has had on the reduction of our Jail population, we have the financial resources available in the Jail Prisoner Meals Account to fill an equipment need at the Sheriff's Office. We seek approval to use $50,023.00 from the Jail Prisoner Meal Account to purchase Civil Unrest Equipment for our Patrol Operations Division.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12710110	521150	SH650	Jail Prisoner	$ 338,187.00	($50,023.00)	$ 288,164.00
						$ -
						$ -
						$ -
Total Adjustment					$ (50,023.00)	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12110000	515300		Uniform Allowance	$20,470.00	$ 50,023.00	$ 70,493.00
						$ -
						$ -
						$ -
						$ -
						$ -
Total Adjustment					$ 50,023.00	

Department Head Approval: Wesley D Revels

Date Approved by Committee of Jurisdiction: Wallace Hatchegger 10-12-20

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: _____

Rev 2/18

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: October 19, 2020
Departmen Finance
Amount: $343,970.59
Budget Year Amended: 2020

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

CARES Act Routes to Recovery funding received for unbudgeted expenses incurred due to the COVID-19 pandemic. Expenses are required to be paid before submitting for reimbursment. This is the second submission for Routes to Recovery funding.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11410000	435528		Admin	9.96	11,147.36	$ 11,157.32
11510000	435528		Finance	114.02	3,592.94	$ 3,706.96
24900500	435528	LC231	HS AMSO	1073.65	1,802.19	$ 2,875.84
11630630	435528		Maint-Justice Custodial	869.76	204.73	$ 1,074.49
11630610	435528		Maint-Justice P. Maint	1504.22	7,514.35	$ 9,018.57
11605610	435528		Maint-Admin Bldg	1,476.90	4,683.73	$ 6,160.63
11630600	435528		Maint-JC Maint		16,993.62	$ 16,993.62
64210610	435528		RH - Plant Maiint		631.23	$ 631.23
12950000	435528		Justice Dept	2074.55	20,185.38	$ 22,259.93
12951000	435528		Justice Dept-Drug Court	111.69	3,520.16	$ 3,631.85
11430000	435528		Personnel	748.38	6,211.30	$ 6,959.68
11710000	435528		Reg of Deeds	154.52	5,004.20	$ 5,158.72
11750000	435528		Land Records		174.99	$ 174.99
12111000	435528		Sheriff Patrol		1,947.71	$ 1,947.71
12112000	435528		Sheriff Detective		2,778.34	$ 2,778.34
12700000	435528		Jail Admin	4359.41	220.46	$ 4,579.87
12930000	435528		Dispatch		1,550.98	$ 1,550.98
12701000	435528		Jailers	639.57	2,684.10	$ 3,323.67
11220000	435528		Clerk of Court	544.13	19,879.31	$ 20,423.44
11311000	435528		DA- Victim Witness		3,805.64	$ 3,805.64
11420000	435528		County Clerk		1,286.76	$ 1,286.76
11421000	435528		Elections		7,198.43	$ 7,198.43
14700000	435528		Veteran		2,328.97	$ 2,328.97
15120000	435528		Local History Room		7,284.30	$ 7,284.30
15200000	435528		Parks		179.44	$ 179.44
16910000	435528		Forest		179.44	$ 179.44
16940000	435528		Land Conservation		8,263.52	$ 8,263.52

17100160	435528		Maintenance Cap Equip		41,970.76	$	41,970.76
17210210	435528		Sheriff Capital Equip		39,470.76	$	39,470.76
21330000	435528		Child Support		571.73	$	571.73
24900500	435528	LC231	Human Services	1,073.65	1,809.74	$	2,883.39
24910510	435528	LC111	Human Services	4,279.00	6,769.01	$	11,048.01
24910520	435528	LC111	Human Services	8,231.54	2,708.79	$	10,940.33
24950560	435528	LC101			277.45	$	277.45
24950580	435528	LC101	Human Services	237.50	5,795.00	$	6,032.50
24962000	435528				273.00	$	273.00
24970595	435528	LC400	Human Services	103.96	478.43	$	582.39
24990400	435528	LC401	Human Services	2,115.51	910.25	$	3,025.76
71470000	435528		Info Systems		177.55	$	177.55
11520000	435528		Treasurer	204.94	3,185.77	$	3,390.71
11210000	435528		Circuit Court	244.37	4,305.17	$	4,549.54
63630000	435528		Solid Waste		3,188.04	$	3,188.04
64210110	435528		RH Daily Patient Care		8,022.33	$	8,022.33
64210120	435528		RH COVID 19		56,934.23	$	56,934.23
64210280	435528		RH Social Services		520.89	$	520.89
64210310	435528		RH Recreational Activities		509.95	$	509.95
64210561	435528		RH Dietary		2,150.13	$	2,150.13
64210610	435528		RH Operations		393.86	$	393.86
64210710	435528		RH Housekeeping		682.36	$	682.36
73200000	435528		Highway		16,926.91	$	16,926.91
73330311	435528		Hwy Cnty Routes		237.57	$	237.57
73310230	435528		Hwy Shop Operations		1,235.45	$	1,235.45
14190000	435528		Dog Control		1,061.63	$	1,061.63
16980000	435528		Zoning		690.58	$	690.58
13680000	435528		Sanitation		1,450.65	$	1,450.65
11750000	435528		Land Records		9.02	$	9.02
						$	-
Total Adjustment					$ 343,970.59		

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11410000	531000		Admin Office Supplies	$ 1,009.96	499.15	$ 1,509.11
11410000	511000		Admin Salaries	$ 158,796.00	9,648.21	$ 168,444.21
11410000	511200		Admin OT	$ 764.00	1,000.00	$ 1,764.00
11510000	531000		Finance Office Supplies	$ 2,109.96	29.88	$ 2,139.84
11510000	522025		Finance Phone	$ 224.06	48.07	$ 272.13
11510000	511000		Finance Salaries	$ 677,412.00	3,514.99	$ 680,926.99
15200000	511000		Parks Salaries	$ 60,003.00	179.44	$ 60,182.44
16910000	511000		Forest Salaries	$ 37,553.00	179.44	$ 37,732.44
24900500	511000		HS AMSO Salaries	$ 535,046.00	1,802.19	$ 536,848.19
11605610	511000		Maint Adm Ctr Salaries	$ 8,501.00	4,051.31	$ 12,552.31
11630600	511000		Maint JC Salaries	$ 19,864.00	16,993.62	$ 36,857.62
11630610	511000		Maint JC PM Salaries	$ 136,501.00	381.37	$ 136,882.37
64210610	511000		Maint Plant Op Salaries	$ 82,668.00	631.23	$ 83,299.23
11630630	534005		Main-Operating Exp-JC	$ 8,265.74	204.73	$ 8,470.47

11605610	524505		Building Repairs-Admin Bldg	$	4,976.90	632.42	$ 5,609.32
11630610	524505		Building Repairs-JC	$	83,004.22	7,132.98	$ 90,137.20
12950000	531000		Justice Dept Office Supplies	$	6,981.68	343.84	$ 7,325.52
12950000	511000		Justice Dept Salaries	$	440,913.00	19,841.54	$ 460,754.54
12951000	531000		Justice Drug Ct Office Supp	$	4,611.69	39.99	$ 4,651.68
12951000	511000		Justice Drug Ct Salaries	$	26,208.07	3,397.47	$ 29,605.54
12951000	522025		Justice Drug Ct Telephone	$	1,390.00	82.70	$ 1,472.70
11430000	522025		Personnel Phone	$	490.38	165.85	$ 656.23
11430000	539050		Personnel Recognition	$	10,000.00	3,500.00	$ 13,500.00
11430000	511000		Personnel Salaries	$	130,047.00	2,545.45	$ 132,592.45
11710000	522025		Register of Deeds Phone	$	710.52	82.70	$ 793.22
11710000	511000		Register of Deeds Salaries	$	148,704.00	4,921.50	$ 153,625.50
11750000	533200		Land Records Mileage	$	663.00	174.99	$ 837.99
12700000	534270		Jail Supplies	$	52,064.41	220.46	$ 52,284.87
12701000	511000		Jailers Salaries	$	1,291,591.00	2,684.10	$ 1,294,275.10
12112000	511000		Detective Salaries	$	250,661.00	2,778.34	$ 253,439.34
12111000	511000		Patrol Salaries	$	1,058,410.00	1,947.71	$ 1,060,357.71
12930000	511000		Dispatch Salaries	$	625,566.00	1,468.08	$ 627,034.08
12930000	522027		Dispatch Phone	$	7,332.00	82.90	$ 7,414.90
11220000	511000		Clerk of Court Salaries	$	333,172.00	19,713.91	$ 352,885.91
11220000	522025		Clerk of Court Phone	$	960.69	165.40	$ 1,126.09
11311000	511000		DA Salaries	$	342,347.00	3,805.64	$ 346,152.64
11420000	511000		County Clerk Salaries	$	122,598.00	1,119.63	$ 123,717.63
11420000	531000		County Clerk Office Supplies	$	1,000.00	167.13	$ 1,167.13
11421000	579100		Elections WEDCS Exp	$	816.13	803.41	$ 1,619.54
11421000	531000		Elections Office Supplies	$	5,600.00	3,763.08	$ 9,363.08
11421000	531060		Elections Printing	$	27,400.00	2,106.94	$ 29,506.94
11421000	521420		Elections Programming	$	73,900.00	525.00	$ 74,425.00
14700000	511000		Veteran Salaries	$	111,250.00	2,328.97	$ 113,578.97
15120000	511000		LHR Salaries	$	81,304.00	7,284.30	$ 88,588.30
16940000	511000		Land Conservation Salaries	$	270,079.00	8,263.52	$ 278,342.52
17100160	581000		Maintenance Cap Equip	$	-	41,970.76	$ 41,970.76
17210210	581000		Sheriff Cap Equipment	$	107,572.00	39,470.76	$ 147,042.76
21330000	511000	CS110	Child Support Salaries	$	172,895.00	571.73	$ 173,466.73
24900500	531000		HS AMSO Office Supplies	$	15,773.65	190.36	$ 15,964.01
24900500	511000		HS AMSO Salaries	$	535,046.00	1,153.08	$ 536,199.08
24900500	522025		HS AMSO Phone	$	22,300.00	466.30	$ 22,766.30
24910510	527105	HS215	HS CH in Home Other Svcs	$	327,279.00	3,163.25	$ 330,442.25
24910510	511000		HS CH in Home Salaries	$	658,346.00	3,605.76	$ 661,951.76
24910520	511000		HS CH Residential Salaries	$	447,815.00	2,708.79	$ 450,523.79
24910560	511000		HS AD Comm Trmt Salaries	$	165,715.00	277.45	$ 165,992.45
24910580	511000		HS AD Comm Lvg Salaries	$	588,892.00	5,795.00	$ 594,687.00
24962000	531000		ADRC BEN Spec Office Sup	$	275.00	273.00	$ 548.00
24970595	511000		ADRC Salaries	$	298,744.00	478.43	$ 299,222.43
24990400	525005	HS805	ESS Expenses	$	7,585.51	910.25	$ 8,495.76
71470000	511000		Info Systems Salaries	$	302,995.00	177.55	$ 303,172.55
11520000	511000		Treasurer Salaries	$	175,104.00	3,185.77	$ 178,289.77
11210000	511000		Circuit Court Salaries	$	226,815.00	1,697.34	$ 228,512.34
11210000	531000	CC800	Circuit Court Office Supplies	$	4,300.00	681.00	$ 4,981.00
11210000	531050		Circuit Court Postage	$	9,000.00	1,854.00	$ 10,854.00
11210000	522025		Circuit Court Phone	$	2,094.37	72.83	$ 2,167.20

63630000	511000		Solid Waste Salaries	$	72,305.00	3,188.04	$ 75,493.04
64210120	581060		RH COVID 19 Movable Equip	$	150,000.00	40,375.40	$ 190,375.40
64210110	511000	60200	RH Salaries RN	$	642,856.00	4,306.50	$ 647,162.50
64210110	511000	60300	RH Salaries LPN	$	467,372.00	1,141.31	$ 468,513.31
64210110	511000	60400	RH Salaries Nurse Aides	$	1,461,044.00	2,574.52	$ 1,463,618.52
64210120	512030		RH Sick Pay	$	22,000.00	16,558.83	$ 38,558.83
64210280	511000	60600	RH Salaries Social Workers	$	110,553.00	520.89	$ 111,073.89
64210310	511000		RH Salaries Activities Staff	$	83,117.00	509.95	$ 83,626.95
64210561	511000	61500	RH Salaries Dietary Staff	$	484,624.00	2,150.13	$ 486,774.13
64210610	511000		RH Salaries Operations	$	82,668.00	393.86	$ 83,061.86
64210710	511000	61300	RH Salaries Housekeeping	$	157,351.00	682.36	$ 158,033.36
73200000	511000		Highway Salaries			16,926.91	$ 16,926.91
73330311	534005		Hwy Cty Rout Operating Exp	$	150.00	237.57	$ 387.57
73310230	534005		Hwy Shop Operating Exp	$	95,000.00	1,235.45	$ 96,235.45
14190000	511000		Dog Control Salaries	$	105,558.00	1,061.63	$ 106,619.63
16980000	511000		Zoning Salaries	$	71,820.00	690.58	$ 72,510.58
13680000	511000		Sanitation Salaries	$	95,232.00	1,450.65	$ 96,682.65
11750000	511000		Land Records Salaries	$	61,916.00	9.02	$ 61,925.02
							$ -
Total Adjustment						$ 343,970.59	

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: _____

Rev 2/18

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: October 21, 2020
Departmen Finance
Amount: $62,224.44
Budget Year Amended: 2020

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

CARES Act Routes to Recovery funding received for unbudgeted expenses incurred due to the COVID-19 pandemic. Expenses are required to be paid before submitting for reimbursment. This is the second submission for Routes to Recovery funding. Claim submitted October 9, 2020

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11410000	435528		Admin	11,157.32	5,048.06	$ 16,205.38
11220000	435528		Clerk of Court	20,423.44	584.51	$ 21,007.95
11320000	435528		Corp Counsel	-	528.40	$ 528.40
11100000	435528		County Board	-	2,869.12	$ 2,869.12
11510000	435528		Finance	3,706.96	1,520.16	$ 5,227.12
24110000	435528		Health	-	932.38	$ 932.38
71470000	435528		Info Systems	177.55	3,339.44	$ 3,516.99
11630630	435528		Maint-Justice Custodial	1,074.49	209.10	$ 1,283.59
11630610	435528		Maint-Justice P. Maint	9,018.57	1,144.97	$ 10,163.54
11605610	435528		Maint-Admin Bldg	6,160.63	194.10	$ 6,354.73
11630600	435528		Maint-JC Maint	16,993.62	6,742.80	$ 23,736.42
12950000	435528		Justice Dept	22,259.93	14,347.10	$ 36,607.03
11270000	435528		Medical Examiner	-	1,244.20	$ 1,244.20
12110000	435528		Sheriff	4,781.17	2,081.17	$ 6,862.34
12111000	435528		Sheriff Patrol	1,947.71	3,635.83	$ 5,583.54
12113000	435528		Sheriff Prot	-	3,267.90	$ 3,267.90
12700000	435528		Jail Admin	4,579.87	3,231.41	$ 7,811.28
12701000	435528		Jailers	3,232.67	1,763.39	$ 4,996.06
14700000	435528		Veteran	2,328.97	402.30	$ 2,731.27
15120000	435528		Local History Room	7,284.30	426.30	$ 7,710.60
16940000	435528		Land Conservation	8,263.52	1,445.39	$ 9,708.91
17200200	435528		Justice Dept Capital	-	3,398.02	$ 3,398.02
24900500	435528	LC231	Human Services	2,883.39	1,712.09	$ 4,595.48
24910510	435528	LC111	Human Services	11,048.01	292.40	$ 11,340.41
11520000	435528		Treasurer	3,390.71	1,528.09	$ 4,918.80
16980000	435528		Zoning	690.58	155.82	$ 846.40
13680000	435528		Sanitation	1,450.65	179.99	$ 1,630.64
Total Adjustment					$ 62,224.44	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11410000	511000		Admin Salaries	168,444.21	5,048.06	$ 173,492.27
11220000	511000		Clerk of Court Salaries	352,885.91	584.51	$ 353,470.42
11320000	531000		Corp Counsel Office Supplies	2,090.00	79.96	$ 2,169.96
11320000	522025		Corp Counsel Telephone	292.00	89.29	$ 381.29
11320000	511000		Corp Counsel Salaries	217,504.00	359.15	$ 217,863.15
11100000	553050		County Board Bldg Rent	1,100.00	550.00	$ 1,650.00
11100000	531000		County Board Supplies	1,900.00	2,319.12	$ 4,219.12
11510000	511000		Finance Salaries	680,926.99	1,520.16	$ 682,447.15
24110000	531000		Health	1,000.00	932.38	$ 1,932.38
11270000	511000		Medical Examiner Salaries	87,049.00	1,244.20	$ 88,293.20
11605610	524505		Maint Adm Ctr	4,976.90	35.78	$ 5,012.68
11630600	511000		Maint JC Salaries	36,958.62	6,742.80	$ 43,701.42
11630630	534005		Main-Operating Exp-JC	8,470.47	209.10	$ 8,679.57
11605610	524505		Building Repairs-Admin Bldg	5,609.32	158.32	$ 5,767.64
11630610	524505		Building Repairs-JC	90,137.20	1,144.97	$ 91,282.17
12950000	521210	J8000	Justice Dept Drug Test Lab	59,546.00	7,636.60	$ 67,182.60
12950000	511000		Justice Dept Salaries	460,754.54	6,558.26	$ 467,312.80
12950000	534270		Justice Dept Office Supplies	7,325.50	152.24	$ 7,477.74
17200200	580550		Justice Dept remodel	9,500.00	3,398.02	$ 12,898.02
12111000	511000		Patrol Salaries	1,060,357.71	3,635.83	$ 1,063,993.54
12110000	521401		SH Admin Security	86,873.00	2,081.17	$ 88,954.17
12113000	511000		SH Prot Salaries	171,151.00	3,267.90	$ 174,418.90
12700000	534270		Jail Admin Supplies	52,064.41	3,231.41	$ 55,295.82
12701000	511000		Jailers Salaires	1,291,591.00	1,763.39	$ 1,293,354.39
14700000	511000		Veteran Salaries	113,578.98	402.30	$ 113,981.28
15120000	511000		LHR Salaries	88,588.30	426.30	$ 89,014.60
16940000	511000		Land Conservation Salaries	278,342.52	1,445.39	$ 279,787.91
24900500	531000		HS AMSO Office Supplies	15,964.01	1,712.09	$ 17,676.10
24910510	527105	HS215	HS CH in Home Other Svcs	330,442.25	292.40	$ 330,734.65
71470000	511000		IT Salaries	303,172.55	2,052.34	$ 305,224.89
71475000	521415	I9914	IT - Comp Operations	495,039.00	104.14	$ 495,143.14
71470000	599000		IT - Tech Pool	1,160.00	1,182.96	$ 2,342.96
11520000	511000		Treasurer Salaries	178,289.77	1,445.39	$ 179,735.16
11520000	522025		Treasurer Phone	590.93	82.70	$ 673.63
16980000	511000		Zoning Salaries	72,510.58	155.82	$ 72,666.40
13680000	531000		Sanitation Office Supplies	1,640.00	179.99	$ 1,819.99
Total Adjustment					$ 62,224.44	

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 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
Total Transfer					$ 4,900.00

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount
213300000	521415		Computer Operation	$ 5,400.00	$ 4,900.00
Total Transfer					$ 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% reimbursment for the cost of the scanner and have funds to cover the balance.

Department Head Approval

Governing Committee Approval

10-13-20

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

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

No.
Date:

Department: Dispatch
Budget Year Amended: 2020

	Account #	Account Name	Transfer Amount	Original Budget	Revised Budget
From Account	12930000.533010	CONFERENCES/SEMINARS	$ 1,000.00	$ 2,600.00	$ 1,600.00
	12930000.515700	EMPLOYEE EDUCATION	$ 3,300.00	$ 4,690.00	$ 1,390.00
	12930000.531000	OFFICE SUPPLIES	$ 800.00	$ 4,000.00	$ 3,200.00
			$ -		$ -
	Total Transfer		$ 5,100.00		
To Account	12930000.524600	EQUIPMENT MAINTENANCE	$ 5,100.00	$ 88,408.00	$ 93,508.00
	Total Transfer		$ 5,100.00		

Explanation for Transfer:

TRANSFER FUNDS TO EQUIPMENT MAINTENANCE TO ASSIST WITH PURCHASE OF A NEW BASE STATION.

Department Head Approval Randy Williams 10/12/20

Governing Committee Approval Wallace Stallings 10/12/20

If < $500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval given on : _____

Date

If > $500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

Revised 04/17/2012

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

No. _____
Date: _____

Department: Dispatch
Budget Year Amended: 2020

	Account #	Account Name	Transfer Amount	Original Budget	Revised Budget
From Account	12930000.533010	Conference/Seminars	$ 1,500.00	$ 2,600.00	$ 1,100.00
			$ -		$ -
	Total Transfer		$ 1,500.00		
To Account	12930000.522027	Telephone Trunk	$ 1,500.00	$ 7,332.00	$ 8,832.00
	Total Transfer		$ 1,500.00		

Explanation for Transfer:

FAILED TO BUDGET FOR LYNXX (NG 911 PHONES) INVOICES FOR 2020. FUNDS IN CONF/SEMINARS WAS FOR THE ANNUAL 911 CONFERENCE, WHICH WAS CANCELLED DUE TO COVID.

Department Head Approval Randy A Williams 10/12/20

Governing Committee Approval Wallace Hobbegger 10-12-20

If < $500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval given on : _____

Date

If > $500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

Revised 04/17/2012

RESOUTION NO. _____

APPROVAL TO ESTALBISH A FULL-TIME COMMUNITY HEALTH EDUCATOR POSITION IN THE MONROE COUNTY HEALTH DEPARTMENT

WHEREAS, the Monroe County Health and Human Services Board and Administration & Personnel Committee request the establishment of a full-time Community Health Educator position in the Health Department; and

WHEREAS, Monroe County Health Department's goal is protect, promote and improve the health of the community; and

WHEREAS, the Monroe County Health Department's role is to investigate and follow up on all reportable communicable disease per Wisconsin Statutes, namely Chapter 252; and

WHEREAS, the Monroe County Health Department continues to diligently respond to the COVID-19 pandemic with timely disease investigations, contact tracing and isolation and quarantine directives to inhibit and prevent the spread of disease; and

WHEREAS, education of the public is a key factor for preventing of transmission of communicable diseases; and

WHEREAS, a Community Health Educator would bring a level of expertise and focus to meet the objectives of the Centers for Disease Control and Prevention through the Epidemiology and Laboratory Capacity Enhancing Detection grant; and

WHEREAS, a Community Health Education would bring additional grant-writing skills to Monroe County, further supporting the health of Monroe County residents in a cost-effective manner; and

WHEREAS, public health is a rapidly evolving area of public service requiring on-going education for public health workers and continued development of approaches to public health issues; and

WHEREAS, public health threats due to communicable diseases are constantly changing due to population mobility, disease outbreaks and evolving health safety threats created by the diseases and outbreaks.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they authorize the establishment of a full-time Community Health Educator position in the Health Department effective January 1, 2021.

Offered this 28th day of October, 2020 by the Administration & Personnel Committee.

Purpose: To approve a new Community Health Educator position for 2021.

Fiscal Note: Funding for the position ($59,474 in the first year) will be through grants and incorporated into the 2021 budget.

Drafted by Sharon Nelson, Monroe County Health Department Director

Finance Vote (If required): _____ Yes _____ No _____ Absent ********** Approved as to form: _____ Andrew C. Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____, 20____ VOTE: ____ Yes ____ No ____ Absent Committee Chair: Wallace Wahlegger Brett Barkin Sharon Folcey Mark Holve Mary Von Ruden
❑ 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.*

Job Title:	Community Health Educator	Department:	Health Department
Location:	315 West Oak Street, Suite B, Sparta, WI	FLSA Category:	Exempt- Professional
Immediate Supervisor:	Health Department Director/Health Officer	Salary Grade:	12
Supervision Exercised:	None	Position Type:	Full-time

Basic Functions and Responsibilities

Under direction of the Director, The Community Health Educator (CHE) is responsible for gathering input and collaborating with community partners to inform the development and implementation of community-based public health policies and programs. Emphasis is on community mobilization, program planning and development, communication, cultural competency and policy development. Interaction with socio-economic and culturally diverse populations and community organizational partners is a key component of work activities. Work is performed independently and as part of an interdisciplinary team.

Job Description

Role and Responsibilities

- Provide assessment and surveillance of public health to identify community needs to support activities focused at the individual, community and systems levels
- Develop and maintain coalitions, task forces and/or collaborations with local health care providers and other sector agencies and/or individuals involved in similar programs and services
- Prepare and conduct population-based educational programs
- Assure the availability and accessibility of the department programs
- Perform and/or assist a PHN or other staff in clinically-oriented duties
- Facilitate workgroups to determine program goals, objectives, and outcomes
- Record keeping for individually focused programs that assures proper documentation and tracking of information
- Develop and provide information, education and outreach such as newsletters or press releases on various public health and/or grant programs
- Market, develop, deliver and evaluate various programs and services
- Program specific data collection, analysis, and reporting to assure that program goals are met or to identify gaps that need to be addressed
- Involvement in monitoring budgets within each assigned program
- Actively participate in quality improvement/performance management projects and may provide education to staff on QI processes and project results
- Represent the Health Department on applicable coalitions and committees
- Assume responsibility for professional development by participating in continuing education program/training
- Participate in Health Department response during public health emergency
- Complete other duties that may be assigned

Qualifications and Education Requirements

- Graduation from an accredited college or university with a Bachelor's Degree in Community Health Education, Public Health, or other suitably related field.
- Experience working as a Community Health Educator in health promotion or similar area preferred.
- Certification as Health Education Specialist preferred.
- Valid driver's license and reliable transportation with sufficient liability insurance.

Physical Demands

A large percentage of time is spent sitting, standing, feeling, talking, hearing, using near vision, judgment. Walks, stoops, climbs, reaches, handles, keyboarding, uses far vision, lifts, carries, pushes/pulls up to 80 pounds intermittently. A lesser amount of time is spent traveling to and moving about the WIC sites.

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:_____

Date last revised: 06/22/2018

Approved by Supervisor:_____ Date:_____

Form MC-5

New Position Analysis

- [x] New position
- [ ] Increased hours to current position
- [ ] Additional existing position

Date: September 28, 2020	**Department:** Health
Department Head Name: 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 commuities 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 migitate a broad spectrum of reportable communicable diseases. The COVID-19 pandemic is a signinficant threat that may continue for months or years until a vaccine is approved. In the abscence of COVID-19 specific treatments or vaccine, containmentand migitation 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 Supplelmental 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 vulenerable 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.

Suggested Title: Community Health Educator		
Personnel Director's Recommended Classification:	**Grade:** 12	**FLSA Class:** Exempt - Professional
Full-time: ✓ **Part-time:** /hours	**Projected Start Date:** 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: ☐		Position Denied: ☐
By a vote of:	aye	nay	absent/abstention