

# *Menominee Town/County Board of Supervisors*

W3269 Courthouse Lane  
P.O. Box 279  
Keshena, WI 54135



## **PERSONNEL & FINANCE/BUILDINGS AND GROUNDS COMMITTEE MEETING**

**Members Present:** Elizabeth Moses, Keith Tourtillott, Eva Johnson.

**Others Present:** Rebecca Smith, Dave Kristoff, Lona Tourtillott, Menomin Hawpetoss, Jeremy Johnson, Jeremy Weso, Shelley Williams, Nancy Crevier, Bruce Wilber, Shannon Wilber, Laure Pecore-Clerk

**DATE:** November 17, 2020

**TIME:** 5:00 p.m.

**PLACE:** County Courthouse Board Room

The public may listen in using Zoom (see instructions below)

### **COUNTY AGENDA**

- 1. Call to order, Roll call:** Meeting called to order at 5:04 pm. Quorum present.
- 2. Closed Session Pursuant to Wis. Stats. 19.85(1)(c) Considering employment, compensation, or performance evaluation data of a specific County employee over which the Committee has jurisdiction or exercises responsibility.** No closed session needed.
- 3. Open Session to record action from closed session.**
- 4. 2021 County Budget including the Management Assistance Grant.**

Administrative Coordinator, Jeremy Weso reviewed with the committee, the changes that were made for the November 12<sup>th</sup> meeting.

#### **County:**

- **Medical Examiner** – The Medical Examiner submitted a revised application including the wage increases he would like to see in FY2021. A copy of the revised application will be handed out at the meeting. If the Committee approves those increases, the change will not affect the overall department request. The Medical Examiner managed to reduce expenses elsewhere to accommodate the proposed increase.
- **Human Services Department** – The HSD Director submitted a revised budget application and memo describing the changes today. Copies of the memo and revised budget application will be handed out at the meeting. The application proposes to reduce staffing by two (the application coversheet, however, still reflects an employee count of 35). The HSD Director dropped her levy request from \$580,110 to \$478,924, representing a \$101,186 reduction. The HSD Director also

removed the \$8,000 MAG request for a shower room at the Family Advocacy Center and is instead proposing to fund the shower room using fund balance.

- With the changes described above, the County would now be \$160,377 over the levy. On November 12<sup>th</sup>, we were \$261,563 over.

To balance the budget, the Committee would need to reduce expenses in the budget elsewhere (e.g., the Committee still needs to consider the requests to elevate two part-time positions to full-time, elevate one on-call deputy Clerk of Court to part-time, remove or modify the Technology Services position, etc.), move certain recurring expenses out to the MAG, and/or increase the levy through allowable adjustments (e.g., intergovernmental agreement expenses, unreimbursed pandemic expenses, ect.)

Discussion with CFZ manager, Jeremy Johnson on part-time position going to full-time. The committee decided to have the position go to full-time at 34 hours per week.

Discussion with Tech Services Director, Kristi Onesti on full time position. The committee decided to have the position go to a part time 29 hour position, a new job description will be developed.

Discussion with Medical Examiner, Patrick Roberts. The committee agrees with the recommended increases.

Discussion with Sheriff, Rebecca Smith on part time deputy going to full time. The committee decided to keep the position part time.

Discussion with Clerk of Courts, Pamela Frechette about the addition of a part time deputy in her office. The committee decided that a part time deputy was not needed at this time.

Reviewed the management assistance grant.

## 5. Adjourn.

## TOWN AGENDA

1. **Closed Session Pursuant to Wis. Stats. 19.85(1)(c) Considering employment, compensation, or performance evaluation data of a specific County employee over which the Committee has jurisdiction or exercises responsibility.** No closed session needed.
2. **Open session to record action from closed session.**
3. **2021 Town Budget including Management Assistance Grant:** Administrative Coordinator, Jeremy Weso reviewed with the committee, the changes that were made for the November 12<sup>th</sup> meeting.

### Town:

- Fire Department – The Fire Department submitted a revised application including the wage increases he would like to see in FY2021. A copy of the revised application will be handed out at the meeting. If the Committee approves those increases, the Fire Department budget will increase by an additional \$3,922.

With the change described above, the Town is \$3,922 over the levy. To balance the Town budget, the Committee could reduce Contingency by \$3,922. This would set Contingency at \$3,138 (changed from \$7,000). The adopted budget for FY2020 was \$4,510, but the Town did not use any of these funds as of yet.

## 4. Adjourn.