ROCK COUNTY, WISCONSIN

ROCK COUNTY BOARD OF SUPERVISORS’ MEETING
THURSDAY, NOVEMBER 21, 2013 – 6:00 P. M.
COUNTY BOARD ROOM/COURTROOM H
FOURTH FLOOR/COURTHOUSE EAST

Agenda

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
6. PUBLIC HEARING
   A. Amending the County’s Personnel Ordinance (First Reading)

7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
   A. Appointment to the Board of Health
   B. Appointment to Local Emergency Planning Committee
   C. Appointments to the Transportation Coordinating Committee
   D. Appointments as Alternates to the Transportation Coordinating Committee
   E. Appointment to Veterans Service Commission

9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS
11. UNFINISHED BUSINESS
12. NEW BUSINESS
   A. Supplementary Appropriations and Budget Changes - Roll Call
      1. Accepting Additional Community Transportation Grant Funding and Amending the 2013 Rock County Health Department Budget
      2. Accepting Back-to-Sleep and Cribs for Kids Mini-Grants and Amending the 2013 Rock County Health Department Budget
3. Authorizing Acceptance of Additional Home Visitation Grant Funds and Amending the 2013 Human Services Department Budget

NOTE: Item 12.A.3. will be considered by the Finance Committee on November 21, 2013

B. Bills Over $10,000 – No Roll Call
C. Encumbrances Over $10,000 – Roll Call
D. Contracts – Roll Call

1. Transfer of Property to Rock Residential Foundation Inc. for the Purpose of Building a Residence Hall on the UW Rock County Campus

NOTE: Item 12.D.15. will be considered by the General Services Committee on November 19, 2013 and County Board Staff Committee on November 21, 2013

2. Additions to Alarm System for Public Safety Radio Infrastructure
3. Awarding Contract for Bohn Refrigeration System Replacements at the Rock County Jail
5. Authorizing Purchase of Vehicles per State of Wisconsin Contract for the Rock County Sheriff’s Office
6. Awarding Bid to Aramark Uniform Services for Laundry Services at the Rock County Jail
7. Awarding Bid to Pomp’s Tire Service, Inc. of Janesville, WI for Servicing Vehicles at the Rock County Sheriff’s Office
8. Leadership Development Training Program


9. Awarding Contracts for Secure Hallway Flooring Project at Rock County Jail
10. Awarding Contract for Cleaning Services at General Services Locations

NOTE: Items 12.D.9. and 12.D.10. will be considered by the General Services Committee on November 19, 2013

11. Approving Dental Insurance Contract

NOTE: Item 12.D.11. will be considered by the Finance Committee on November 21, 2013

12. Authorizing Property Purchase through Community Development Block Grant – Emergency Assistance Program
ROCK COUNTY BOARD OF SUPERVISORS
November 21, 2013
Page 3

12. NEW BUSINESS

13. Awarding Contract for Waste Collection Services for the Rock County Department of Public Works
14. Authorizing Award of Contract for Gibbs Lake Park Shelter
15. Awarding Contract for Cleaning at Various Human Services Buildings

E. Declaring the Month of November “Pancreatic Cancer Awareness Month” in Rock County
F. Designating a Qualified Newspaper for all Rock County Legal Publications for 2014
G. Approval of Seventh Addition to Fassett Cemetery Plat

13. ADJOURNMENT
ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS

Dave O'Connell
INITIATED BY
County Board
Staff Committee
SUBMITTED BY

Dave O'Connell, Human Resource Director
DRAFTED BY
November 13, 2013
DATE DRAFTED

AMENDING THE COUNTY’S PERSONNEL ORDINANCE

WHEREAS, Act 10 and Act 32 of the 2011 Wisconsin State Legislature made numerous changes to Chapter 111.70 of Wisconsin Statutes; and,

WHEREAS, those changes significantly impacted the County’s Personnel Ordinance (Chapter XVIII) and the bargaining agreements between Rock County and the ten unions representing Rock County Employees; and,

WHEREAS, the County Board adopted changes to the Personnel Ordinance in 2011 in order to comply with the changes to Chapter 111.70, to the union contracts for Rock County Employees and the Personnel Ordinance covering unilateral employees; and,

WHEREAS, certain additional changes have been suggested by Department managers; and,

WHEREAS, the County wants to incorporate these additional changes to the Personnel Ordinance effective at 12:01 a.m. January 1, 2014.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this ______ day of _________, 2013 does hereby amend Chapter XVIII, the County’s Personnel Ordinance as follows:

CHAPTER XVIII
PERSONNEL ORDINANCE
SECTION 1
OBJECTIVES AND SCOPE

18.101 Authority.
This Ordinance is promulgated under the authority of Wisconsin Statute 59.22 (2)(c) 1.e.

18.102 Purposes.
The purposes of this Ordinance shall be to:

A. Establish a clear understanding of responsibilities in the establishment and maintenance of a personnel program for Rock County.

B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop and maintain an effective and responsive workforce for the County. The Ordinance shall be based on the following objectives:

(a) To recruit, select and advance employees on the basis of their relative knowledge, skills, and abilities.

(b) To provide internally equitable and externally competitive compensation for all employees.
(c) To recognize good job performance, reward exceptional performance and correct inadequate performance in a fair and timely manner.

(d) To assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation or beliefs, race, color, national origin or ancestry, sex, age, religion, disability, sexual identity and orientation, genetic information, or any other cause for discrimination as defined by law, and with proper regard for their rights as citizens.

(e) To protect employees against coercive political activities and to prohibit the use of official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

C. Provide a system of standardized titles and standardized class descriptions for the effective administration of personnel activities such as: manpower planning and budgeting, standards of job performance, fair and equitable pay, valid selection and recruitment programs, training programs and career development.

D. Provide a system to recruit and select the most qualified persons for positions in County service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, provide equal employment opportunity, prohibit discrimination because of race, political affiliation or beliefs, religion, sex, national origin or ancestry, age, disability, sexual identity and orientation, genetic information, or any other cause for discrimination as defined by law, to ensure that persons of disadvantaged groups are fairly represented in the County workforce.

E. Provide an effective career development plan for qualified employees through promotional opportunities in an environment free of discrimination.

18.103 Scope.

THIS ORDINANCE SHALL NOT BE DEEMED A CONTRACT OF EMPLOYMENT. The provisions of this Ordinance do not vary or modify the at will employment relationship between the employee and the County. Any individual may voluntarily cease employment upon proper notice and may be terminated by Rock County at any time and for any reason. Any oral or written statements of promises to the contrary are expressly disallowed and should not be relied upon by any prospective or existing employee. The contents of this ordinance are subject to change at any time by action of the County Board.

This Ordinance shall govern personnel administration for all employees and departments of the County of Rock except:

(a) members of the Rock County Board of Supervisors;

(b) elected County Officials;

(c) members of boards, commissions, and committees (including citizens);

(d) persons employed to conduct temporary and special inquiry, investigation or examination on behalf of the County Board, a committee thereof, or the County Administrator;

(e) persons employed by employment services agreements or purchase of service contracts, unless expressly included in said contract or agreement;

(f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats., which shall be handled by the Public Safety and Justice Committee of the Rock County Board of Supervisors in accordance with statute.

This Ordinance shall not be interpreted as infringing upon the Constitutional powers of Elected Department Heads.

18.104 Collective Bargaining Agreements.

This Ordinance applies to employees not covered by collective bargaining agreements (Unilaterals) and to employees so covered when specific contracts are silent on a particular issue, or otherwise do not apply to the contrary.
18.105 Human Resources Section of the Administrative Policies and Procedures Manual

The Human Resource Department shall develop a standard set of policies and procedures to administer the personnel system based upon the Policies established in this Ordinance. These policies and procedures shall be a part of the County's Administrative Policies and Procedures Manual. The Human Resource Policies and Procedures shall be subject to review and approval by the County Board Staff Committee.

The Ordinance shall take precedence over the Human Resource Policies and Procedures.

18.106 Department Work Rules.

Nothing herein shall preclude an Appointing Authority from promulgating Department Work Rules covering topics not covered by this Ordinance or the Human Resource Department's Policies and Procedures. Work rules so promulgated must be consistent with this Ordinances and Human Resource Policies and Procedures.

18.107 Non Elected Department Heads.

Any non elected Department Head hired shall be employed pursuant to a personal employment contract of up to two (2) years. Non elected Department Heads serving on the date of adoption of this section may voluntarily negotiate a personal employment contract of up to two (2) years. Non elected Department Heads shall continue to be at will employees and may be removed at the pleasure of the County Administrator. Removal of the Corporation Counsel by the County Administrator requires the concurrence of the County Board. The County Administrator shall remain the appointing authority for non elected Department Heads. The personal employment contract covering the initial appointment of a non elected Department Head is subject to approval by the County Board after action by the appropriate Governing Committee.

18.108 Administrator Position.

The position of the County Administrator shall be included under the coverage of this Ordinance, except where there are exclusions or where this Ordinance conflicts with the resolution establishing the administrator form of government. In the case of any such conflict, the resolution shall control.

18.109 Sheriff's Office Command Staff.

In addition to the benefits provided to other unilateral employees, if the following provisions of the labor agreement with the Rock County Deputy Sheriff's Supervisors Association are modified, such modifications shall be extended to the Chief Deputy (CB resolution Nov 9, 1993); Commanders (CB resolution Nov 15, 1991); and Captains (CB resolution Dec. 31, 2008).

- Education
- Health insurance for retirees†
- Life insurance
- Retirement
- Sick Leave Accumulation
- Sick leave payout
- Sick leave payment
- Uniform allowance
- Worker's compensation

†For Command Staff who are at least age 53 and retire after January 1, 2014, the County shall pay 100% of the health insurance premiums for the applicable coverage for the retired and eligible dependents thru the end of the month before they turn 65.

18.110 Amendments.

This Ordinance may be amended by the Rock County Board of Supervisors in the same manner as adopted.

18.111 Management Rights.

The management of Rock County and the direction of the workforce is vested exclusively in the County, including but not limited to the right to:
1) Hire, promote, demote, suspend, discipline, and discharge;
2) Decide job qualifications for hiring;
3) Transfer or layoff because of lack of work, discontinuance of services, or other legitimate reasons;
4) Subcontract for economic reasons or when it is not feasible for county employees to perform the work;
5) Abolish or create positions;
6) Create job descriptions and determine the composition thereof;
7) Plan and schedule work;
8) Determine the methods and processes and manner of performing work;
9) Determine the type, kind and quality of service to be rendered to clients and citizens;
10) Determine the location, operation and type of physical structures, facilities, equipment of the county;
11) Plan and schedule any training programs,
12) Create, promulgate and enforce reasonable work rules;
13) Determine and enforce regulations governing conduct and safety;
14) Determine what constitutes good and efficient county service, and all other functions of management and direction.

The County shall have the right to operate and manage its affairs in all respects in accordance with its rights, duties, and responsibilities.

18. 112 Responsibilities and Authority.

A. County Board. The County Board shall:
   (1) approve the annual County budget, including requests for personnel adjustments.
   (2) review and approve County Personnel Ordinance and amendments.
   (3) confirm department head appointments made by the County Administrator.
   (4) delegate such duties to the County Board Staff Committee as necessary.
   (5) hear grievance appeals as outlined in Section 18.806.

B. County Board Staff Committee. The County Board Staff Committee shall:
   (1) advise the County Administrator on matters concerning implementation of Personnel Ordinance.
   (2) review proposed Personnel Ordinance and amendments as developed and recommended by the Human Resources Director and make recommendations to the County Board for consideration and legislative action.
   (3) perform other related duties as assigned by the County Board.

C. County Board Governing Committees. Each Governing Committee shall:
   (1) review all appointments made by the County Administrator as provided in Section 18.112(d)(1) and make such recommendations to the Board as appropriate.
D. **County Administrator.** Except as prohibited by State and Federal law, the County Administrator shall:

1. appoint and remove all Department Heads, subject to the provisions of Section 18.107.

2. advise the Governing Committee of the final interview schedule of the best-qualified applicants. The Governing Committee may participate in the scheduled interviews.

3. submit terms of employment for Department Heads to the Governing Committee for review before submission to the County Board.

4. approve Personnel Ordinance prior to submittal to the County Board Staff Committee and the County Board.

5. apply appropriate disciplinary actions as defined in Section 18.1108 to subordinate employees.

6. approve new positions, reallocations, and upgrades of existing positions subject to County Board approval.

E. **Human Resources Director.** The Human Resources Director under the authority of the County Administrator shall:

1. administer the Personnel Ordinance adopted by the County Board.

2. establish, maintain and coordinate personnel transactions and records management for all County employees and positions.

3. establish and maintain a central personnel file for each County employee showing name, title, salary, change in status, annual performance ratings and such pertinent information as may be necessary for effective personnel administration and for compliance with Federal and State laws.

4. advise and assist Department Heads on all County Personnel transactions and records management systems and procedures.

5. notify the payroll section of all relevant changes.

6. review appointments and removal of personnel to County positions pursuant to Section 18.607.

7. maintain complete employment and performance records of all County employees.

8. establish and maintain a roster of all employees in the County service which shall include the class title, pay status, and other pertinent data.

9. make such reports and investigations to the County Administrator, County Board Staff Committee and the County Board as required.

10. develop and maintain the Classification Plan.

11. develop and administer the recruitment and selection program.

12. establish and maintain lists of persons eligible and qualified for appointment and promotion to positions within the County service when, in the judgment of the Human Resources Director, it is advantageous to the County.

13. monitor temporary and overtime assignments.

14. approve and monitor layoffs due to lack of funds, work, or the abolition of positions or material changes in duties and organization, encourage the reemployment of laid off employees in other appropriate County positions.
develop, operate and coordinate programs to improve employee effectiveness, training and career counseling.

establish an Affirmative Action Program designed to increase the participation at all levels of the County workforce persons of disadvantaged groups, including, but not limited to women, minorities and the physically and mentally handicapped.

establish standards and procedures to ensure uniformity in the application of discipline and the processing of employee grievances.

conduct third step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.

prepare and implement such forms, reports and procedures necessary to carry out the County human resources program.

disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.

lead the County’s negotiations with labor representatives, unless otherwise delegated by the County Board.

investigate unemployment compensation claims and represent the County at unemployment compensation hearings.

develop such regulations as necessary to carry out the intent of this Ordinance.

establish a safety program to reduce the incidence of work related injuries and promote safety awareness.

develop and maintain the County wide training program within budgetary limitations.

administer and manage the County’s Worker’s Compensation program.

insure that Department Work Rules are fairly designed and administered.

Department Heads. Department Heads shall:

enforce the Personnel Ordinance, and the Human Resource Policies and Procedures in their respective department.

adopt such additional Department Work Rules as required by law and/or necessary for the operations of the Department subject to approval of the Human Resources Director.

initiate and process personnel transactions affecting their employees using forms provided by the Human Resources Director.

maintain an employee service record for each employee.

notify the Human Resources Director of all changes in permanent personnel records including change of address, insurance coverage and other relevant information.

keep employees informed of current personnel policies.

conduct second step grievance procedures hearings as may be necessary under Section 18.805, and adjust such grievances as may be appropriate.

appoint and remove employees to positions subject to Section 18.304 and 18.806, and consistent with applicable State Statutes and inform governing committee of said appointments.

in collaboration with the Human Resources Director, develop employee orientation and in service training programs.
(10) administer discipline and delegate such authority to supervisory personnel as appropriate subject to Section 18.806.

(11) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis.

(12) obtain prior approval of the County Administrator when taking vacation days, or when traveling out of the County on County business. (This provision does not apply to elected County Officials.) The memo making the request should include a designated department contact person, as well as a phone number where the Department Head can be reached (if possible).

G. Supervisory Personnel. To the extent Department Heads delegate authority to them, supervisors shall:

(1) interview and recommend applicants for appointments to and removal from subordinate positions.

(2) implement the Personnel Ordinance, HR Policies and Procedures and Department Work Rules in their unit.

(3) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis.

(4) administer discipline to employees as necessary.

(5) conduct first step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.

SECTION 2

CLASSIFICATION PLAN

18.201 Development and Administration.

The Human Resources Director shall be responsible for the overall development and administration of the Classification Plan, in cooperation with Department Heads, key staff employees and other appropriate resources. The County Administrator position shall be an unclassified position.

18.202 Position Description.

Each employee shall have an accurate position description that describes the knowledge, skills and abilities necessary to do the work of that position; goals of the position and job tasks to accomplish the goals; and identifies the essential job functions.

18.203 Allocation of New Positions.

The Human Resources Director shall allocate new positions that have been approved by the County Board to one of the classifications in the Classification Plan. If a suitable class does not exist, the Human Resources Director shall establish a new classification. An appropriate pay range for the classification shall be assigned subject to the approval of the County Board Staff Committee, and confirmation of the County Board unless otherwise established through the budgetary process.

18.204 Abolition of Unnecessary Classifications.

When it is determined that a classification or classifications are no longer useful or appropriate, the Human Resources Director shall inform the County Board Staff Committee that such classes have been abolished.

18.205 Reclassification Requests.
18.206 Reallocation Requests.

A reallocation is the reassignment of a position from one pay range to another pay range to correct an error in the original assignment, to reflect changing labor market conditions, or to reflect significant changes over a period of time in the duties and the responsibilities of the position.

Salary adjustments shall be part of the budget process. If salary reallocations are approved, they will become effective the first day of the fiscal year. Persons in positions reallocated shall normally be advanced to the step with the next highest dollar amount in the new pay range. With approval of the Human Resources Director and the County Administrator, an employee may be advanced a step over and above the next highest dollar amount. In unusual circumstances, the reallocated individual may be placed in a higher step upon approval of the Human Resources Director and the County Administrator.

When a position becomes vacant and it is determined by the Human Resources Director and the County Administrator that a reallocation of the position is necessary for recruitment purposes, such reallocation may occur outside the budget process upon the confirmation of the County Board Staff Committee and approval of the County Board.

18.207 Reorganization of Department.

Each time a department or division of a department is reorganized, class descriptions for all affected employees shall be submitted to the Human Resources Director for review and approval as part of such reorganization.

18.208 Position Description Questionnaires.

The Human Resources Director may require departments or employees to submit Position Description Questionnaires when vacancies occur, any time there is reason to believe that there has been a significant change in the duties and responsibilities of one or more positions, or as part of a position audit conducted by the Human Resources Department.

18.209 Review of Classification Plan.

At least every three years, or as often as may be appropriate, the Human Resources Director shall review the Classification Plan to ensure that the plan accurately reflects existing position responsibilities and market conditions. The Human Resources Director shall take whatever action is appropriate to amend and update the Classification Plan, subject to the review of the County Board Staff Committee and approval of the County Board.

18.210 Underslotting.

As a vacancy occurs, the Department Head may recommend the position not be filled at the existing level. With the concurrence of the Human Resources Director and County Administrator, the position may be filled at a lower classification.

18.211 Upgrade.

Upgrades shall be part of the annual budget process. Prior to approval of the budget, the Human Resources Department shall audit the position and make a written recommendation to the County Administrator who shall then recommend approval or denial of the upgrade request. If an upgrade request is denied, the position shall not be reconsidered for upgrade until there is a significant change in the duties and responsibilities of the position.
When a position is upgraded, an open recruitment shall be conducted to fill the position. Hiring procedures for approved upgraded positions shall be subject to guidelines established by the Human Resources Director.

SECTION 3
RECRUITMENT AND SELECTION

18.301 Recruitment.

The Human Resources Director shall develop and conduct an active recruitment program designed to meet current and projected County manpower needs.

Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield qualified candidates.

(a) Job Announcements and Publicity.

The Human Resources Director shall issue job announcements and otherwise publicize vacancies as may be appropriate. Job vacancies shall be formally announced for a minimum of five working days prior to the closing date for filing applications. Depending upon the vacancy and the scope of the recruitment process, this period may be longer. The Human Resources Director may also initiate continuous recruitment programs for any class of positions. (See HR Policies and Procedures.)

(b) Application Form.

All applications for employment shall be made on forms prescribed by the Human Resources Director. The Human Resources Director may require proof of application statements.

(c) Rejection of Applications.

The Human Resources Director may reject any application if the applicant:

(1) does not meet the minimum qualifications established for the position.

(2) provides any false or misleading information in the application process.

(3) is physically, mentally or otherwise unable to perform the duties of the position, as permitted under applicable State and Federal laws.

(4) has been convicted of a crime, which renders him/her unsuitable for the position, as permitted under applicable State and Federal laws.

(5) is not within the legal age limits prescribed for the position or for County employment.

(6) has established an unsatisfactory employment record, which demonstrates unsuitability for the position.

(7) is a member of an organization, which advocates the violent overthrow of the government of the United States.

(8) based on job related factors, is found by the Human Resources Director to be clearly unsuitable for the position for which he/she has applied.

(d) Whenever an application is rejected, notice of such rejection shall be promptly made to the applicant.

(e) The Human Resources Director may select only the best qualified applicants for screening and final consideration.

(f) Where written exams are used as part of the recruitment process, applicants will not be eligible to re take the exam until a period of six months has lapsed.

18.302 Relocation Expense.
An employee, newly hired to fill an FLSA exempt position, who resides outside of reasonable commuting distance (i.e. a distance greater than 40 miles) wishing to relocate his or her domicile to Rock County may be eligible for a contribution toward moving expenses, if it is determined, upon recommendation of the County Administrator and approval of the County Board Staff Committee, to be in the best interest of Rock County to offer such contribution. An employee receiving a contribution toward moving expenses shall remain a resident and employee of Rock County for not less than three (3) years. Failure to meet this requirement will result in the repayment of said moving expense on a pro rata basis.

18.303 Selection.

The selection process shall maximize reliability, objectivity, and validity through a practical and job related assessment of applicant attributes necessary for successful job performance and career potential. The selection process shall also be balanced to provide promotional opportunities as well as open competitive opportunities at all levels of County employment.

(a) Selection Devices.

The Human Resources Director shall be responsible for determining when formal selection devices are to be used to screen applicants for job vacancies which may include, but need not be limited to a review of training and experience, work sample and performance tests, practical written tests, physical fitness examinations, and background and reference inquiries. In the development of selection devices, the Human Resources Director shall confer with Department Heads, consultants, or others familiar with the knowledge, skills and abilities required and specific devices to best measure these factors.

(b) Confidentiality.

Formal selection materials shall be known only to the Human Resources Director and to other individuals designated by the Human Resources Director. Every precaution shall be exercised by all persons participating in the development and maintenance of materials to ensure the highest level of integrity and confidentiality.

18.304 Eligibility Lists.

The Human Resources Director shall be responsible for establishing and maintaining eligibility lists as may be necessary or desirable.

(a) Layoff List for unilateral employees.

An employee laid off or demoted in lieu of layoff may be considered for re-employment when a vacancy occurs for which he/she is qualified. Human Resources shall notify said employee of any vacancy arising in the same job from which the employee was laid off. Said employee shall make application for the vacant position. Once application is made, the laid off employee shall participate in a competitive hiring process and, if most qualified, shall be required to accept an offer of employment for the position within 10 days of said offer. Failure to make application or accept an offer of employment for the position from which the employee was laid off shall result in the forfeiture of notification rights for future openings.

(b) Open Competitive and Promotional Eligibility.

The Human Resources Director may establish and maintain such open competitive and promotional eligibility lists of applicants who have qualified for a particular job or class of County positions.

(c) Duration of Eligibility Lists.

The duration of eligibility lists shall be not less than one year, or as provided for in a Department's Work Rules.

(d) Removal of Candidates from Eligibility Lists.

The Human Resources Director may remove candidates from an eligibility list if the candidate:

(1) receives a regular appointment to a position in the same class or another class having the same or higher pay grade.
(2) files a written statement indicating unwillingness to accept appointment.

(3) declines an offer of employment under such conditions previously indicated by the candidate as acceptable.

(4) fails to respond within a specified time period to any official written inquiry regarding relative availability.

(5) fails to report for an interview or for duty at the time specified by the Human Resources Director or appointing authority.

(6) is disqualified for employment under County policies or state law.

(7) factors covered under Section 18.301.

(e) The Human Resources Director shall notify each candidate in writing of his/her removal from an eligibility list. The candidate may appeal his/her removal from an eligibility list and, at the discretion of the Human Resources Director, the candidate may be reinstated.

18.305 Certification and Appointment.

Whenever a vacancy in County employment is to be filled, the appointing authority shall submit a request to the Human Resources Director to provide names of eligible candidates.

Appointment of Eligible Candidates.

The appointing authority shall make an appointment from among the names submitted by the Human Resources Director. The appointing authority shall justify to the Human Resources Director each candidate’s unsuitability if they are bypassed on the list. Such justification must be acceptable to the Human Resources Director.

The date upon which a new employee commences employment shall be jointly determined by the Human Resources Director and Department Head.

18.306 Probationary Period.

Except for Department Heads and the County Administrator, original appointments to all positions shall be made with a Probationary Period of one (1) calendar year.

The length of the Probationary Period shall be specified in the written offer of employment, which will be written by the Human Resources Department.

(1) Regular status begins on the first workday following completion of the Probationary Period.

(2) The Probationary Period may be extended for a period of time not to exceed six (6) months, with prior approval of the Human Resources Director. This request must be made in writing citing the reason for the request.

(3) An employee shall automatically be appointed at the end of the prescribed Probationary Period, unless the appointing authority, with approval of the Human Resources Director, notifies the probationary employee of the extension, or the unsuccessful completion of the Probationary Period at which time the employee shall have their Probationary Period extended or be dismissed.

(4) Dismissal of an employee during the initial Probationary Period shall be at the sole discretion of the employer and without recourse to the grievance procedures herein provided.

(5) An employee appointed to a position in an acting capacity by the County Administrator and subsequently selected as the regular employee in that position shall have his/her total time of continuous employment, including the time spent in an interim capacity, counted for seniority purposes, but shall serve at least a six month Probationary Period after regular appointment.
(6) Probationary employees will not be permitted to apply for other positions until they have completed at least six months of employment. In unusual circumstances, this requirement may be waived by the Department Head and Human Resources Director.

(7) Completion of the Probationary period does not guarantee continued employment for any specified period of time, nor does it modify or change the employee's at will status.

18.307 Part-time and Seasonal Employment.
When possible, employment shall be on a full time year round basis. However, when it is determined to be in the best interest of the County, part-time and seasonal employees may be hired.

18.308 Temporary Appointments.
Temporary appointments may be made from appropriate eligibility lists. If no eligibility list is available or if the eligible candidates are not available for temporary work, the Human Resources Director may authorize the appointment of a qualified individual. The acceptance or refusal by an eligible candidate of a temporary appointment shall not affect the candidate's standing on the eligibility list for regular appointment.

18.309 Overlap of Positions.
Any request for hiring in excess of the budgeted personnel roster must be approved by the County Board. This would include cases where the Department Head requests an overlap of personnel for more than one payroll period in order to train the new employee. The request should be approved by the governing committee and County Board Staff Committee prior to submission to the Board.

18.310 Other Appointments May Follow Ordinance.
Nothing herein shall preclude an appointing authority from filling those positions not covered by this Ordinance in a manner consistent with it.

SECTION 4

SALARY ADMINISTRATION

18.401 Pay Plan.
The Pay Plan shall include the schedules of pay ranges for all unilaterals and all employees covered by a collective bargaining agreement that has limited bargaining rights under Wisconsin Statutes Section 111.70.

Schedules shall consist of minimum and maximum rates of pay and the intermediate pay steps. The objectives of the Pay Plan shall be:

(a) To provide an appropriate salary structure, to recruit and retain an adequate number of competent employees; and,

(b) To provide appropriate pay incentives for satisfactory or outstanding job performance.

The pay plan schedules described above shall be contained in the County's Administrative Policy and Procedures Manual.

18.402 Development and Administration.
The Human Resources Director shall be responsible for the development and administration of the Pay Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of pay. When appropriate, the Human Resources Director shall recommend necessary amendments to the County Board Staff Committee, which shall become effective upon approval of the County Board.

18.403 Linkage.
The Pay Plan shall be directly linked to the Classification Plan and shall be based on the principle of equal pay for equal work. Pay ranges within the Pay Plan shall be determined with regard to such factors as: uniformity of pay for each class, relative difficulty, complexity, and responsibility of work, recruiting experience, prevailing rates of pay for similar jobs in public and private service, changes in cost of living indices, and the financial policies of the County.

18.404 Entrance Pay Rate.

The entrance pay rate for new County employees shall normally be the minimum rate of the pay range prescribed for the class. A Department Head may recommend that a particular appointment be made above the entrance pay rate. Such requests must be made in writing, approved in advance by the Human Resources Director in recognition of relevant experience and/or exceptional qualifications.

Elected Department Heads that wish to appeal the decision for placement of a new County employee made by the Human Resources Director and/or County Administrator may do so in writing to the County Board Staff Committee, whose decision shall be final.

18.405 In Range Increment.

In range increments shall be based on satisfactory work performance and length of service in a class. Such increments shall not be granted automatically. Whenever an employee is promoted, their annual pay increments (step increase) shall be based on the length of service in that range or class. The employee shall have an overall performance evaluation of “satisfactory” or “meets expectations” or higher in order for an in range increment to be granted. If the rater plans to recommend the denial of an in grade salary increment, the report shall be discussed with the Human Resources Director prior to review with the employee. The performance of the employee will be evaluated in accordance with procedures outlined in Section 7 of this Ordinance.

18.406 Productivity/Incentive Awards.

Extraordinary productivity/incentive awards may be granted in recognition of exceptional performance in addition to an employee’s regular pay. Recommendations for such pay shall be initiated by the employee’s supervisor and/or Department Head, reviewed and approved by the Human Resources Director, County Administrator, appropriate Governing Committee and the County Board Staff Committee. Specific guidelines for the administration of the Productivity/Incentive Awards Program shall be the responsibility of the Human Resources Director to establish and maintain subject to approval by the County Administrator and County Board Staff Committee. Such requests shall be in writing and supported by evidence of the following:

(a) The employee has personally conceived and suggested a procedure or device which has resulted in substantially greater operating efficiency or in a marked decrease in operating expenses; or,

(b) The employee has performed extensive collateral duties or has continually completed difficult work assignments, which significantly increased the efficiency and effectiveness of his/her department’s program or the County service.

18.407 Seasonal Employment.

Seasonal employees shall be compensated on an hourly basis at a rate established within the parameters of the annual budget as determined annually by the Human Resources Director.

18.408 Temporary Employment.

Temporary employees shall be compensated by placing them on a step in the appropriate salary schedule.

Should a non regular employee be reclassified as a regular employee in the same job, He/she shall be advanced in pay to the appropriate salary rate of his/her classified position. His/her total time of continuous employment including his/her temporary employment shall be counted as part of his/her probationary period.

18.409 Pay Rate Adjustments.

The following actions shall affect the pay status of an employee:
855 (a) Transfer.

When an employee is transferred from one class to another with a common pay range, he/she shall continue to receive the same pay rate.

864 (b) Promotion.

When an employee is promoted from one class to another having a higher pay range, he/she shall normally advance to the pay step in the new range which is immediately above his/her former rate of pay. In unusual circumstances, the promoted individual may be placed in a higher step upon approval of the Human Resources Director and the County Administrator.

870 (c) Demotion.

When an employee is demoted for any reason, the Human Resources Director shall consult with the supervisor(s) involved to decide the pay for the re-assignment. In no case will it exceed the maximum of the pay range of the job to which the employee is demoted.

877 (d) Reinstatement.

When an employee is reinstated to his/her former job he/she shall normally be paid the same pay step as before leaving. When the employee is reinstated to a job with a lower pay range, the Human Resources Director shall decide on the new pay rate in accordance with the employee’s experience and qualifications. In no case, will it exceed the maximum of the pay range to which the employee is assigned.

884 (e) Compensation During Temporary Assignment.

In a situation where an employee is assigned the duties of a higher classification anticipated to be for a period in excess of ten (10) consecutive working days, the employee will be assigned a temporary pay rate in the range of the higher classified position. Such pay will be for the period of the temporary assignment. Temporary assignments must be approved by the Human Resources Director. An employee who is temporarily assigned to a position with a lower pay range, for any period, shall not receive a reduction in pay. No such temporary assignment shall exceed six months unless approved by the County Administrator upon recommendation of the Human Resources Director.

896 18.410 Overtime.

“Unilateral A” employees earn overtime at time and one half over 40 hours per week.

“Unilateral B” employees earn overtime at straight time over 40 hours per week.

“Unilateral C” employees, who are exempt under the federal Fair Labor Standards Act (FLSA), do not earn overtime.

For additional policies and procedures regarding overtime for unilaterals and other employees see the HR Policy and Procedure Manual.

908 18.411 Red Circled Classifications.

Employees in classifications that are to be red circled will be frozen at their current salary until the salary of the pay range to which they are assigned equals or exceeds their rate of pay. Employees with ten years of service, whose classification has been red circled, shall receive one half of the across the board increase granted to employees on the Unilateral Pay Plan until the salary of the pay range to which they are assigned equals or exceeds their rate of pay.

SECTION 5

FRINGE BENEFITS
Holidays.

The following holidays are observed by the County and shall be granted to regular employees with pay and to temporary employees without pay, unless such employees are required to be on scheduled work:

(a) New Year's Day
(b) Spring Holiday to be observed the Friday immediately preceding Easter
(c) Memorial Day
(d) July 4th
(e) Labor Day
(f) Thanksgiving Day
(g) Friday following Thanksgiving
(h) Day before Christmas
(i) Christmas Day
(j) One Floating Holiday of the employees' choice
(k) Any additional holiday granted by the County Board.
(l) The County Administrator may designate additional holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair.

For employees working the standard work schedule, when a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be observed.

For employees not working the standard work schedule see the HR Policies and Procedures.

Employees normally granted time and one half: The Director of Nurses, the Assistant Director of Nurses and Nursing Supervisors working in Rock Haven who are required to work a holiday; will be paid or granted compensatory time off at a rate of time and one half and receive an additional day in lieu thereof.

The Youth Services Center Supervisors who are required to work a holiday, will be paid or granted compensatory time off at a rate of time and one half.

For supervisors working at the 911 Communication Center, who are required to work on a holiday, they will be paid or granted compensatory time off at a rate of time and one half for all hours worked between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday.

Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.

Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be granted in lieu thereof.

Regular part-time employees who normally work sixteen or more hours per week shall be paid for holidays which fall on days for which they would otherwise be scheduled to work, according to the number of hours for which they would be scheduled to work on that day.

When a holiday falls within a period of leave with pay, the employee shall receive pay for the holiday.

When a holiday falls within a pay period of leave without pay, the employee shall receive no pay for the holiday.

In order to receive holiday pay, employees must normally be scheduled to work for not less than 4 hours the regular workday before and not less than 4 hours the regular workday after the holiday, unless on authorized paid time off (sick leave, vacation) or on paid FMLA.

Floating holidays must be taken in whole day increments (pro rated for part-time employees).

The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of January 1st of each year. During their first year of employment, Employees hired after November 30, will have until January 31 of the following year to use their floater from the previous year.
The floating holiday may be taken upon at least twenty-four (24) hours notice prior to the beginning of the shift. A floating holiday with less than twenty-four (24) hours notice may be taken in an emergency circumstance at the discretion of the Department Head or his/her designee.

18.502 Health and Dental Insurance.

A. The County shall pay that portion of the employee's health insurance as is approved by the County Board.

B. For part-time unilateral employees who are in a .5 or higher FTE position and hired after September 1, 2009 the employee shall contribute toward health coverage pro-rated to the FTE of the position they hold. [CB resolution – September 2009.]

C. Part-time employees who are normally scheduled to work less than twenty hours per week are not eligible for County health and dental benefits. Employees who normally work twenty hours or more per week are eligible to receive dental insurance and health benefits. Part-time employees may participate in vision insurance at their own cost provided it is allowable under the plan rules in effect at the time of participation.

D. Employees retiring from the County who are eligible for a WRS annuity may retain their insurance coverage under the County's group policy if they pay the premium.

E. Dental coverage will be provided consistent with coverage and co payments as set by the County Board. Eligibility for coverage shall be governed by the policy issued by the carrier/administrator. The employer shall pay 60% of applicable premium of the lowest cost available plan and the employee shall pay the remainder of the applicable premium.

18.503 Life Insurance.

Regular full-time employees are eligible for group life insurance in an amount equal to the next highest thousand dollars of their annual salary. Unless they specifically waive such coverage, a portion of the premium shall be deducted monthly from their regular salary as approved by the County Board. Regular part-time employees are also eligible if they work enough hours in a year to qualify for Wisconsin Retirement System coverage.

18.504 Retirement.

Retirement benefits are administered by the State of Wisconsin Retirement System (WRS). The benefits are governed by applicable State statutes and regulations.

18.505 Unemployment Compensation.

County employment is covered by Wisconsin Unemployment Compensation laws.

18.506 Vacation.

(a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid vacation after one year of continuous service. Thereafter, he/she shall earn one additional day per year for each year of continuous employment to a maximum of twenty two days. Employees shall continue to earn vacation until the employee’s length of service would provide additional vacation under paragraph (b) below, at which time they shall be placed on that schedule.

(b) Unilateral employees hired after January 1, 2008, shall earn vacation according to the following schedule:

<table>
<thead>
<tr>
<th>Completed Years of Service</th>
<th>Unilateral A &amp; B</th>
<th>Unilateral C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year</td>
<td>10 Days</td>
<td>15 Days</td>
</tr>
<tr>
<td>2 Years</td>
<td>10 Days</td>
<td>15 Days</td>
</tr>
<tr>
<td>3 Years</td>
<td>10 Days</td>
<td>15 Days</td>
</tr>
<tr>
<td>4 Years</td>
<td>10 Days</td>
<td>15 Days</td>
</tr>
<tr>
<td>5 Years</td>
<td>11 Days</td>
<td>20 Days</td>
</tr>
<tr>
<td>6 Years</td>
<td>12 Days</td>
<td>&quot;</td>
</tr>
<tr>
<td>7 Years</td>
<td>13 Days</td>
<td>&quot;</td>
</tr>
<tr>
<td>8 Years</td>
<td>14 Days</td>
<td>&quot;</td>
</tr>
</tbody>
</table>
9 Years 15 Days 
10 Years 16 Days 25 Days 
11 Years 17 Days 
12 Years 18 Days 
13 Years 19 Days 
14 Years 20 Days 
15 Years 21 Days 
16 Years 22 Days 
17 Years 23 Days 
18 Years 24 Days 
19 Years 25 Days 

Unilateral A & B Employees may use up to 5 of their 10 days after they have been with the County for six months. Unilateral C employees may use 7.5 of their 15 days after they have been with the County for six months. Any time used between six (6) months and one year, will result in a reduction of the days available after one year. (Example: a Unilateral B employee uses 2 days after six months but prior to his one year anniversary date, that person would have 8 days to use after completing one year of service.  10 - 2 = 8.)

(c) Vacation schedules for those employees covered by a bargaining agreement that has limited bargaining rights as of January 1, 2012 are contained in the HR Policies and Procedures manual.

(d) Credit for years of service may be awarded to an employee based on years of prior related experience plus years of service with the County. Prior related experience shall be determined by the Human Resources Director and the Corporation Counsel, and will only be awarded for service in jobs that are substantially related to the work performed for the County.

(e) An employee shall take earned vacation time within the twelve month period immediately following eligibility. Earned vacation time not taken within the designated twelve month period shall be forfeited, unless the Department Head and Human Resources Director specifically approves the carry over of an employee’s vacation, in writing, due to an inability of the employee to utilize the time requested to be carried over because of work requirements or other legitimate reasons; or paid out according to HR Policy and Procedures. Vacation deferral or carry over of one (1) hour or more shall be requested by the employee in writing prior to his or her anniversary date, or within ten weeks of his or her anniversary date, and shall state with specificity the reason for the request. Failure to make a timely request shall result in the vacation being forfeited.

(f) The amount of vacation days deferred shall not exceed the number of vacation days that the employee earns on that anniversary date. Vacation may be granted in advance only upon the approval of the Department Head and the Human Resources Director.

Department Heads shall establish work and vacation schedules with the first consideration to be given to the efficient operation of the department. Senior employees in terms of length of service shall be given vacation schedule preferences when practicable. Deferral of vacation for the County Administrator shall be at the discretion of the County Board Staff Committee.

(g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation time on a pro rata basis directly proportionate to the amount of time worked in relation to the normal full time employment period. Part-time employees whose regular workweek is less than sixteen hours shall not earn vacation credits.

(h) In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of absence, earned vacation time may be used for this purpose if the employee or employer so elects.

(i) Upon separation, an employee shall be paid for the unused portion of his/her accrued vacation credits provided the employee has completed six consecutive months of service, except as modified by the rules governing resignation without sufficient notice.

(j) An employee who moves from one position to another in the County service, by
transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation leave in the new position.

(k) An employee, whose appointment status is changed from temporary to regular status without a break in service, shall receive vacation credits from the date of his/her original appointment to temporary status.

(l) No credit for vacation leave shall be granted for time worked by an employee in excess of his/her normal workweek.

(m) Vacation credits shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non compensable status, should such period without pay exceed thirty working days in any calendar year.

(n) There shall be charged against accrued vacation only those days on which an employee normally would have worked. In the event a legal holiday falls within the vacation period, the holiday shall not be charged against vacation.

(o) Use of vacation time must be approved in advance by the Department Head or his or her designee. Use of vacation by appointed Department Heads must be approved in advance by the County Administrator.

(p) All vacation shall be utilized in not less than one-hour thirty minute increments.

18.507 Workers Compensation.

Worker compensation benefits will be provided in accordance with applicable statutory provisions and administrative codes.

Rock County strives to insure all work assignments are performed safely and work areas are maintained in a safe manner. The County promotes a light duty program for injured employees on worker compensation. All on the job accidents must be reported to the Human Resources Director or his/her designee immediately and proper forms must be completed in full.

Any employee, who is receiving worker's compensation, may at the employee's option, take sufficient sick leave or vacation to make up the difference between the worker's compensation payment and his/ her regular wage. When the employee's sick leave and/or vacation account is exhausted, he/she shall receive worker's compensation payments only. If an employee is on worker's compensation for a period of twelve (12) months, that employee shall have his/her earned vacation paid out, unless the employee asks for deferral of vacation payout in writing.

Workers compensation supplemental benefits will be provided in accordance with HR Policy and Procedures.

18.508 Leave Of Absence Policy (Non FMLA).

The County Administrator or the Department Head after consulting with the Human Resources Director, may grant a regular employee leave without pay for a period up to one year except for an educational leave, subject to the following conditions:

(1) Leave without pay may be granted when it is in the best interest of the County to do so. Requests for leave of absence shall be approved prior to the taking of such leave. When such leave is requested as an extension of sick leave, an acceptable physician's certificate shall be required.

(2) At the expiration of a leave without pay, the employee shall be reinstated to the position he/she vacated or to an equivalent position which is vacant at the time, provided the employee meets the stated qualifications. If there is not a suitable vacancy available, the employee's name shall be placed on an appropriate reinstatement list.

(3) Credit toward vacation and sick leave shall not be earned after 30 days while an employee is on leave without pay. Insurance benefits may be retained according to HR Policy and Procedure.
(4) Leave without pay shall not constitute a break in service; however, if the employee is absent more than thirty days during a calendar year, it shall change the employee's anniversary date.

When a leave of more than thirty (30) consecutive days is taken, the employee's anniversary date shall be moved ahead by the total number of days of the leave.

(5) A return to work earlier than the scheduled termination of leave date may be arranged by the supervisor and the employee, with the approval of the Human Resources Director.

(6) Employees on leave of absence from the County may not be employed full time elsewhere. Employees holding employment elsewhere during a leave of absence shall be deemed to have voluntarily resigned from employment with Rock County.

(7) If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend the leave of absence, subject to the approval of the County Administrator or Department Head and the HR Director. If, on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to his/her position, the employee shall be considered to have voluntarily resigned from County employment.

(8) Unauthorized Absence. It is recognized that there may be extenuating circumstances for unauthorized absence, and due consideration shall be given each case. However, an employee who is absent from duty without approval shall receive no pay for the duration of the absence, and shall be subject to disciplinary action, which may include dismissal.

18.509 Bereavement Leave.

In the event of a death in an employee's immediate family, he/she may be excused from work without loss of pay according to the following schedule to attend the funeral, make necessary arrangements, or grieve for the loved one. Immediate family shall not include former "in-laws" due to divorce. The appointing authority may require an obituary to substantiate the leave.

a. Up to three days for spouse, domestic partner as defined by the state of Wisconsin, child, parent, mother-in-law, father-in-law, brother, or sister.

b. Up to two days for an employee's stepparent, stepchild, grandparents, or grandchildren.

c. Up to one day for an employee's sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece or nephew.

If additional time is required, an employee may request to use accumulated vacation, holiday or comp-time. Sick leave cannot be used.

In the event that an employee is required to act as a pallbearer for a funeral not otherwise eligible for funeral leave, he/she shall be granted up to one day to serve without the loss of pay.

All leaves under this section shall be prorated based upon the employee's FTE.

18.510 Jury Duty.

Any employee called for jury duty in any court of competent jurisdiction shall be granted time off from his/her regular and normal daily schedule of working hours with pay, for such duty service provided such employee shall remit to Employer all fees received from the Clerk of Courts for such service, and further provided that no claim for overtime pay or compensatory time off shall be made by such employee as a result of his/her jury services. If the employee does not remit the fee, he/she shall be considered to be on leave of absence without pay while performing jury duty. The County shall pay a reasonable amount for the difference if the employee has to pay parking fees and reimbursement from the Court does not fully cover the fee.
Medical Leave.

Employees requiring a leave of absence for a period of medical disability shall request the leave in accordance with HR Policy and Procedure. Employees are entitled to medical leave in accordance with applicable Federal and State laws and HR Policy and Procedures. Any leave granted under this section will run concurrently with State and Federal FMLA.

Military Leave.

An employee who leaves the service of the County to join the military forces of the United States during time of war or other national emergency, or who is drafted into the military service at any time, shall be granted military leave without pay, such leave to extend through a date ninety days after being relieved from such service. Proof must be filed with the Human Resources Director. Such employee shall be restored to the position which he/she vacated or to a comparable position with full rights and without loss of seniority or benefits accrued and not taken while serving in the position he/she occupied at the time the leave was granted, provided that application is made to the Human Resources Director within ninety days after the date of his/her honorable discharge, or fifteen days after rejection, and is physically and mentally capable of performing the work of his/her former position. Failure of an employee to notify the County within this time period of his/her intention to return to work shall be considered as a termination of his/her employment. Leave will be granted in compliance with State and Federal law.

Military Reserve Leave.

(1) An employee who, by reason of membership in the United States Military Reserve, or ordered by the appropriate authorities to attend a training or encampment under the supervision of the United States Armed Forces, or by reason of membership in the National Guard, is required by the authorities thereof to do so, shall be granted a leave of absence from his/her position without loss of pay for a period not to exceed ten fifteen working days in any calendar year. It is intended that this shall be done without financial penalty to the employee. The County will therefore pay such employee for this time lost in an amount equaling the difference between his/her daily military pay and the employee's normal County daily wage. To receive such leave, the employee must file a copy of his/her orders with the Human Resources Director at least two weeks prior to the date such training or encampment leave is to commence.

(2) An employee who has active membership in the U.S. Military Reserve or National Guard and who is ordered to long-term active duty of 30 days or more in the U.S. Armed Forces shall be granted military leave with supplemental pay equal to the difference between the employee's basic military pay and his/her normal County daily wage. Supplemental pay granted under this section is provided for the duration of an employee's military service, not to exceed 5 years. Proof must be filed with the Human Resources Director. To receive compensation the employee must submit a copy of his/her Military Leave & Earnings statement to the County Payroll Office on a monthly basis. The net pay to an employee may be an estimate with final pay reconciliation by the County's Payroll Office after receipt of the employee's military pay vouchers, either during the course of military service or after completion. Accrual of seniority and benefits, and reinstatement rights and limitations, shall be consistent with those outlined in section (d) and as required by law. An employee who voluntarily extends his/her military service shall not be granted supplemental pay, but may apply for additional unpaid military leave under section (d). The effect of this subsection is retroactive to January 1, 2004, and is subject to the rights of the various unions representing County employees to object to said compensation policy prior to implementation and request that this subsection be subject to the collective bargaining process.

(3) Any employee described in subsection (2) shall also be entitled to continue paid coverage under the County's group medical plan for four (4) weeks.

Non Work Related Witness or Personal Litigation.

A leave of absence without pay shall be granted an employee upon his/her request to appear under subpoena or in his/her own behalf in litigation involving personal or private matters.

Sick Leave.

Sick leave pay shall commence on the first day of any period of illness due to
accident, injury or disease.

(1) All full-time employees shall earn one sick leave day per month of continuous employment. All part-time employees whose regular workweek is sixteen hours or more shall earn one sick leave day on a prorata basis directly in relation to the normal full time employment period. All part-time employees, who work less than sixteen hours per week, shall not earn sick leave. Temporary and seasonal employees are not eligible for sick leave.

(2) Sick leave shall be granted after six months continuous service when an employee is required to be absent from work because of:

(a) illness of the employee.

(b) illness of an employee’s spouse or domestic partner (as defined by the State of Wisconsin).

(c) illness of a minor child (includes stepchild, current foster child, or any other child they are legally responsible for) or a child who meets the definition of a disabled adult child.

(d) illness of a parent (includes stepparents and current foster parents).

(e) contact with or exposure to a contagious disease rendering the employee’s presence hazardous to fellow workers.

(f) reasonable medical or dental attention that cannot be scheduled during non working hours.

(3) Sick leave shall accrue to a maximum of one hundred thirty days.

(4) Employees who are absent from work for reasons which entitle them to sick leave shall notify their supervisor as close to their regular starting time as possible in accordance with Department Work Rules.

(5) A supervisor may identify a potential problem with an employee’s sick leave usage. Patterns that may indicate a problem with from sick leave usage include but are not limited to: when:

a) it occurs before or after a holiday,

b) it occurs before or after a scheduled day off,

c) an employee takes for sick leave in excess of three days which has not been reported to FMLA, or

d) when the employee has a history of using short amounts of sick leave repeatedly over an extended period of time.

Once a potential problem with sick leave usage has been identified the supervisor shall meet with the employee to discuss the reason(s) for the absences. The goal of the meeting is to gather information, counsel the employee and if there is an admitted problem, have the employee change his/her behavior.

When a problem has been identified and the employee has not voluntarily changed their behavior, a Department Head or the Human Resources Director may require the employee to submit a medical statement, stating the specific illness, period of treatment, and date that the employee may return to work.

The Department Head or Human Resources Director may require an employee to take a medical examination on returning from sick leave or on such occasions that it is in the best interest of the County. The medical examination shall be given by a physician designated by the Human Resources Director.

The Department Head or the HR Director may investigate the alleged illness of an employee absent from work on sick leave. False or fraudulent use of sick leave shall be cause for disciplinary action against the employee, up to and including dismissal.
[Note: numbers 5 and 6 have been combined so the other paragraphs 7 – 11 need to be renumbered.]

(7) an employee on vacation who presents an acceptable medical certificate giving the dates of illness may have that portion of his/her vacation leave converted to sick leave.

(8) sick leave shall be debited in no less than quarter hour units.

(9) no credit for sick leave shall be granted for time worked by an employee in excess of his/her normal workweek.

(10) a regular employee who moves from one department to another by transfer, promotion or demotion shall have his/her total sick leave credits transferred to the new department.

(11) Unilateral employees who resign or retire with ten or more years of continuous service shall be paid for one half of the accumulated sick leave days, not to exceed a total of sixty-five days. In the event of the death of an employee, the County shall make the same sick leave payment to the employee’s estate. In the event of a discharge, the employee will not receive this benefit.

18.516 Subpoenaed Witness.

When subpoenaed to appear before a court, public body, or commission in connection with County business on regular work time, the employee shall be paid at his/her regular rate of pay and the employee shall remit his/her fee to the County.

Employees who are off duty and are subpoenaed to appear in court as a result of their work assignment shall receive a minimum of two hours pay at the rate of time and one half. If the employee is required by the court to be present in court for time over and above the minimum, the employee will be paid at the rate of time and one half. Employees shall be reimbursed for mileage costs incurred because of court appearances required under this provision. Employees shall sign and turn over to the County any and all fees and reimbursements paid because of court appearances resulting from their work assignment.

Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off duty time and are not notified of the cancellation or dismissal of said subpoena at least twenty-four hours prior to the time scheduled for appearance, shall be paid two hours of pay at their regular rate of pay. There shall be a maximum of two (2) canceled subpoenas per day.

18.517 Training/Educational Leave.

Employees may be granted a full time leave of absence without pay to further their education for a period not to exceed eighteen months if it is determined to be in the best interest of the County.

At the expiration of the leave, the employee may be reinstated to his/her position if it is available or an equivalent position if one is available and if it is determined to be in the best interest of the County.

For language covering leaves with pay, see HR Policies and Procedures.

18.518 Voluntary Public Service Leave.

County employees may be allowed time off with pay to serve on public or nonprofit boards, committees, or commissions if such service received the prior approval of the County Board Staff Committee.

18.519 Voting.

Any employee who can satisfactorily show that he/she cannot vote during his/her off duty hours shall be allowed time off with pay to cast his/her ballot in all legally constituted elections.

SECTION 6

CONDITIONS OF EMPLOYMENT
Communications and Confidentiality.

Communication is a joint responsibility shared by the County and all employees. No information, which is confidential in nature, concerning the internal operations of the County, including but not limited to the release of records of the County, may occur except through, and with the permission of, the County Administrator or individual Department Head if designated by the County Administrator.

If requests for information are received by employees, whether on or off duty, from any person, then the employee is required to politely decline to provide such information and to direct that individual to the County Administrator or Department Head for a response to that inquiry.

Because of an employee's responsibilities at the County, an employee may have access to confidential County, resident, personnel or other sensitive information. This may include information concerning a resident's financial status, the County's business practices including purchasing and negotiating strategies, and employee records. This sensitive information can not be disclosed to any personnel who do not have a legitimate business need to know such information or to persons outside of the County without the determination of the County Administrator or Department Head designated by the Administrator. All employees are responsible for protecting the confidentiality of this information.

The County acknowledges the right of its employees, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the County, however, the employee's expression must be balanced against the interests of the County. In situations in which the employee is not engaged in the performance of professional duties, the employee should state clearly that his or her expression represents personal views and not necessarily those of the County.

Conflict of Interest.

Except for the salary or compensation received from the County, no County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in his/her own business activity, accept private employment or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of the employees official duties or would impair his/her independence or judgment or action in the performance of the employee's official duties. Such employment, business activity or service shall not be engaged in or promoted during normal working hours for which such employee is being remunerated by the County and such employment, business activity or service shall not involve the use of County facilities or materials. No employee shall use or disclose "privileged information" gained in the course of or by reason of the employee's official position or activities. Failure to comply with these conditions shall be considered grounds for discipline up to and including immediate dismissal.

County Administrator (Tenure).

The County Administrator shall hold his/her position at the pleasure of the County Board. The action of the County Board in removing the County Administrator shall be final. Dismissal actions against the County Administrator may be initiated by individual supervisors as per County Board rules.

County Equipment (return of).

Employees leaving County employment must return County identification cards, keys, tools and equipment on or before their last day of work.

County Residence.

Key County officials, as determined by the County Administrator, shall reside in the County.

Demotions.

Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be voluntary. Demotions must be approved in advance by the Human Resources Director.

Discipline/Investigations.

The purpose of discipline is correcting job behavior and performance problems of employees. Employees shall be informed of standards of conduct and performance. No disciplinary action
will be taken until a thorough investigation has been completed. Employees may be placed on a
Paid/Non Paid Administrative Leave during the investigation. Rules and standards shall be
consistently applied. Penalties shall be uniform and shall match the infraction. Persons
administering corrective discipline shall systematically document the case. Records of written
reprimands, suspensions, demotions and terminations shall be provided to Human Resources and
kept in the employee’s personnel file. Written reprimands will remain in effect for a period not to
exceed one year, and at the end of such period shall be removed from the employee’s personnel
file. Records of suspension shall remain in the Employee’s personnel file for a period of two
years and at the end of such period shall be removed from the Employee’s personnel file.

Suspensions, demotions, and terminations shall be discussed with the Human Resources Director
or the County Administrator before such actions are taken. In the event that the immediate
dismissal action is required and the HR Director or the County Administrator cannot be reached,
the employee shall be suspended with pay pending investigation.

Disciplinary Action (Grounds for).

The following shall be grounds for disciplinary action ranging from a written reprimand to
immediate discharge depending upon the seriousness of the offense in the judgment of
management:

(a) Dishonesty or falsification of records.
(b) Use, possession, distribution, selling, or being under the influence of alcohol or illegal
drugs while on Rock County premises or while conducting business related activities
off Rock County premises. The legal use of prescribed drugs is permitted on the job
only if it does not impair an employee’s ability to perform the essential functions of the
job effectively and in a safe manner that does not endanger other individuals in the
workplace.
(c) Unauthorized use or abuse of County equipment or property.
(d) Theft or destruction of County equipment or property.
(e) Work stoppages such as strikes or slow downs.
(f) Insubordination or refusal to comply with the proper order of an authorized supervisor.
(g) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws,
ordinances and regulations.
(h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or repeated
attempts to use unpaid leave when the employee does not have benefit time available.
(i) Use of official position or authority for personal or political profit or advantage.
(j) Disregard or repeated violations of safety rules and regulations.
(k) Incompetence, unprofessional or poor work performance.
(l) Discrimination because of race, color, creed, national origin, marital status, sex, sexual
orientation, or any other grounds prohibited by State or Federal law.
(m) Violations of Section 18.601 “Communications and Confidentiality”.
(n) Failure to call in or report to work.
(o) Sleeping during scheduled work hours.

Other circumstances may warrant disciplinary action and will be treated on a case by case basis.

Exit Interview.

An exit interview shall be conducted when possible with every employee who is separating from
County employment regardless of his/ her length of service, position or circumstances or
separation.
Gifts And Gratuities.

No County employee shall use their position to solicit or accept for himself/herself or another person any gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan or any other thing of monetary value. This does not include acceptance of loans from banks or other financial institutions on customary terms of finance for personal use, such as home mortgage loans, the acceptance of unsolicited advertising or promotional material, such as pens and calendars, and acceptance of an award for meritorious public or personal contributions or achievements.

Harassment.

It is the policy of Rock County that all employees should be able to enjoy a work environment free from all forms of harassment. Employees who engage in harassment not only hurt others, but they also expose both themselves and the County to potential legal liability. Consequently, Rock County will not condone or tolerate any conduct in the workplace on the part of its employees (whatever their positions), elected officials, vendors, or members of the public, if that conduct violates the right of someone else to be free from harassment. County employees who violate this policy will be subject to appropriate discipline, up to and including termination. (See HR Policies and Procedures for a detailed description of the procedures employees should follow in regard to this policy.)

Hours of Work.

The normal workweek for County employees shall be forty hours per week. Most County employees work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since some County services are provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule, some County employees may have different work schedules which are designated in Department work rules.

Non standard work schedules may be approved by a Department Head, when doing so is in the interest of County operations. Notice of non standard work schedules shall be made to Human Resources and payroll.

Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week.

Employees included in Sections 18.1001, 18.1010, and 18.1018 are considered salaried exempt employees. These employees must cover a partial day taken off with paid vacation, sick leave or comp time (where applicable). If the employee has insufficient paid time to cover the entire day off, the employee must take the entire day off without pay.

Layoffs.

The appointing authority may layoff an employee: a) whenever it is necessary to reduce the workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an employee has exhausted all available leave options and is unable to return to work, or c) when an employee has failed to successfully complete their probationary period after a promotion.

In situation (a) above, no regular employees shall be laid off while there are temporary or probationary employees serving in the same classification, in the same department. Layoffs shall be based on the needs of the County.

The appointing authority shall notify each person laid off of all his/her rights. Regular employees shall receive at least thirty (30) calendar days notice prior to layoff. Layoff plans shall be approved by the Human Resources Director before they are implemented.

Laid-off employees shall be held in a layoff pool for a period of time equal to their length of service, but in no case longer than two years.

Lunch Periods and Break Time.

(a) Lunch Periods.

Lunch periods are normally scheduled midway in an eight hour shift. Lunch periods shall not be longer than one hour nor shorter than thirty minutes.
(b) **Break Time.**

Employees may leave their workstation and return fifteen minutes later for two breaks in an eight hour shift, one during the first four hours of their first shift, and the second during the last four hours of their shift. Breaks not taken are lost. Breaks cannot be accumulated or used to extend lunch periods or to shorten the workday.

Lunch periods and break times are to be arranged between the employee and his/her supervisor or Department Head. Since most County offices remain open continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the Department Head's responsibility to assure that lunch periods and breaks are scheduled so that adequate staff coverage is provided at all times.

Employees who are on a non standard work schedule or work 2nd or 3rd shift shall follow Department Work Rules for lunches and breaks.

(c) **The Lunch Period and Break Times can not be combined to the start or end of the shift in order to come in late or leave early.**

---

18.615 **More Than One County Position.**

No person shall hold more than one full or part-time County position at the same time without written consent of the County Administrator.

18.616 **Nepotism.**

Members of immediate families shall not be hired or transferred into a position that would create a direct or indirect superior subordinate relationship. This policy does not include situations where the superior subordinate relationship would be incidental.

18.617 **Outside Employment.**

The County's policy on outside duties or employment shall be as follows: County employees may engage in outside employment, unless such employment conflicts with or affects the performance of their duties. Prior to engaging outside employment, the County employee must give written assurance prescribed by the Human Resources Director that said employment does not violate Section 18.602 of the Rock County Ordinance. This written assurance, by the employee, shall not be binding on management if a conflict arises. Disciplinary action, if an employee has reported outside employment does not mean that management has given its approval to that employment.

18.618 **Outside Services.**

All fees, gratuities, honorarium or any other form of compensation for outside services performed during normal County work hours or while being paid by the County shall be turned over to the County and any such activities for which said compensation is paid shall be reported to the County Board Staff Committee. This subsection shall not be construed to apply to activities performed after regular work hours, or while an employee is on a bona fide vacation, or taking a floating or other holidays, or to part-time employees. Failure to comply with these conditions shall be considered grounds for discipline up to and including immediate dismissal.

18.619 **Payday.**

Employees shall be paid biweekly on alternate Fridays, except when those days fall on a holiday in which case employees shall receive their pay on the day preceding the holiday. If an employee is on vacation or leave of absence, his/her pay shall be mailed to him/her upon request. (See HR Policy and Procedures.)

18.620 **Pre-Employment Physicals.**

New full time and regular part-time employees may be required to pass a physical examination before they are employed. Such exams shall measure the individual's physical capabilities in terms of the job to be performed. When preemployment physicals are required, they shall be conducted by a licensed physician at the County's expense.
Political Activity.

Employees are precluded from engaging in political activity that interferes with their normal work performance or is conducted during hours for which the employee is being paid by the County. Employees may not use County equipment or property for political purposes. Employees are specifically prohibited from using their County position or their official authority with the County for the purpose of directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party or purpose.

Under provisions of the federal Hatch Act, employees who are principally employed in an activity which is financed in whole or in part by federal loans or grants cannot:

(a) use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;

(b) directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes; or

(c) be a candidate for partisan elective office.

Professional Liability Insurance.

The County shall provide professional liability insurance for employees for performance of their duties within the scope of their employment.

Resignations.

Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and wishing to leave Rock County employment shall submit a resignation in writing to their Department Head at least two weeks in advance of their planned departure. Employees in positions in Pay Range 17 or higher, shall submit their resignation in writing at least four weeks in advance of their planned departure (see Unilateral Pay Grid).

Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave Rock County employment shall submit a resignation in writing to their Department Head at least two weeks in advance of their planned departure. FLSA exempt employees shall submit their resignation in writing at least four weeks in advance of their planned departure.

Employees who do not give sufficient notice shall lose the vacation benefits they are accruing for use after they reach their next anniversary date, unless such requirement is waived by the Human Resources Director. It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new staff members. A resignation, once accepted, may not be rescinded.

Safety.

Safety is very important to each employee and Rock County. Employees must conduct themselves carefully at all times. All employees must act in a safe manner and practice good safety procedures. Similarly, all work areas are to be kept clean and free from debris, and tools and equipment are to be kept clean and in good repair.

The employer will comply with all applicable safety laws and regulations in order to provide a safe and secure workplace for its employees and clients.

Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an employee's supervisor immediately for action. If the unsafe condition can be corrected immediately as to avoid any additional hazard, then the employee should implement the corrective action.

Any employee who is injured or becomes ill while performing service related to his or her employment must contact his or her supervisor immediately on the same day the injury or illness occurs and report the incident. If necessary the employee should secure the necessary medical attention on the job site to the extent practicable.

The first report of injury form must be in filled out completely, usually the day of the incident, if not, as soon as possible.
The employer has established the following protocols for evacuation of the premises. When employees are advised to evacuate the building, the employees should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to a parking lot near the building.
- Do not reenter the building until instructed to do so.
- Employees must know the location of fire extinguishers, emergency exits and first aid kits.

**Telephone.**

As a condition of employment, employees must have a telephone or a place of telephone contact. Employees shall be requested to notify the Department Head of any change of name, address, telephone number or contact place.

**Travel.**

The County shall reimburse employees for actual necessary and reasonable itemized travel costs incurred while on official authorized County business. Commuting expenses between an employee's residence and normal place of employment are not reimbursable. All travel must be authorized by the Department Head in order to be eligible for reimbursement. Department Heads shall inform the County Administrator of any out of County travel plans. There will be no reimbursement for meals within the County, except as authorized by the Board Chair or Vice Chair. Employees shall receive mileage reimbursement at the IRS allowed rate for all authorized travel in their personal automobile. Employees shall be required to complete an expense voucher before reimbursement will be made. All automobile allowances in all County departments shall also be paid in a manner similar to that in which salaries are paid. Receipts are required for air, train, bus or taxi travel, hotels or motels, meals, conference registration and all other items (except tolls) in excess of five dollars. Clerical employees who are required to return to work to take minutes at evening meetings shall be reimbursed for mileage to and from their residence. (This reimbursement is taxable to the employee.)

Meals allowed while in travel status:

- Breakfast - up to $8.00 including tip, may be claimed when the employee is out of the County prior to 7:00 a.m. on county business. The breakfast rate will be paid for meals prior to 10:30 a.m.
- Lunch - up to $10.00 including tip, may be claimed when the employee is out of the County between 10:30 a.m. and 2:30 p.m. on county business.
- Dinner - up to $20.00 including tip, may be claimed when the employee is out of the County after 6:00 p.m. on county business. The dinner rate will be paid for meals after 2:30 p.m.

The above are maximums and it is not the intent that the employees should always spend the maximum allowed.

Meals are allowed when an employee is on County business out of Rock County. An itemized receipt from the point of purchase showing the details for what was purchased shall be required for reimbursement for all meals. No reimbursement shall be authorized for alcoholic beverages.

- The breakfast rate will be paid for meals prior to 10:30 a.m.
- The lunch rate will be paid for meals between 10:30 a.m. and 2:30 p.m.
- The dinner rate will be paid for meals after 2:30 p.m.
SECTION 7

PERFORMANCE EVALUATION

Policy.

The performance evaluation program is used to assess an employee's work effectiveness and to suggest constructive actions on how he/she may improve. Performance evaluation reports shall be considered in decisions affecting placement, salary advancement, overtime assignment, promotions, demotions, dismissal, order of layoff, reemployment, and training.

Administration.

Each employee shall be evaluated at the following periods:

(a) Probationary Period.

Each employee shall be evaluated midway through their probationary period and one month prior to the completion of the probationary period.

(b) Annual.

Each employee shall receive an annual performance evaluation close to his/her anniversary date, or at another specified time if the Department Head elects to evaluate members of a classification or the whole department together at one time.

(c) Special.

A special performance evaluation shall be completed:

(1) whenever there is significant change in the employee's performance,

(2) whenever a supervisor permanently leaves his/her position, in which case, the supervisor shall complete a performance report on each employee under his/her supervision that has not been evaluated within six months prior to the date the supervisor expects to leave.

Rater.

The rater shall normally be the employee's immediate supervisor. The rater shall be responsible for completing a performance evaluation on forms prescribed by the Human Resources Director at the time prescribed for each employee under his/her supervision. The Human Resources Director, upon approval of the County Administrator, may also initiate rating procedures and mechanisms involving the Governing Committee, peers and/or subordinates.

The County Administrator shall be evaluated by the County Board Staff Committee.

Review of Performance Report.

Supervisors serving as raters shall review all performance reports with Department Heads before discussing the report with the employee and before the report is filed in the employee's personnel folder. If the rater plans to recommend the denial of an in-grade salary increment, the report shall be discussed with the Human Resources Director prior to review with the employee.

Human Resources Director.

The Human Resources Director shall be responsible for the overall administration of the employee performance evaluation programs and shall advise and assist employees, raters and Department Heads to ensure that performance evaluation procedures are handled according to the provisions of this Section.

SECTION 8

GRIEVANCE PROCEDURE

Policy.
This grievance procedure is intended to meet all of the requirements set out in Wisconsin Statute Section 66.0509 (1m) and passed into law as Act 10 by the 2011 Wisconsin Legislature.

It is the policy of the County to treat all employees equitably and fairly in matters affecting their employment. Each employee of the County shall be provided ample opportunity to understand and resolve matters affecting employment, which the employee believes to be unjust. The presentation of a formal grievance shall be considered to be the right of each regular County employee without fear of reprisal. Nothing contained herein alters the "at will" status of those employees.

The County Administrator shall not have access to the grievance procedure.

Department Heads shall not have access to the grievance process based on Wisconsin Statutes Section 59.18 (2)(b).

18.802 Definitions.

"Arbitrary and capricious" means a decision which was made on unreasonable grounds or without any proper consideration of circumstances.

"Grievance" means a formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.

"Employee discipline" shall include written reprimands, suspensions without pay, and demotions.

"Termination" means a separation from employment, but does not include job loss resulting from a reduction in force.

"Workplace safety" shall include violations of state and federal laws and regulations on health and safety.

The following personnel actions shall not be subject to the grievance process: oral or written evaluations; counseling; job coaching; placing an employee on paid administrative leave pending an internal investigation; change in job assignments; voluntary quits; layoff or failure to return to work when recalled; retirement; job abandonment or failure to report to work; inability to perform job duties due to physical or medical limitations; and loss of required licensure, certification or other requirement necessary to perform the job.

"Preponderance of the evidence" means the greater weight of the evidence - superior evidentiary weight, that, though not sufficient to free the mind wholly from doubt, is still sufficient to incline a fair and impartial mind to one side of the issue rather than the other.

18.803 Administration.

The Human Resources Director shall supervise and administer the grievance process. Supervisors and Department Heads shall keep the Human Resources Director informed of all grievances in process.

18.804 Filing a Grievance

This grievance procedure is available to all unilateral County employees (except Department Heads and elected County Officials), members of a bargaining unit that previously contained a grievance procedure, seasonal and temporary employees of the County.

Limitations:

1. A grievance that may be brought by or on behalf of a law enforcement officer using the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this section.

2. A grievance that may be brought by or on behalf of an employee under a grievance procedure that is contained in a collective bargaining agreement may not be brought under this section.
Discussion of Problem with Immediate Supervisor.

Any employee having a problem regarding his/her employment shall first discuss the problem with his/her immediate supervisor. If the problem is not settled to the employee's satisfaction and is a grievance according to Section 18.802, the employee may present his/her grievance according to Section 18.806.

Grievance Procedure.

A formal grievance of an employee shall be handled in accordance with the following procedure.

STEP 1. Supervisor.

The employee shall, within seven (7) working calendar days of the event giving rise to the grievance or within ten working calendar days of the date he/she could reasonably be expected to have knowledge of the grievance, present his/her formal grievance in writing on the form designated by the County to his/her immediate supervisor unless the immediate supervisor is the subject matter of the grievance, in which case, the employee may immediately proceed to Step 2.

If the Department Head is the subject matter of the grievance, the employee may immediately proceed to Step 3. The supervisor shall within three working calendar days meet and discuss the grievance with the employee and then reply in writing within three working calendar days.

STEP 2. Department Head.

In the event that the immediate supervisor's decision is not satisfactory to the employee or the immediate supervisor is the subject matter of the grievance, the employee may within seven (7) calendar working days, present the grievance in writing to his/her Department Head. The Department Head, or his/her designee, shall, within five (5) calendar working days, meet and discuss the grievance with the employee and then reply in writing within five (5) calendar working days.

STEP 3. Human Resources Director.

In the event that the Department Head's decision does not satisfy the employee's grievance or if the Department Head is the subject matter of the grievance, the employee may, within seven (7) calendar working days, present the grievance in writing to the Human Resources Director. The Human Resources Director shall arrange to meet within ten (10) calendar working days of receipt of the grievance with the employee, his/her representative, if any, and any other person the Human Resources Director deems necessary. If, in the judgment of the Human Resources Director, a hearing is necessary to ascertain the facts surrounding the dispute, one shall be scheduled as soon as practicable. After the hearing, the Human Resources Director shall respond to the grievance in writing to the employee within five (5) calendar working days.

By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2 and 3 may be extended.

STEP 4. Impartial Hearing Examiner.

In the event the decision of the Human Resources Director does not resolve the grievance, the employee may, within seven (7) calendar working days, request a hearing before an impartial hearing examiner and pay the filing fee (if one is established ) by the County Board.

a. The Human Resources Director shall upon receipt of a written hearing request, provide the employee with the name of a hearing examiner.

b. The Human Resources Director will contact the hearing examiner and schedule a hearing.

c. The hearing examiner shall be impartial and may not have any prior knowledge of the grievance.

d. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and filing fee. The hearing examiner may reschedule the hearing with permission of both parties.
e. The hearing examiner, with the consent of both parties, may use his/her best efforts to mediate the grievance.

f. The employee has a right to be represented at the hearing (at the employee’s expense) by a person of the employee’s choosing.

g. The County has the burden of proof in a reprimand, suspension or termination grievance to show that its actions were not arbitrary or capricious. The employee has the burden of proof in a workplace safety grievance.

h. The standard required of the party with the burden of proof in all cases is a preponderance of the evidence.

i. The hearing shall be recorded by a court reporter, who will make a record of the proceedings, and the costs will be shared equally by the parties.

j. Formal rules of civil procedure will not be followed.

k. Both parties may introduce exhibits and present witnesses. Witnesses shall be sworn to tell the truth.

l. The hearing examiner shall provide a written decision within thirty (30) calendar days following the close of the record. The written decision should include a case caption; the parties and appearances; a statement of the issues, findings of fact; any necessary conclusions of law; the final decision and order; and any other information the hearing examiner deems appropriate.

m. The hearing examiner shall have the power to sustain or deny the grievance. He or she shall have the power to order only the following remedies: withdrawal of a written reprimand, reduction of suspension, transfer to original position from demoted position, reinstatement with or without some or all back pay. The hearing examiner may recommend other remedies, however, all other remedial authority shall be subject to the determination and approval of the County Board, and shall be addressed by the County Board in the event the grievance is sustained.

STEP 5. County Board.

An employee or the County, within ten (10) calendar days of receipt of the hearing examiner’s decision, may appeal the decision to the County Board by filing a written notice of appeal with the County Clerk.

a. The written notice of appeal must contain: (1) a statement explaining the reason for the appeal, (2) a copy of the written grievance filed with the County, (3) the County’s response to the grievance, and (4) a copy of the hearing examiner’s decision. The notice of appeal may not contain any information that was not admitted into evidence at the hearing.

b. The appeal will be placed on the agenda for a County Board meeting that is held at no longer than 60 calendar days after the County Clerk receives a written notice of appeal. The appeal will be noticed for consideration in closed session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal, licensing, or suspension of a public employee. The County Clerk will provide a copy of the meeting notice to the employee, and the employee may request that an open session be held.

c. The employee has the right to representation by a person of the employee’s choosing and at the employee’s request. The employee and the employee’s representative may attend the closed session.

d. The employee or the employee’s representative and a representative of the County may address the County Board for an equal period to be determined by the County Board Chair. The appealing party will go first and may reserve a part of his/her time for rebuttal. The responding party will go second. The appealing party may present a rebuttal, if he/she has reserved any time and not used it.

e. The employee and the employee’s representative, and the person speaking on behalf of the County, will be excluded from any closed session during the County Board’s discussion or deliberation.
f. The County Board’s consideration of the appeal will be limited to a review of the impartial hearing examiners written decision, the appealing party’s reason(s) as to why the decision is wrong, and the response by the other party along with any oral presentations made by the parties.

g. Should the County Board Chair become aware of any relevant piece of information that could have had a significant impact on the decision of the impartial hearing examiner, that neither party was aware of, or could have been expected to be aware of, prior to the impartial hearing officer’s decision, the County Board Chair, with the advice of the Corporation Counsel, may take whatever action he/she deems appropriate so as not to disadvantage either party, and report such action to the County Board.

h. The County Board shall give due deference to the decision and recommendation of the Impartial Hearing Officer and his/her decision shall not be overturned unless the Board finds by a simple majority vote that: (1) the hearing was not conducted fairly, (2) there was fraud or corruption on the part of the hearing examiner, or (3) the hearing examiner made an error in fact or law.

i. In the event the County Board does not sustain the Impartial Hearing Officer’s decision, then the Board may render a new decision and remedy, or take other action as appropriate.

j. The County Board Chair shall prepare and sign a written determination reflecting the County Board decision. The County Board Chair may enlist the assistance of the Corporation Counsel in preparing the determination. A copy of the determination will be provided to the employee within ten (10) calendar days following the County Board’s decision.

k. The County Board’s decision is final and may not be appealed.

18.807 Grievances of Termination.

All grievances regarding termination shall be initiated at the third step of the grievance procedure.

SECTION 9

TRANSACTIONS AND RECORDS MANAGEMENT

18.901 Policy.

The development and maintenance of an effective personnel transaction procedure and personnel records management system is essential to a sound personnel program. All appointments, separations, and other personnel transactions shall be made on forms designated by the Human Resources Director. The primary purpose of these systems and procedures shall be to:

(a) Establish and maintain clear lines of authority for the processing of personnel transactions and management of personnel records.

(b) Establish and maintain uniform, easily accessible and complete employment records of all County employees and employee transactions.

The Payroll Unit shall convert data from personnel transactions to payroll records and shall maintain cumulative records of vacation, overtime, sick leave, and payroll deductions. Payroll records and data shall be developed in cooperation with the Human Resources Director and Finance Director to provide current and meaningful personnel and position information, summaries and statistics.

All employees shall be responsible for notifying their supervisor of any changes, which affect their personal status.

18.902 Public Inspection.

Information as to the name, class title and salary of employees and former employees is available for public inspection at times in accordance with procedures prescribed by the Human Resources Director. Other information shall be considered confidential and shall be available as authorized by State and Federal law.
Destruction Of Records,

Employee service records shall be kept for seven years. Applications and examinations may be destroyed after two years.

Reports,

The Human Resources Director shall provide the Board and the County Board Staff Committee with reports and information relating to personnel actions upon request or as may be appropriate.

SECTION 10

DEFINITIONS

Accrued benefits,

This refers to vacation benefits that the employees are accumulating which they will only be able to use once they reach their next anniversary date.

Administrative Personnel,

Administrative employees act as an advisor, limited function department head, or a specialist in a management or supportive service who meet all the following criteria:

(a) A primary duty of the employee includes the performance of office or non-manual work directly related to the management or general business operations of the County or its citizens.

(b) A primary duty of the employee includes the exercise of discretion and independent judgment with respect to matters of significance.

Allocation,

The assignment of a position to a pay range.

Anniversary Date,

The date an employee begins County employment. The anniversary date may be modified by subsequent personnel actions – leave of absence and layoff.

Appointing Authority,

A County official who has the authority to appoint and remove individuals to and from positions in the County service.

Board,

The Rock County Board of Supervisors.

Class,

One or more positions which are substantially alike in duties and responsibilities to warrant using the same title, similar qualifications, selection procedures and the same pay range.

Class Description,

A written description of a class containing the class title, a general statement of the duties and responsibilities, examples of duties performed, and minimum qualifications required.

Class Title,

The official designation or name of the class as stated in the class description. The class title shall be used on all personnel records and other official personnel actions.

Classification Plan,
The sum total of all job class descriptions in the County service and a system showing salary and classification relationships.

18.1011 County Administrator.
The person hired by the Rock County Board of Supervisors as the chief administrative officer for the County.

18.1012 Demotion.
The assignment of an employee from one class to another class with a lower pay range.

18.1013 Department Head.
A County official with the responsibility for the operation of a County department.

18.1014 Disciplinary Action.
The action taken to discipline an employee, including: written reprimand, suspension without pay, demotion, and discharge.

18.1015 Earned Benefits.
Those benefits that employees have on the books which are currently available to use (i.e. vacation after reaching an anniversary date, sick leave earned a day a month, etc.).

18.1016 Eligible Candidate.
A person certified by the Human Resources Director as meeting the training and experience requirements and as successfully completing all parts of the selection process when formal selection devices are used.

18.1017 Eligibility List.
A list of Eligible Candidates to fill positions in a particular job class.

18.1018 Employee.
An individual who is employed by the County and is paid in part or in whole through the County payroll.

18.1019 Entrance Pay Rate.
The rate of pay a newly hired employee is assigned at commencement of employment.

18.1020 Executive Personnel.
An executive employee is an administrator who meets all of the following criteria:

(a) The employee's primary duty consists of management of the County or a customarily recognized department or division of the County.

(b) The employee customarily and regularly directs the work of two or more other employees.

(c) The employee has the authority to hire or fire other employees, or their recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees is given particular weight.

18.1021 Flexible Time.
Time off allowed at the discretion of the Department Head, in recognition of excess hours worked by an FLSA exempt employee not receiving overtime, consistent with HR Policy and Procedures.

18.1022 Full Time Equivalent (FTE).
A way to measure the amount of time a person assigned to a county position is scheduled to work. An FTE of 1.0 means that the position is equivalent to a full time position, while an FTE of 0.5 means that the position is only half time. FTE is measured in tenths from 0.1 to 1.0.

18.1023 Grievance.
A formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.

18.1024 Human Resources Director.
The Director of the Rock County Human Resources Department and the person responsible for implementing all County Personnel Policies and Procedures.

18.1025 Immediate Family.
Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law (the sister of one’s spouse or the wife of one’s brother or the wife of one’s spouse’s brother), brother-in-law (the brother of one’s spouse or the husband of one’s sister, or the husband of one’s spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, domestic partner (as defined by the state of Wisconsin), aunt (the sister of one’s father or mother, or the wife of one’s uncle), uncle (the brother of one’s father or mother, or the husband of one’s aunt), niece, and nephew. Immediate family shall not include former “in-laws” due to divorce.

18.1026 In Range Increment.
A pay step within a pay range.

18.1027 Layoff.
The involuntary separation of an employee because of lack of work, lack of funds, or the abolishment of a position.

18.1028 Limited Term Employee (LTE).
An employee who meets the qualifications to perform a job, who is hired to perform that job for a determinant amount of time with a specific ending date at the time of hire. LTEs may be eligible for benefits.

18.1029 Part-time Employees.
Employees shall be considered part-time when they are normally scheduled to work less than 40 hours per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work cycle.

18.1030 Pay Plan.
A schedule of pay ranges for all classes of positions in the County that are not covered by a Collective Bargaining Agreement.

18.1031 Pay Range.
A salary range to which positions are assigned, consisting of a minimum wage rate, designated as “Step 1," and multiple additional steps, culminating in a maximum wage rate. All positions shall be compensated at one of the steps contained in the pay range to which the position is assigned.

18.1032 Position.
A grouping of duties and responsibilities to be performed by an employee. A position may be filled or vacant, full time or part-time, regular or temporary.

18.1033 Position Description.
A written document that describes the individual employee’s duties and responsibilities and is specific to that position.

18.1034 Probationary Employee.
A person who has been properly appointed to a regular Rock County position and who is serving in his/her Trial Period to determine if he/she can do the job.

18.1035 Probationary Period.

The probationary period is a try out time for the employee. It is also used for determination of certain benefits.

18.1036 Promotion.

The assignment of an employee from one class to another class with a higher pay range.

18.1037 Reallocation.

The reallocation of a position from one pay range to another to correct an error in the original assignment, to reflect changing labor market conditions, or to reflect significant changes over a period of time in the duties and the responsibilities of the position (e.g. moving the Medical Record Manager position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The incumbent in the position shall move with the position.

18.1038 Reclassification.

The reassignment of a position from one existing class to another class to recognize a change in the duties and responsibilities of a position (e.g. a position is currently assigned as a Planner III and is reclassified to a Senior Planner). The incumbent in the position shall move with the position if they are qualified for the position.

18.1039 Regular Appointment.

An assignment of an eligible candidate to a budgeted County position.

18.1040 Regular Employee.

A person who has been properly appointed to a regular Rock County position and has successfully completed the Probationary Period.

18.1041 Reinstatement.

To restore or be placed back into a former or substantially equivalent position.

18.1042 Retiree.

An employee who terminates employment with the County to immediately and actively draw an annuity from the Wisconsin Retirement System (WRS).

18.1043 Seasonal Employee.

An employee who is hired for a limited term, which cannot cumulatively exceed a period of six months in a calendar year. Seasonal Employees are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work in–enough hours in a year to qualify for Wisconsin Retirement System coverage.

18.1044 Selection Device.

A formal measurement device used to evaluate and/or rank applicants for County positions.

18.1045 Seniority.

Seniority is continuous length of service as a County employee. Seniority shall, upon completion of the Probationary Period, begin with the original date of continuous employment subject to the conditions of 18.1003. Seniority shall be used to determine accrual of vacation and sick leave.

18.1046 Supervisor.

The person responsible for the assignment, direction and evaluation of the work of another employee, usually a full time County employee.
Temporary Appointment.

An appointment of an individual who meets the qualifications for a position appointed to fill that position for an unspecified term. Temporary Appointees may be eligible for fringe benefits.

Termination.

The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, resignation, retirement or death.

Transfer.

The assignment of an employee from one position to another in the same class or to a class with the same pay range.

Travel Status.

An employee shall be considered to be in "travel status" when he or she is on County business outside of the County either for an entire day (before 7:00 a.m. and after 6:00 p.m.); or for part of a day before 7:00 a.m.; after 6:00 p.m.; and/or between the hours of 11:00 10:30 a.m. and 2:00 2:30 p.m.

Underslotting.

The filling of a vacant position at a lower classification.

Unilateral Employees

Those County employees who are not covered by a collective bargaining agreement, excluding the County Elected Officials and the County Administrator. The Unilaterals are divided into three groups for purposes of overtime and vacation:

- Unilateral A’s are “Non-Exempt”. This means that they are subject to the requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law that requires, among other things, that employees who work more than 40 hours in a week get paid time and one half for any overtime hours.

- Unilateral B’s are “Exempt” from provisions of the FLSA due to the nature of their position. However, the County has chosen to pay them straight time overtime after 40 hours a week even though the County is not required to do this by federal law.

- Unilateral C’s are “Exempt” from provisions of the FLSA due to the nature of their position. Employees in these positions do not receive any form of overtime but are allowed to “flex” their time in accordance with HR Policy and Procedure.

Upgrade.

The reassignment of a position from one existing class to a current or newly created class to recognize a change in the duties and responsibilities of a position. When a position is upgraded, an open recruitment shall be conducted to fill the position (eg. HR Secretary to HR Office Coordinator).

Work Schedule.

The standard work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m. with a one hour lunch period. All full time employees are expected to work at least 40 hours per week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise.
Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

/S/J. Russell Podzilni
J. Russell Podzilni, Chair

/S/Sandra Kraft
Sandra Kraft, Vice Chair

/S/Eva Arnold
Eva Arnold

Absent
Henry Brill

/S/Betty Jo Bussie
Betty Jo Bussie

/S/Marilynn Jensen
Marilynn Jensen

/S/Mary Mawhinney
Mary Mawhinney

/S/Louis Peer
Louis Peer

/S/Kurtis Yankee
Kurtis Yankee

LEGAL NOTICE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.03 and 59.22, Wis. Stats.

Jeffrey Kegelitsch
Corporation Counsel

FISCAL NOTE:

Minimal fiscal impact.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator
APPOINTMENT TO THE BOARD OF HEALTH

POSITION: Member of the Board of Health

AUTHORITY: Wis. Stats. 251.03(4)

TERMS: Unexpired Term Ending March 31, 2015

PER DIEM: Yes, Per Board Rule IV.J.

PRESENT MEMBERS: Dr. Aaron Best

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: Dr. Keith Konkol
Mercy Clinic West
1000 Mineral Point Avenue
Janesville, WI 53546

EFFECTIVE DATE: November 21, 2013
APPOINTMENT TO LOCAL EMERGENCY PLANNING COMMITTEE

POSITION: Member of the Local Emergency Planning Committee

AUTHORITY: Wis. Stats. 59.54(8)
County Board Resolution #95-7A-042

TERM: Unexpired Term Ending 7/31/2014

PER DIEM: For County Board Supervisors Only
Yes, Per Board Rule IV.J.

PRESENT MEMBERS: Vacant

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: Robert Swenarski
Emergency Preparedness Administrator
St. Mary’s Hospital - Janesville
3400 E. Racine Street
Janesville, WI 53546

EFFECTIVE DATE: November 21, 2013
APPOINTMENTS TO THE TRANSPORTATION COORDINATING COMMITTEE

POSITION: Members of the Transportation Coordinating Committee

AUTHORITY: County Board Resolution 13-1B-241

TERM: Terms Ending December 31, 2016

PER DIEM: For County Board Supervisors Only
(Per Board Rule IV.J.)

CONFIRMATION: Yes, by County Board of Supervisors

APPOINTMENTS:
Rob Wilkinson  Joyce Lubben
AARP/GWAAR  Council on Aging
633 Milton Avenue  Patty Hansberry
Janesville, WI 53545  RSVP

Jennifer Anselmi  2433 S. Riverside Drive, Ste B
Human Services Dept.  Beloit, WI 53511

Karl Shulte  Brown Cab Services Inc.
PO Box 66  PO Box 66
Fort Atkinson, WI 53538

EFFECTIVE DATE: November 21, 2013
APPOINTMENTS AS ALTERNATES TO THE TRANSPORTATION COORDINATING COMMITTEE

POSITION: Alternate Members of the Transportation Coordinating Committee

AUTHORITY: County Board Resolution 13-4B-315

TERM: Terms Ending December 31, 2016

PER DIEM: For County Board Supervisors Only
(Per Board Rule IV.J.)

CONFIRMATION: Yes, by County Board of Supervisors

APPOINTMENTS: Elaine Mueske Robert Harlow
(for Rob Wilkinson) (for Patty Hansberry)
2026 N. Sumac 2433 S. Riverside Dr., Suite B
Janesville, WI 53545 Beloit, WI 53511

Melissa Kooiman Dave Lowe
(for Jennifer Anselmi) (for Karl Schulte)
Human Services Dept. 4021 Sandstone Drive
Janesville, WI 53545

EFFECTIVE DATE: November 21, 2013
APPOINTMENT TO VETERANS SERVICE COMMISSION

POSITION: Member of the Veterans Service Commission

AUTHORITY: Chapter 449, Wisconsin Statutes 45.81

TERM: Three Years – 1/1/14-12/31/16

PER DIEM: Yes, Per Chapter 449, Wis. Stats. 45.15

PRESENT MEMBER: Albert L. Funk

CONFIRMATION: No, For Information Only

NEW APPOINTMENT: Albert L. Funk
1800 Excalibur Drive
Janesville, WI 53545

EFFECTIVE DATE: January 1, 2014
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Accepting Additional Community Transformation Grant Funding and Amending the 2013 Rock County Health Department Budget

WHEREAS, Rock County has been identified as a county with significant health concerns; and,

WHEREAS, Rock County Health Department is a member of the Transform Rock County Coalition, an organization whose goal is to improve the health of Rock County citizens; and,

WHEREAS, Rock County Health Department was awarded a Community Transformation Grant in the amount of $450,000 in 2012 from the Transform Wisconsin Program to transform the health of Rock County citizens; and,

WHEREAS, Rock County Health Department has been awarded additional funds in the amount of $3,000 to implement activities for the Transform Wisconsin Active School Evaluation 2013-2014 and assist with any related evaluation activities.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this _______ day of __________, 2013 does hereby authorize the Rock County Health Department to accept the additional Rock County Community Transformation Grant funds and amend the 2013 Rock County Health Department Budget as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget</th>
<th>Increase/Decrease</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>31-3161-0000-42100</td>
<td>$453,500</td>
<td>$3,000</td>
<td>$456,500</td>
</tr>
<tr>
<td>Federal Aid</td>
<td>$453,500</td>
<td></td>
<td>$456,500</td>
</tr>
<tr>
<td>Use of Funds</td>
<td>$3,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Expense</td>
<td>$453,500</td>
<td>$3,000</td>
<td>$456,500</td>
</tr>
</tbody>
</table>

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft, Chair

Richard Bostwick

Vacant

Dr. Connie Winter, DDS

Eric Gresens

Louis Peer, Vice Chair

Mike Rundle

Dr. Dean Peterson, DVM

Judith Wade
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

\[ \text{\underline{Name}} \]

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of $3,000 in additional Federal Aid for the Health Department's Community Transformation program. No County matching funds are required.

\[ \text{\underline{Name}} \]

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to secs. 59.52(19), Wis. Stats. As an amendment to the adopted 2013 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

\[ \text{\underline{Name}} \]

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

\[ \text{\underline{Name}} \]

Craig Knutson
County Administrator
Accepting Additional Community Transformation Grant Funding and Amending the 2013 Rock County Health Department Budget

EXECUTIVE SUMMARY

Rock County Health Department is a member of the ‘Transform Rock County’ coalition, and was awarded a Transform Wisconsin grant in 2012 in the amount of $450,000.

In August, 2013 Rock County Health Department had been awarded an additional $3,500 in funding for this grant.

In September, 2013 Rock County Health Department was again awarded an additional $3,000 in funding for this grant, to be used to implement the Active School Evaluation tools and activities in grade 5 for 2013-2014.

Salary and benefits for the project manager, all supplies, equipment, mileage, training, and miscellaneous expenses are being reimbursed by the grant. The grant allows for mini-grants or subcontracting to coalition members who will assist in meeting the goals of the grant.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY

Geri Waugh, Account Clerk II
DRAFTED BY

Board of Health
SUBMITTED BY

October 11, 2013
DATE DRAFTED

Accepting Back-To-Sleep and Cribs for Kids Mini-Grants and Amending the 2013 Rock County Health Department Budget

WHEREAS, the Rock County Health Department has received contributions from SSM Health Care and Mercy Health Systems Corporation totaling $2,500 for a Back-to-Sleep mini-grant; and

WHEREAS, Rock County Health Department has also received a Cribs for Kids mini-grant for baby cribs and crib sheets amounting to $2,500 in value; these baby cribs and crib sheets will be sent directly to Rock County Health Department; and

WHEREAS, Rock County Health Department will utilize the monetary $2,500 contributions to purchase baby cribs for families in Rock County who cannot afford to purchase a baby crib for their infant.

NOW, THEREFORE BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this day of , 2013, does hereby authorize the Rock County Health Department to accept the $2,500 SSM Health Care and Mercy Health Systems Corporation mini-grant, and the $2,500 Cribs for Kids mini-grant, and amend the 2013 Rock County Health Department Budget as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget</th>
<th>Increase (Decrease)</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10/11/13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31-3009-0000-46000</td>
<td>-0-</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Contributions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31-3009-0000-63110</td>
<td>-0-</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Administrative Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Respectfully submitted,

BOARD OF HEALTH

Sandra Knaak, Chair
Richard Bostwick
Vacant
Dr. Connie Winter, DDS

Louis Peer, Vice-Chair
Mike Rundle
Dr. Dean Peterson, DVM
Judith Wade

Eric Gresens
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of 5-0.

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of $2,500 in monetary contributions from SSM Health Care and Mercy Health Systems Corporation. This resolution also authorizes the acceptance of $2,500 worth of cribs and crib sheets from Cribs for Kids. No County funds are required.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2013 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

Jeffrey J. Kuglitch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator
ACCEPTING BACK-TO-SLEEP AND CRIBS FOR KIDS MINI-GRANTS AND AMENDING THE 2013 ROCK COUNTY HEALTH DEPARTMENT BUDGET

EXECUTIVE SUMMARY

The Rock County Health Department is a strong advocate for the safe sleeping habits of infants, and the department's public health nurses continually strive to educate the families of Rock County to ensure safe sleeping habits for their infants, along with a safe sleeping environment for their infants.

In order to further promote safe sleeping for infants, the Rock County Health Department has accepted a $1,250 contribution each from SSM Health Care and Mercy Health Systems Corporation (totaling $2,500) for a Back-to-Sleep mini-grant. Rock County Health Department also applied for and was awarded a $2,500 Cribs for Kids mini-grant. The Cribs for Kids mini-grant will provide baby cribs and crib sheets directly to Rock County Health Department.

The $2,500 monetary mini-grant will be utilized to purchase new, safe baby cribs and crib sheets. These baby cribs and crib sheets, along with those from the Cribs for Kids mini-grant, will be provided to families in Rock County that cannot afford to purchase a baby crib for their infant.
RESOLUTION NO. 13-11D-444

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY

Sara Mooren
DRAFTED BY

November 4, 2013
DATE DRAFTED

Authorizing Acceptance of Additional Home Visitation Grant Funds and Amending the 2013 Human Services Department Budget

WHEREAS, the Wisconsin Department of Children and Families has awarded the Human Services Department additional funding, above what was expected, for the third year of grant funding through the Family Foundations Comprehensive Home Visitation Program; and,

WHEREAS, the Human Services Department partners with the Rock County Home Visit Network to enhance and expand home visiting services for underserved at-risk children and families; and,

WHEREAS, research has shown that home visiting programs can improve outcomes for children and families, including improving maternal and child health, reducing child maltreatment, increasing parental employment, and improving the rate at which children reach developmental milestones.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of __________, 2013, does hereby authorize the acceptance of an additional $88,069 for the Family Foundations Comprehensive Home Visitation Program; and,

BE IT FURTHER RESOLVED, that the Human Services Department budget for 2013 be amended as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget</th>
<th>Increase (Decrease)</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>36-3637-0000-2100</td>
<td>$321,565</td>
<td>$88,069</td>
<td>$409,634</td>
</tr>
<tr>
<td>Federal Aid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36-3637-0000-62119</td>
<td>$236,610</td>
<td>$107,419</td>
<td>$344,029</td>
</tr>
<tr>
<td>Other Contracted Services</td>
<td></td>
<td>$1,735</td>
<td>$1,735</td>
</tr>
<tr>
<td>36-3637-0000-64200</td>
<td>$0</td>
<td>$1,735</td>
<td>$1,735</td>
</tr>
<tr>
<td>Training</td>
<td>$5,650</td>
<td>$9,447</td>
<td>$15,097</td>
</tr>
<tr>
<td>Program Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36-3637-0000-68204</td>
<td>$79,305</td>
<td>($30,532)</td>
<td>$48,773</td>
</tr>
<tr>
<td>Allocated Child Protective Services</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Authorizing Acceptance of Additional Home Visitation Grant Funds and Amending the 2013 Human Services Department Budget

Page 2

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson
Brian Knudson, Chair

Sally Jean Weaver-Landers
Sally Jean Weaver-Landers, Vice Chair

Terry Fell

William Grahn

Ashley Klein

Phillip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of 

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of $88,069 in Federal Aid for the Human Services Home Visitation program. No County matching funds are required.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept funds pursuant to Sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2013 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to Sec. 65.90(5)(a), Wis. Stats.

Jeffrey S. Koglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended

Craig Knudten
County Administrator
Executive Summary

Authorizing Acceptance of Additional Home Visitation Grant Funds and Amending the 2013 Human Services Department Budget

This resolution authorizes acceptance of $88,069 through the Family Foundations Comprehensive Home Visitation Program grant administered by the Wisconsin Department of Children and Families. The resolution also amends the 2013 HSD Budget.

This grant funding is awarded on a federal fiscal year and this is the start of the third year of funding. The HSD was awarded funds above what was expected for this grant year.

With this funding the Human Services Department has partnered with the Rock County Home Visit Network and local agencies to enhance and expand home visiting services for underserved at-risk children and families.

Home visiting programs promote positive parent-child interactions and healthy child development as well as connect families to local services that help children learn and thrive. Research has shown that home visiting programs can improve outcomes for children and families, including improving maternal and child health, reducing child maltreatment, increasing parental employment, and improving the rate at which children reach developmental milestones.
RESOLUTION NO. 13-11D-445   AGENDA NO. 12.B.

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING BILLS OVER $10,000 AS REQUIRED BY COUNTY BD. RULE H.(3), AND FOUND THEM TO BE PROPER AND WITHIN BUDGET.

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON NOV 21 2012, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

Vendor Name                             Fund Name            Department Name     Program Name       Amount   Claim Amount
ADVANCED CORRECTIONAL HEALTHCARE GENERAL FUND  SHERIFF              CORR.FACILITY 31261       12,494.98
BLACKHAWK TECHNICAL COLLEGE             GENERAL FUND         SHERIFF              RECAP OPERATI S0215538  11,698.37

CLAIMS IN THE AMOUNT OF 24,193.35

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

LEGAL NOTE:
THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER $10,000.00

JEFFREY S. KISLITSCH  CORPORATION COUNSEL

FISCAL NOTE
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OJA   FINANCE DIRECTOR

SUBMITTED BY: FINANCE COMMITTEE
DATE: NOV 07 2013

RESPECTFULLY SUBMITTED.

FINANCE COMMITTEE

ADMINISTRATIVE NOTE
RECOMMENDED

CRAIG KAUTZ
COUNTY ADMINISTRATOR
PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over $10,000).

DATE
October 23, 2013

DEPARTMENT
DD Board

COMMITTEE
Rock County DD Board

VENDOR NAME
Alpha Homes of Wisconsin, Inc.

ACCOUNT NUMBER
33-3310-0000-62620

Funds Description
CIP 1A

AMOUNT OF INCREASE
$ 10,363

INCREASE FROM
$ 117,950 TO $ 128,313

ACCOUNT BALANCE AVAILABLE
$ 91,715.41 SB 10/23/13

REASON FOR AMENDMENT
This change is the result of extra care for one current CIP 1A client.

APPROVALS

GOVERNING COMMITTEE
Chair

FINANCE COMMITTEE
(If over $10,000)
Chair

COUNTY BOARD
(If over $10,000)
Resolution # Adoption Date
PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over $10,000).

DATE       October 23, 2013

DEPARTMENT  DD Board

COMMITTEE   Rock County DD Board

VENDOR NAME Alpha Homes of Wisconsin, Inc.

ACCOUNT NUMBER  33-3310-0000-62604

FUNDS DESCRIPTION  CIP 1B

AMOUNT OF INCREASE  $94,279

INCREASE FROM $573,831 TO $668,110

ACCOUNT BALANCE AVAILABLE $1,444,101.82 SB 10/23/13

REASON FOR AMENDMENT  This change is the result of one current CIP 1B client moving into residential services from another facility and adding additional funding to maintain scheduled day services for two CIP 1B clients.

APPROVALS

GOVERNING COMMITTEE  
Chair  
Date  

FINANCE COMMITTEE (If over $10,000)  
Chair  
Date  

COUNTY BOARD (If over $10,000)  
Resolution #  
Adoption Date  

AMENDFORM 10/12
PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over $10,000).

DATE 10/25/2013

DEPARTMENT Rock Haven

COMMITTEE Health Services

VENDOR NAME MJ Care Inc

ACCOUNT NUMBER 32-7260-7400-62180

FUNDS DESCRIPTION RH Contract Services T-18 Physical Therapy

AMOUNT OF INCREASE $19,500

INCREASE FROM $105,000 TO $124,500

ACCOUNT BALANCE AVAILABLE $19,500 (after transfer of $19,500) SB 10/31/13

REASON FOR AMENDMENT Higher PT usage for T-18 patients

APPROVALS

GOVERNING COMMITTEE /s/Betty Jo Bussie 11/13/13
Chair Date

FINANCE COMMITTEE 11/7/13
(If over $10,000) Chair Date

COUNTY BOARD Resolution # Adoption Date
(If over $10,000)
PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over $10,000).

DATE 10/25/2013

DEPARTMENT Rock Haven

COMMITTEE Health Services

VENDOR NAME MJ Care Inc

ACCOUNT NUMBER 32-7260-7400-621885

FUND DESCRIPTION RH Contract Services T-18 Occupational Therapy

AMOUNT OF INCREASE $19,500

INCREASE FROM $90,000 TO $109,500

ACCOUNT BALANCE AVAILABLE $19,500 (after transfer of $19,500) SB 10/31/13

REASON FOR AMENDMENT Higher OT usage for T-18 patients

APPROVALS

GOVERNING COMMITTEE /s/Betty Jo Bussie 11/12/13
Chair Date

FINANCE COMMITTEE
(If over $10,000)

COUNTY BOARD
(If over $10,000)

Resolution # Adoption Date

AMENDFORM 10/12
PURCHASE ORDER NUMBER  P1300447  PEID  034035

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over $10,000).

DATE  November 12, 2013

DEPARTMENT  DD Board

COMMITTEE  Rock County DD Board

VENDOR NAME  Productive Living Systems Inc

ACCOUNT NUMBER  33-3310-0000-62604

FUNDS DESCRIPTION  CIP 1B

AMOUNT OF INCREASE  $33,174

INCREASE FROM  $914,308 TO  $947,482

ACCOUNT BALANCE AVAILABLE  $1,307,253  SB 11/12/13

REASON FOR AMENDMENT  This increase is the result of an increase in care rate for two current residential clients.

APPROVALS

GOVERNING COMMITTEE

Chair  
Date  

FINANCE COMMITTEE

(If over $10,000)

Chair  
Date  

COUNTY BOARD

(If over $10,000)

Resolution #  Adoption Date
PRE-APPROVED ENCUMBRANCE AMENDMENT FORM
This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over $10,000).

DATE 10/25/2013

DEPARTMENT Rock Haven

COMMITTEE Health Services

VENDOR NAME Kalember MD, Robert L

ACCOUNT NUMBER 32-8000-9700-62174

FUNDS DESCRIPTION Support Service Medical Staff

AMOUNT OF INCREASE $15,000

INCREASE FROM $40,000 TO $55,000

ACCOUNT BALANCE AVAILABLE $79,145 (after transfer of $50,000) SB 11/05/13

REASON FOR AMENDMENT Higher need for physician coverage

APPROVALS

GOVERNING COMMITTEE
Chair
Date

FINANCE COMMITTEE
(If over $10,000)
Chair
Date

COUNTY BOARD
(If over $10,000)
Resolution # Adoption Date

AMENDFORM 10/12
PURCHASE ORDER NUMBER  P1300530
PEID  044418

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over $10,000).

DATE  10/25/2013

DEPARTMENT  Rock Haven

COMMITTEE  Health Services

VENDOR NAME  West MD, William Peter

ACCOUNT NUMBER  32-8000-9700-62174

Funds DESCRIPTION  Support Service Medical Staff

AMOUNT OF INCREASE  $30,000

INCREASE FROM  $130,000 TO  $160,000

ACCOUNT BALANCE AVAILABLE  $59,145 (after transfer of $50,000) SB 11/05/13

REASON FOR AMENDMENT  Higher need for physician coverage

__________________________________________________________

APPROVALS

GOVERNING COMMITTEE  Chair  Date

FINANCE COMMITTEE  Chair  Date

(If over $10,000)

COUNTY BOARD  Resolution # Adoption Date

(If over $10,000)

AMENDFORM 10/12
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

TRANSFER PROPERTY TO ROCK RESIDENTIAL FOUNDATION, INC., FOR THE PURPOSE OF BUILDING A RESIDENCE HALL ON THE UW ROCK COUNTY CAMPUS

WHEREAS, the County of Rock has been approached by UW Rock County and the Rock Residential Foundation, Inc., to donate approximately 2 acres of land on the south end of campus; and

WHEREAS, the purpose of the land would be to place a residence hall in this area and build an additional roadway to the proposed building; and

WHEREAS, if the Rock Residential Foundation, Inc., failed within two years of the actual transfer of the property from the County to complete the residence hall, the land would revert back to the County of Rock; and

WHEREAS, time is of the essence in this matter in that the Board of Regents need to approve the amending of the lease agreement with Rock County to exclude this land and allow this transaction to occur at their December 5, 2013 meeting; and

WHEREAS, this matter has been reviewed and recommended by the General Services Committee and the County Board Staff Committee.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors in session this 21st day of November, 2013 that they hereby approve the transfer of approximately 2 acres of land to the Rock Residential Foundation, Inc., for the purpose of building a residence hall on the UW Rock County campus.

BE IT FURTHER RESOLVED that all transaction expenses be paid for by Rock Residential Foundation, Inc., and there will be no infrastructure costs charged to the County for this transaction and proposed building site;

BE IT FURTHER RESOLVED that the County Board Chair and County Clerk are hereby authorized to sign a deed to transfer the property to the Rock Residential Foundation, Inc., as well as any other documents necessary to complete the transaction including the amending of Rock County’s existing lease agreement with the UW Board of Regents.
Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Marilyn Jensen

Mary Mawhinney

Louis Peer

Kurtis Yankee

GENERAL SERVICES COMMITTEE

Phillip Owens, Chair

Henry Brill, Vice Chair

Ivan Collins

Jason Heidenreich

Edwin Nash

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01, 59.51, 59.52(6)(c), and 59.56(4), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:
This resolution transfers approximately two (2) acres of land to the Rock Residential Foundation, Inc. for the purpose of building a residence hall. All transaction costs to be paid by Rock Residential Foundation, Inc.

Sherry Oja
Finance Director
EXECUTIVE SUMMARY

In October of this year, UW Rock County Foundation approached the County of Rock to inquire whether or not the County would donate approximately 2 acres of land on the south end of the campus to place the residence hall facility.

The proposal is that a new nonprofit, I.R.C. § 501(c)(3) entity called the Rock Residential Foundation, Inc., would be formed to take the land and place a residence hall on the property. It is the understanding of the County of Rock that CD Smith Construction Services would construct the building and an outside management firm would be hired by the Foundation to manage the day-to-day operation of the residence hall.

This resolution would approve donating the land from the County of Rock to the Rock Residential Foundation, Inc. It would also authorize amending the County of Rock’s existing lease arrangement with the UW Board of Regents to allow this project. Time is of the essence, since the Board of Regents meets in early December 2013.

There are to be no costs to the County for either the land transfer or for the infrastructure needed to build the building and its access within the City limits.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Public Safety and Justice
INITIATED BY

Kathleen Sukus, Director
DRAFTED BY

Public Safety and Justice
SUBMITTED BY

October 16, 2013
DATE DRAFTED

ADDITIONS TO ALARM SYSTEM FOR PUBLIC SAFETY RADIO INFRASTRUCTURE

WHEREAS, the 911 Communications Center is responsible for the continuous operation of the public safety radio communications infrastructure in Rock County; and,

WHEREAS, failures of the public safety communications infrastructure can negatively impact the communications between the 911 Communications Center and first responders; and,

WHEREAS, the three main Rock County public safety transmitter towers and receiver sites are equipped with highly sophisticated alarm systems installed by General Communications, Inc. of Madison, Wisconsin to proactively prevent system failures (radio equipment failures, fire hazards, heating and cooling failures, security breaches, etc); and,

WHEREAS, additional tower sites and a digital radio system network were added to the Communications Center's infrastructure in 2013; and,

WHEREAS, these additional sites and the network are not currently alarmed; and,

WHEREAS, equipping these locations with alarms would greatly reduce the chance of a public safety communications infrastructure failure; and,

WHEREAS, programming and integration of these alarms into the existing infrastructure must be completed by an authorized P25 Raytheon dealer; and,

WHEREAS, General Communications, Inc. is the sole Raytheon dealer in Wisconsin; and,

WHEREAS, funding is available for the purchase of the additional alarm modules in the Communications Center’s Capital Project account.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this day of , 2013 that a contract be awarded to General Communications, Inc. of Madison, Wisconsin, in the amount of $39,600 to purchase additional alarm modules for the public safety digital radio system.

Respectfully submitted,

Public Safety and Justice Committee

Ivan Collins, Chair

Henry Brill, Vice Chair

Mary Beaver

Brian Knudson

Larry Wiedenfeld
FISCAL NOTE:
Sufficient funds are available in the Communications Center capital projects account, A/C 23-2400-0000-67171, for the cost of this project.

Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Because General Communications, Inc., is the sole source provider of this alarm equipment in Wisconsin, this resolution complies with the County’s Purchasing Ordinance.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Craig R. Kiesewetter
County Administrator
EXECUTIVE SUMMARY

The 911 Communications Center is responsible for the continuous operation of the public safety radio communications infrastructure in Rock County under any type of conditions. Experience has shown that failures of the public safety communications infrastructure can negatively impact the vital communications between the 911 Communications Center and first responders.

In an effort to bolster the radio infrastructure reliability, highly sophisticated alarm systems for the County's main tower and receiver sites were previously installed by General Communications, Inc. of Madison, Wisconsin to proactively prevent system failures (radio equipment failures, fire hazards, heating and cooling failures, security breaches, etc). This alarm system is monitored continuously at the Communications Center and has proven to reduce failures of the radio communications system transmitter equipment.

In 2013 the Communications Center added the City of Beloit, City of Janesville, and SWR Airport infrastructures to the public safety digital radio system. It is important to add these locations into the existing alarm system so that radio problems can be identified before total failure.

Because the alarm system software interacts with the Raytheon hardware, it must be programmed and installed by an authorized Raytheon dealer. General Communications is the sole Raytheon dealer in Wisconsin and also the sole maintenance provider for the County's radio system infrastructure.

A total of $39,600 is required to complete the programming and installation of these additional alarms. The Communications Center was approved to purchase a backup server for the digital radio system for 2013, but it was determined that the server was no longer necessary. Therefore a portion of the $88,000 approved for the server is currently available to cover this project if approved.
October 16, 2013

Rock Co. Communications Center
Attn: Kathren Sukus
3636 N. County Trunk Hwy F
Janesville, WI 53545

RE: Alarms and Radio system Network Management Quote

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Cost</th>
<th>Ext Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Janesville water tower site Alarms</td>
<td>$2,295.00</td>
<td>$2,295.00</td>
</tr>
<tr>
<td>1</td>
<td>Beloit Gateway water tower site Alarms</td>
<td>$2,295.00</td>
<td>$2,295.00</td>
</tr>
<tr>
<td>1</td>
<td>Beloit Mill ST water tower site Alarms</td>
<td>$2,755.00</td>
<td>$2,755.00</td>
</tr>
<tr>
<td>1</td>
<td>Southern Wisconsin Airport site Alarms</td>
<td>$2,755.00</td>
<td>$2,755.00</td>
</tr>
<tr>
<td>1</td>
<td>Network Management system for the Radio system</td>
<td>$29,500.00</td>
<td>$29,500.00</td>
</tr>
<tr>
<td></td>
<td><strong>Sub Total:</strong></td>
<td><strong>$39,600.00</strong></td>
<td><strong>$39,600.00</strong></td>
</tr>
</tbody>
</table>

If you have any questions please call 608-310-7127 or e-mail rwestgard@gencomm.com.

Sincerely,

Richard Westgard

Richard Westgard
Assistant Service Manager
JPS Communications, Inc.
a subsidiary of Raytheon Company

5800 Departure Drive
Raleigh NC 27616
(919) 865 1054
cell: (919) 413 0816
arthur.powers@raytheon.com

October 18, 2013

Gary Pelletier
General Communications Inc.
5157 Anton Drive
Madison, Wisconsin 53719

Dear Gary,

This is to confirm that General Communications Inc. is currently the only authorized JPS P25 dealer in the State of Wisconsin.

[Signature]

Arthur Powers
Vice President – Contracts & Corporate Development
RESOLUTION NO. 13-11D-449

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

The General Services Committee
INITIATED BY

The General Services Committee
SUBMITTED BY

Robert Leu
DRAFTED BY

November 7, 2013
DATE DRAFTED

Awarding Contract for Bohn Refrigeration System
Replacements at the Rock County Jail

WHEREAS, the refrigeration units that serve the walk-in freezer and the two walk-in coolers at the Jail are original to the building; and,

WHEREAS, the refrigeration units that serve the two coolers and one freezer are beyond their useful life and need to be replaced; and,

WHEREAS, specifications were prepared and bids solicited for the work.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ______ day of __________, 2013, that a contract for replacement of the refrigeration units serving the walk-in freezer and two walk-in coolers be awarded to the low bidder, Illingworth-Kilgust Mechanical of Madison, WI, in the amount of $45,278.00, under Bid # 2013-51; and

BE IT FURTHER RESOLVED, that an allowance of $2,000.00 be established to cover the possible rental of a back-up cooler, needed during construction; and,

BE IT FURTHER RESOLVED, that a contingency of $5,000 be established to cover any change orders as authorized by the General Services Facilities Superintendent.

Respectfully submitted,

General Services Committee:

Phillip Owens, Chair

Henry Brill, Vice Chair

Ivan Collins

Jason Heidenreich

Edwin Nash

FISCAL NOTE:
Sufficient funding is available in the Jail Capital Improvements account, A/C 18-1837-0000-67200, for the cost of this contract.

Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52 (29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey J. Kuglitsch
Corporation Counsel

Craig Knutson
County Administrator
Executive Summary

Awarding Contract for Replacement of Refrigeration Units Serving the Jail's Walk-in Freezer and Two Walk-in Coolers.

Specifications were prepared and bids solicited to replace the refrigeration units that serve the walk-in freezer and two walk-in coolers at the Jail. The actual walk-in units are still in good shape, but the refrigeration systems that serve them have reached the end of their useful lives. Once ordered, the equipment lead time is estimated at 4-6 weeks. Installation will be completed by January 31, 2014.

Due to downtime, a portable may be needed. An allowance for rental is being set at $2,000.

A contingency of $5,000 is being requested to cover any unforeseen work as authorized by the General Services Facilities Superintendent.
BID SUMMARY FORM

<table>
<thead>
<tr>
<th>PROJECT NUMBER</th>
<th>2013-51</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT NAME</td>
<td>BOHN REFRIGERATION SYSTEM REPLACEMENT</td>
</tr>
<tr>
<td>BID DUE DATE</td>
<td>NOVEMBER 7, 2013 – 1:30 P.M.</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>GENERAL SERVICES - JAIL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL PROJECT COST</th>
<th>ILLINGWORTH-KILGUST MECHANICAL MECHANICAL MECHANICAL MECHANICAL MADISON, WI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 45,278.00</td>
</tr>
</tbody>
</table>

Invitation to Bid was advertised in the Beloit Daily News and on the Internet.

Four additional vendors were solicited with three no responses and one No Bid.

PREPARED BY: Alan Dransfield
SENIOR BUYER

DEPARTMENT HEAD RECOMMENDATION: Illingworth-Kilgust

SIGNATURE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE
RESOLUTION NO. 13-11P-450

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Public Safety and Justice
INITIATED BY

Public Safety and Justice
SUBMITTED BY

Kathren Sukus, Director
DRAFTED BY

October 16, 2013
DATE DRAFTED

BLACKHAWK TECH LAW AND FIRE RADIO RECEIVER SITES

WHEREAS, the 911 Communications Center is responsible for the continuous operation of the public safety radio communications infrastructure in Rock County; and,

WHEREAS, the Communications Center, through its public safety work groups, has identified radio communication deficiencies within the Towns of Beloit and Rock along South Highway 51; and,

WHEREAS, research indicates that the communication deficiencies in these areas would be reduced and/or eliminated by the nearby placement of radio receiver equipment for the County Main and Rock Fire Main frequencies; and,

WHEREAS, Blackhawk Technical College, 6004 South County Trunk G, Town of Rock, has authorized placement of radio receiver equipment on their existing tower along with providing storage of equipment inside of their building; and,

WHEREAS, two proposed receiver sites would directly benefit all public safety responders communicating on portable radios in this area; and,

WHEREAS, General Communications, Inc. of Madison, Wisconsin is the sole maintenance provider and Raytheon equipment dealer for the Rock County public safety radio system infrastructure; and,

WHEREAS, the total cost for equipment and installation of both receiver sites is $78,853.10; and,

WHEREAS, the funding to purchase the receiver equipment is currently available in the Communications Center’s 2013 budget.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this day of __________, 2013 that a contract be awarded to General Communications, Inc. of Madison, Wisconsin, in the amount of $78,853.10 to purchase and install two radio receivers for placement at Blackhawk Technical College.

Respectfully submitted,

Public Safety and Justice Committee

Ivan Collins, Chair

Henry Brill, Vice Chair

Mary Beaver

Brian Knudson

Larry Wiedenfeld
FISCAL NOTE:
Sufficient funding is available in the Communications Center’s capital asset account, A/C 23-2400-0000-67171, for the cost of this project.

Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey D. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Craig Bouton
County Administrator
EXECUTIVE SUMMARY

The Rock County Communications Center is solely responsible for the infrastructure, operation, and maintenance of the public safety digital radio system. After the narrow-banding and digital conversion of our main public safety radio frequencies, it was determined that the portable radio coverage for Rock County law enforcement and fire/EMS agencies had been reduced in the areas of the Rock River, Rockvale Mobile Home Park, and Blackhawk Technical College.

While some of these areas had scratchy coverage when they were analog, the combination of narrow-banding and digitalization has caused the signals to be inaudible at times. Narrow-banding reduced the signal strength and the digital transmission reacts differently than analog and does not get scratchy, it simply drops the transmission (similar to how a digital cell phone works when out of range of a cell tower).

In order to improve portable coverage for these areas, it is necessary to add two new receivers sites for both County Main and Rock Fire Main. These additional receiver sites would be located at Blackhawk Technical College.

This item was budgeted for 2014, but because the 9-1-1 Telephone System upgrade was under budget by approximately $100,000, there are funds currently available in the Communications Center's 2013 budget to complete this project early.

The quote from General Communications is $78,853.10 total, which includes parts and labor for both receivers. This is a sole source situation in that General Communications is the only certified JPS (Raytheon) service provider in Wisconsin and they hold the maintenance contract for the public safety radio system in Rock County (see attached letter from JPS Communications, Inc.).
JPS Communications, Inc.
a subsidiary of Raytheon Company

5800 Departure Drive
Raleigh NC 27616
(919) 865 1054
cell: (919) 413 0816
arthur.powers@raytheon.com

October 18, 2013

Gary Pelletier
General Communications Inc.
5157 Anton Drive
Madison, Wisconsin 53719

Dear Gary,

This is to confirm that General Communications Inc. is currently the only authorized JPS P25 dealer in the State of Wisconsin.

Arthur Powers
Vice President – Contracts & Corporate Development
October 16, 2013

Rock Co. Communications Center
Attn: Kathren Sukus
3636 N. County Trunk Hwy F
Janesville, WI 53545

RE: Here is a Quote to add two receivers Sheriff's main and Rock Fire main to the Blackhawk technical college building located in the Sheriff's office

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Price 1</th>
<th>Price 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master 3 Receiver Shelf with two Receivers</td>
<td>1</td>
<td>$49,232.00</td>
<td>$49,232.00</td>
</tr>
<tr>
<td>JPS P25 upgrade</td>
<td>1</td>
<td>$2,600.00</td>
<td>$2,600.00</td>
</tr>
<tr>
<td>Receiver MultiCouplers</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cabinet</td>
<td>1</td>
<td>$120.00</td>
<td>$240.00</td>
</tr>
<tr>
<td>1/2&quot; Super flex Jumpers</td>
<td>2</td>
<td>$890.00</td>
<td>$890.00</td>
</tr>
<tr>
<td>Mount</td>
<td>1</td>
<td>$205.00</td>
<td>$205.00</td>
</tr>
<tr>
<td>1/2&quot; Hardline Cable</td>
<td>150</td>
<td>$2.75</td>
<td>$412.50</td>
</tr>
<tr>
<td>1/2&quot; Connectors</td>
<td>2</td>
<td>$25.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Ground Kits, 1/2&quot;</td>
<td>2</td>
<td>$30.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Power Strip</td>
<td>1</td>
<td>$400.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Miscellaneous Grounding Cable &amp; Split Bolts</td>
<td>1</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>PolyPhaser</td>
<td>1</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Network Cables</td>
<td>6</td>
<td>$15.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Shop Programming and Configuration</td>
<td>1</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Installation, at site</td>
<td>1</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Installation Antenna and cable</td>
<td>1</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

Sub Total: $76,429.50

Total: $81,853.10

If you have any questions please call 608-310-7127 or e-mail rwestgard@gencomm.com.

Sincerely,

Richard Westgard

Richard Westgard
Assistant Service Manager

Madison
5157 Anton Drive
Madison, WI 53719
(608) 271-4848 / (800) 356-3200

Milwaukee
N57 W13466 Reichert Avenue
Menomonee Falls, WI 53051
(262) 439-2000 / (800) 546-9468

www.gencomm.com
RESOLUTION NO. 13-11D-451 AGENDA NO. 12.D.5.(1)

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert Spoden
INITIATED BY

Capt. Gary Groeille
DRAFTED BY

Public Safety and Justice
Committee
SUBMITTED BY

November 11, 2013
DATE DRAFTED

AUTHORIZING PURCHASE OF VEHICLES PER STATE OF WISCONSIN
CONTRACT FOR THE ROCK COUNTY SHERIFF’S OFFICE

1 WHEREAS, funds are included in the 2014 budget for the purchase of vehicles to be used by the
2 Rock County Sheriff’s Office; and,
3
4 WHEREAS, Section 22.18(4) of the Purchasing Ordinance does allow Rock County to purchase
5 these vehicles through a cooperative purchasing agreement with the State of Wisconsin under
6 Contract #15-07006-201; and,
7
8 WHEREAS, Ewald Automotive of Oconomowoc, Wisconsin was awarded the State contract for
9 Dodge Chargers, Dodge Grand Caravan and Chevrolet Express Vans; and,
10
11 WHEREAS, the Sheriff’s Office and Purchasing staff have reviewed the State of Wisconsin bid
12 specifications and recommend purchasing six (6) Dodge Chargers, a Dodge Grand Caravan and
13 a Chevrolet Express Van from Ewald Automotive.
14
15 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board duly assembled this
16 ______ day of _________, 2013, that a Purchase Order be issued as follows:
17
18 $ 26,213.00 to Ewald Automotive for 1 Chevrolet Express Van (15-passenger)
19 $139,823.00 to Ewald Automotive for 6 Dodge Chargers
20 $21,470.00 to Ewald Automotive for 1 Dodge Caravan
21
22 BE IT FURTHER RESOLVED that payment be made to the vendor upon receipt and
23 acceptance by the Rock County Sheriff.

RESPECTFULLY SUBMITTED,

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins, Chair

Mary Beaver

Henry Brill

Brian Knudson

Larry Wiedenfeld
FISCAL NOTE:

$243,500 is included in the Sheriff's Vehicles 2014 budget, A/C 21-2190-0000-67105, for the purchase of replacement vehicles.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Kordson
County Administrator
EXECUTIVE SUMMARY

Funds are included in the 2014 budget for the purchase of vehicles to be used by the Rock County Sheriff’s Office. Under Section 22.18(4) of the Purchasing Ordinance, Rock County can utilize State of Wisconsin bids to purchase vehicles through cooperative purchasing agreement #15-07006-201.

The Sheriff’s Office and the Purchasing Staff reviewed the State of Wisconsin bid specifications to verify that they meet the Sheriff’s Office’s needs. The total cost breakdown for the vehicles is as follows:

- $26,213.00 to Ewald Automotive for 1 Chevrolet Express Van (15-passenger)
- $139,823.00 to Ewald Automotive for 6 Dodge Chargers
- $21,470.00 to Ewald Automotive for 1 Dodge Caravan
- $187,506.00

We are expecting trade in allowances to be approximately $53,500.00.
# Bid Summary Form

**Rock County, Wisconsin**  
**Finance Director**  
**Purchasing Division**

**Bid Number**: 2014-03  
**Bid Name**: Vehicle Service  
**Bid Due Date**: October 4, 2013 – 1:30 P.M.  
**Department**: Sheriff’s Office

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Pomp’s Janesville, WI</th>
<th>Frank Boucher C-D-J Janesville, WI</th>
<th>Burtness Chevrolet Orfordville, WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oil Change-Filter, Grease and Fluid</td>
<td>Standard Oil 28.60</td>
<td>29.95</td>
<td>39.95</td>
</tr>
<tr>
<td>Level Check Per Manufacturers Specifications – Parts &amp; Labor</td>
<td>Synthetic Oil 39.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tire Rotation</td>
<td>No Charge</td>
<td>18.95</td>
<td>Included in Oil Change</td>
</tr>
<tr>
<td>Minor Repair Work-Flat Rate Cost</td>
<td>85.00</td>
<td>85.00</td>
<td>78.00</td>
</tr>
<tr>
<td>Tune-Up County Furnishes Parts</td>
<td>140.00</td>
<td>102.00</td>
<td>70.83</td>
</tr>
<tr>
<td>6 Cylinder – Labor Only</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tune-Up County Furnishes Parts</td>
<td>187.00</td>
<td>127.50</td>
<td>78.95</td>
</tr>
<tr>
<td>8 Cylinder – Labor Only</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brakes County Furnishes Parts</td>
<td>Per Axle 85.00</td>
<td>127.50</td>
<td>45.00</td>
</tr>
<tr>
<td>8 Cylinder – Labor Only</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turn Rotors – Cost Each</td>
<td>10.00</td>
<td>25.00</td>
<td>20.00</td>
</tr>
<tr>
<td>Turn Drums – Cost Each</td>
<td>10.00</td>
<td>25.00</td>
<td>20.00</td>
</tr>
<tr>
<td>Transmission &amp; Torque Converter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluid &amp; Filter Change – Parts &amp; Labor</td>
<td>178.95</td>
<td>150.00</td>
<td>135.00</td>
</tr>
<tr>
<td>Fleet Pick-Up/Delivery Cost</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Parts Discount</td>
<td>25%</td>
<td>20%</td>
<td>10%</td>
</tr>
<tr>
<td>Years in Business</td>
<td>74 Years</td>
<td>Did Not Supply</td>
<td>92 Years</td>
</tr>
<tr>
<td>Staff &amp; Experience</td>
<td>13 Staff with up to 40 Years Experience</td>
<td>16 Certified Chrysler Tech's with over 400 Years Combined Experience</td>
<td>13 Service/Parts Personnel with over 260 Years Combined Experience</td>
</tr>
<tr>
<td></td>
<td>POMP'S JANESVILLE WI</td>
<td>FRANK BOUCHER C-D-J JANESVILLE WI</td>
<td>BURTNESS CHEVROLET ORFORDVILLE WI</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>HOURS OF SERVICE</td>
<td>M-F 7:30 – 5:00</td>
<td>M-F 7:00 – 5:30</td>
<td>M-F 7:30 – 6:00</td>
</tr>
<tr>
<td></td>
<td>SAT 7:30 – NOON</td>
<td>SAT 7:30 – 1:30</td>
<td>SAT 8:00 – 3:00</td>
</tr>
<tr>
<td></td>
<td>CLOSED SUNDAY</td>
<td>CLOSED SUNDAY</td>
<td>CLOSED SUNDAY</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>SCHULTZ CAR Quest</td>
<td>DID NOT SUPPLY</td>
<td>BUDGET AUTO BODY</td>
</tr>
<tr>
<td></td>
<td>ROCK COUNTY PUBLIC WORKS</td>
<td></td>
<td>LAKE SOMMERTSET ASSOCIATION</td>
</tr>
<tr>
<td></td>
<td>ADVANCED AUTO PARTS</td>
<td></td>
<td>VILLAGE OF ORFORDVILLE</td>
</tr>
<tr>
<td></td>
<td>GORDIE BOUCHER FORD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Invitation to Bid was advertised in the Beloit Daily News and on the Internet. Nine additional vendors were solicited that did not respond.

PREPARED BY: ALAN DRANSFIELD, SENIOR BUYER

DEPARTMENT HEAD RECOMMENDATION: [Signature] Pumps

SIGNATURE: [Signature] Robert Spade  DATE: 11-12-13

GOVERNING COMMITTEE APPROVAL:

CHAIR
VOTE
DATE

EXECUTIVE SUMMARY

Bids were solicited from qualified individuals, firms, partnerships and corporations having specific experience in vehicle tune-ups, oil changes and vehicle repairs for Rock County Sheriff's Department Fleet vehicles as needed to maintain the integrity and good running order of these vehicles. The objective of this Invitation to Bid is to enter into a one-year contract with the option to renew for two additional one-year periods, not to exceed a total of three years. The contract period will begin on January 1, 2014. Proposals will remain in effect for the 2014–2016 calendar years.

Work on this contract will consist of oil changes, tune-ups and non-warranty repairs. The Bids were reviewed by the Sheriff's Department and by Purchasing Staff for compliance with the specifications and Pomp's of Janesville as the successful vendor.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

SHERIFF ROBERT D. SPODEN
INITIATED BY

PUBLIC SAFETY & JUSTICE
COMMITTEE
SUBMITTED BY

CMDR. ERIC CHELLEVOLD
DRAFTED BY

NOVEMBER 08, 2013
DATE DRAFTED

AWARDING BID TO ARAMARK UNIFORM SERVICES
FOR LAUNDRY SERVICES AT THE ROCK COUNTY JAIL

WHEREAS, funds have been incorporated into the 2014 Budget to contract with a private firm for providing laundry services at the Rock County Jail; and,

WHEREAS, the Rock County Sheriff’s Office is committed to the safe, efficient and cost effective operation of the Rock County Jail; and,

WHEREAS, Purchasing did solicit bids from laundry services vendors for laundry services with the results attached; and,

WHEREAS, Sheriff’s and Purchasing’s staff did review all bids submitted and samples supplied for compliance with the specifications and determined that Aramark Uniform Services is the most responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _______ day of __________, 2013, that a Contract be issued to Aramark Uniform Services of Madison, WI, for providing laundry services to the Rock County Jail.

RESPECTFULLY SUBMITTED

PUBLIC SAFETY & JUSTICE COMMITTEE

________________________________________
Ivan Collins, Chair

________________________________________
Mary Beaver

________________________________________
Henry Brill

________________________________________
Brian Knudson

________________________________________
Larry Wiedenfeld
FISCAL NOTE:
Sufficient funds are available in the Correctional Facility’s Laundry Services account, A/C 21-2200-0000-62163, for the cost of this contract.

Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.31, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Craig Koster
County Administrator
AWARDING BID TO ARAMARK UNIFORM SERVICES
FOR LAUNDRY SERVICES AT THE ROCK COUNTY JAIL

EXECUTIVE SUMMARY

The 2014 budget contains funds for the provision of laundry services at the Rock County Jail. This contract runs from 2014-2016, with options to renew for two one-year terms.

The Purchasing Division solicited bids from laundry services vendors for providing laundry services. Two vendors submitted complete bids. Cmdr. Chellevold and Capt. Strouse reviewed the bids for compliance with the bid specifications and conducted a site tour at Aramark.

Based on the information provided the recommendation of the Sheriff’s Office is to contract with Aramark Uniform Services as the vendor for laundry services.
ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION

PROPOSAL SUMMARY FORM

<table>
<thead>
<tr>
<th>PROJECT NUMBER:</th>
<th>2014-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT NAME:</td>
<td>LAUNDRY SERVICES</td>
</tr>
<tr>
<td>PROPOSAL DUE DATE:</td>
<td>OCTOBER 14, 2013 - 12:00 NOON</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>ROCK COUNTY JAIL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>ARAMARK UNIFORM MADISON WI</th>
<th>MADISON UNITED HEALTHCARE LINEN MADISON WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE PER POUND-LINENS</td>
<td>.32</td>
<td>.40</td>
</tr>
<tr>
<td>PRICE PER POUND-SPECIALS</td>
<td>.32</td>
<td>.35</td>
</tr>
<tr>
<td>PRICE PER POUND-UNIFORMS &amp; BLANKETS</td>
<td>.30</td>
<td>.35</td>
</tr>
<tr>
<td>PERCENT INCREASE 2017</td>
<td>0%</td>
<td>2.4%</td>
</tr>
<tr>
<td>PERCENT INCREASE 2018</td>
<td>0%</td>
<td>2.4%</td>
</tr>
</tbody>
</table>

Proposal was advertised in the Beloit Daily News and on the Internet.

PREPARED BY: [Signature] Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: ARAMARK UNIFORM

Sheriff [Signature] Date: 11-6-13

GOVERNING COMMITTEE APPROVAL:

Chair  Vote  Date

Chair  Vote  Date
RESOLUTION NO. 13-11D-453  AGENDA NO. 12.D.7.(1)

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY

Public Safety & Justice Committee
SUBMITTED BY

Capt. Gary Groebele
DRAFTED BY

November 11, 2013
DATE DRAFTED

AWARDING BID TO POMP’S TIRE SERVICE, INC. OF JANESVILLE, WI FOR SERVICING VEHICLES AT THE ROCK COUNTY SHERIFF’S OFFICE

1 WHEREAS, funds have been incorporated into the 2014 Budget for service of the fleet of vehicles 2 at the Rock County Sheriff’s Office; and,
3
4 WHEREAS, the Rock County Sheriff’s Office is committed to the efficient and cost effective 5 operation of vehicles on the road; and,
6
7 WHEREAS, Purchasing did solicit bids from vehicle service vendors for fleet maintenance 8 service with the results attached; and,
9
10 WHEREAS, Sheriff’s and Purchasing’s staff did review all bids submitted for compliance with 11 the specifications and determined that Pomp’s is the most responsive and responsible bidder.
12
13 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board duly assembled this 14 day of ________, 2013, that a Contract be issued to Pomp’s Tire Service, Inc. of 15 Janesville, WI, for maintaining the vehicle fleet at the Rock County Sheriff’s Office.

RESPECTFULLY SUBMITTED
PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins, Chair

Mary Beaver

Henry Brill

Brian Knudson

Larry Wiedenfeld

FISCAL NOTE:
Sufficient funds are available in the Sheriff’s Repair and Maintenance account, A/C 21-2100-0000-62410, for the cost of this contract.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Craig M. Ashton
County Administrator

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey E. Kuglitsch
Corporation Counsel
EXECUTIVE SUMMARY

AWARDING BID TO POMP'S TIRE SERVICE, INC. OF JANESVILLE, WI FOR SERVICING VEHICLES AT THE ROCK COUNTY SHERIFF'S OFFICE

The 2014 budget contains funds for the provision of vehicle maintenance at the Rock County Sheriff's Office. This is a one-year contract with the option to renew for two additional one-year periods. The contract period will begin on January 1, 2014, and will remain in effect for the 2014-2016 calendar years.

The Purchasing Division solicited bids from vehicle maintenance vendors for providing service for the fleet at the Rock County Sheriff's Office. Three vendors submitted complete bids. Capt. Groelle reviewed the bids for compliance with the bid specifications.

Based on the information provided, the recommendation of the Sheriff's Office is to contract with Pomp's Tire Service, Inc. as the vendor for vehicle maintenance.
## BID SUMMARY FORM

<table>
<thead>
<tr>
<th></th>
<th>POMP'S JANESVILLE WI</th>
<th>FRANK BOUCHER C-D-J JANESVILLE WI</th>
<th>BURTNESS CHEVROLET ORFORDVILLE WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIL CHANGE-FILTER, GREASE AND FLUID LEVEL CHECK PER MANUFACTURERS SPECIFICATIONS – PARTS &amp; LABOR</td>
<td>STANDARD OIL 28.60</td>
<td>29.95</td>
<td>39.95</td>
</tr>
<tr>
<td>TIRE ROTATION</td>
<td>NO CHARGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MINOR REPAIR WORK-FLAT RATE COST</td>
<td>85.00</td>
<td>85.00</td>
<td>78.00</td>
</tr>
<tr>
<td>TUNE-UP COUNTY FURNISHES PARTS 6 CYLINDER – LABOR ONLY</td>
<td>140.00</td>
<td>102.00</td>
<td>70.83</td>
</tr>
<tr>
<td>TUNE-UP COUNTY FURNISHES PARTS 8 CYLINDER – LABOR ONLY</td>
<td>187.00</td>
<td>127.50</td>
<td>78.95</td>
</tr>
<tr>
<td>BRAKES COUNTY FURNISHES PARTS LABOR ONLY</td>
<td>PER AXLE 85.00</td>
<td>127.50</td>
<td>45.00</td>
</tr>
<tr>
<td>TURN ROTORS – COST EACH</td>
<td>10.00</td>
<td>25.00</td>
<td>20.00</td>
</tr>
<tr>
<td>TURN DRUMS – COST EACH</td>
<td>10.00</td>
<td>25.00</td>
<td>20.00</td>
</tr>
<tr>
<td>TRANSMISSION &amp; TORQUE CONVERTER FLUID &amp; FILTER CHANGE – PARTS &amp; LABOR</td>
<td>176.95</td>
<td>150.00</td>
<td>135.00</td>
</tr>
<tr>
<td>FLEET PICK-UP/DELIVERY COST</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
</tr>
<tr>
<td>PARTS DISCOUNT</td>
<td>25%</td>
<td>20%</td>
<td>10%</td>
</tr>
<tr>
<td>YEARS IN BUSINESS</td>
<td>74 YEARS</td>
<td>DID NOT SUPPLY</td>
<td>92 YEARS</td>
</tr>
<tr>
<td>STAFF &amp; EXPERIENCE</td>
<td>13 STAFF WITH UP TO 40 YEARS EXPERIENCE</td>
<td>16 CERTIFIED CHRYSLER TECH’S WITH OVER 400 YEARS COMBINED EXPERIENCE</td>
<td>13 SERVICE/PARTS PERSONEL WITH OVER 260 YEARS COMBINED EXPERIENCE</td>
</tr>
<tr>
<td>POMP'S JANESVILLE WI</td>
<td>FRANK BOUCHER C-D-J JANESVILLE WI</td>
<td>BURTNESS CHEVROLET ORFORDVILLE WI</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------</td>
<td>----------------------------------</td>
<td></td>
</tr>
<tr>
<td>HOURS OF SERVICE</td>
<td>M-F 7:00 – 5:30</td>
<td>M-F 7:00 – 5:30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SAT 7:30 – NOON</td>
<td>SAT 7:30 – 1:30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CLOSED SUNDAY</td>
<td>CLOSED SUNDAY</td>
<td></td>
</tr>
<tr>
<td>REFERENCES</td>
<td>SCHULTZ CAR QUEST</td>
<td>DID NOT SUPPLY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROCK COUNTY PUBLIC WORKS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ADVANCED AUTO PARTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GORDIE BOUCHER FORD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BUDGET AUTO BODY</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>LAKE SOMMERSET ASSOCIATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VILLAGE OF ORFORDVILLE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Invitation to Bid was advertised in the Beloit Daily News and on the Internet. Nine additional vendors were solicited that did not respond.

PREPARED BY: ALAN DRANSFIELD, SENIOR BUYER

DEPARTMENT HEAD RECOMMENDATION:

SIGNATURE __________________________ DATE ___________

GOVERNING COMMITTEE APPROVAL:

CHAIR __________________________ VOTE DATE ___________

EXECUTIVE SUMMARY

Bids were solicited from qualified individuals, firms, partnerships and corporations having specific experience in vehicle tune-ups, oil changes and vehicle repairs for Rock County Sheriff’s Department Fleet vehicles as needed to maintain the integrity and good running order of these vehicles. The objective of this Invitation to Bid is to enter into a one-year contract with the option to renew for two additional one-year periods, not to exceed a total of three years. The contract period will begin on January 1, 2014. Proposals will remain in effect for the 2014 – 2016 calendar years.

Work on this contract will consist of oil changes, tune-ups and non-warranty repairs. The Bids were reviewed by the Sheriff’s Department and by Purchasing Staff for compliance with the specifications and Pomp’s Tire Service, Inc., as the successful vendor.
## Vendor

<table>
<thead>
<tr>
<th>Repair type</th>
<th>Pomps</th>
<th>Boucher</th>
<th>Burtiness</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January- September 2013</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oil change</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reg</td>
<td>275</td>
<td>7,865.00</td>
<td>8,236.25</td>
</tr>
<tr>
<td>Tune up V8</td>
<td>5</td>
<td>935.00</td>
<td>637.50</td>
</tr>
<tr>
<td>Brakes</td>
<td>54</td>
<td>4,590.00</td>
<td>6,885.00</td>
</tr>
<tr>
<td>Trans</td>
<td>23</td>
<td>4,115.85</td>
<td>3,450.00</td>
</tr>
<tr>
<td>Turn rotors</td>
<td>39</td>
<td>390.00</td>
<td>975.00</td>
</tr>
<tr>
<td><strong>Parts discount</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tires $218 X 72</td>
<td>15,696</td>
<td>11,772.00</td>
<td>12,556.80</td>
</tr>
<tr>
<td>Battery $318</td>
<td>3180</td>
<td>2,385.00</td>
<td>2,544.00</td>
</tr>
<tr>
<td>Labor</td>
<td>28</td>
<td>2,380.00</td>
<td>2,380.00</td>
</tr>
<tr>
<td><strong>Vendor totals</strong></td>
<td>34,432.85</td>
<td>37,664.55</td>
<td>36,868.40</td>
</tr>
</tbody>
</table>
**BID SUMMARY FORM**

**PROJECT #:** 2014-05  
**PROJECT:** VEHICLE ALIGNMENT  
**DUE DATE:** OCTOBER 2, 2013 – 1:30 P.M.  
**DEPARTMENT:** SHERIFF'S OFFICE

<table>
<thead>
<tr>
<th>Service Description</th>
<th>POMP'S TIRE JANESVILLE WI</th>
<th>BEELINE ALIGNMENT JANESVILLE WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALIGNMENT 2-WHEEL</td>
<td>$39.95 - CAR</td>
<td>$45.50 - CAR</td>
</tr>
<tr>
<td>ALIGNMENT 4-WHEEL</td>
<td>$59.95</td>
<td>$64.50</td>
</tr>
<tr>
<td>GENERAL INSPECTION</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
</tr>
<tr>
<td>COMPLETE TIRE ROTATION</td>
<td>NO CHARGE</td>
<td>NO CHARGE W/BALANCING</td>
</tr>
<tr>
<td>TIRE BALANCING-PER TIRE</td>
<td>$8.00</td>
<td>$8.00/CAR $9.00/TRUCK</td>
</tr>
<tr>
<td>MINOR REPAIR WORK</td>
<td>$85.00 PER HOUR</td>
<td>$62.00 FLAT RATE</td>
</tr>
<tr>
<td>PARTS DISCOUNT</td>
<td>25% PARTS STORE</td>
<td>25% PARTS STORE 5% OEM MANUFACTURER</td>
</tr>
<tr>
<td>PICKUP/DELIVERY COST</td>
<td>NO CHARGE</td>
<td>WILL SUPPLY VEHICLE</td>
</tr>
<tr>
<td>YEARS IN BUSINESS</td>
<td>74 YEARS</td>
<td>55 YEARS</td>
</tr>
<tr>
<td>STAFF/EXPERIENCE</td>
<td>13 STAFF 1-40 YEARS EXPERIENCE</td>
<td>4 STAFF 15-47 YEARS EXPERIENCE</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>SCHULTZ CAR QUEST</td>
<td>DAVIS CITGO</td>
</tr>
<tr>
<td></td>
<td>ADVANCE AUTO PARTS</td>
<td>NAPA AUTO PARTS</td>
</tr>
<tr>
<td></td>
<td>GORDIE BOUCHER</td>
<td>DENNY'S AUTO REPAIR</td>
</tr>
<tr>
<td></td>
<td>ROCK CO PUBLIC WORKS</td>
<td></td>
</tr>
<tr>
<td>HOURS OF SERVICE</td>
<td>M-F 7:30 AM – 5:00 PM</td>
<td>M-F 7:30 AM – 5:00 PM</td>
</tr>
<tr>
<td></td>
<td>SAT 7:30 AM – NOON</td>
<td></td>
</tr>
</tbody>
</table>

This project was advertised in the Beloit Daily News and on the Internet. Five additional vendors were solicited that did not respond.
EXECUTIVE SUMMARY

Bids were solicited from qualified individuals, firms, partnerships and corporations having specific experience in vehicle alignments for Rock County Sheriff's Office Fleet vehicles as needed to maintain the integrity of these vehicles. The objective of this Invitation to Bid is to enter into a one-year contract with the option to renew for two additional one-year periods, not to exceed a total of three years. The contract period will begin on January 1, 2014. Bids will remain in effect for the 2014-2016 calendar years.

Rock County Sheriff's Department averages between 50 and 70 alignments per year on fleet vehicles. The number of alignments in any given year will vary due to mileage driven and road conditions.

Bids were solicited from seven companies involved in this type of work with only two vendors responding. The Bids were reviewed by the Sheriff's Office and Purchasing Staff for compliance with the specifications and recommend Pomp's Tire as the successful vendor.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY

Public Safety and Justice Committee
Submitted by

Cmdr. Troy Knudson
DRAFTED BY

November 13, 2013
DATE DRAFTED

LEADERSHIP DEVELOPMENT TRAINING PROGRAM

WHEREAS, the Sheriff’s Office plans to purchase a training program for leadership development; and,

WHEREAS, the International Academy of Public Safety has developed a web based training program called the Law Enforcement Center for Leadership Development; and,

WHEREAS, the Law Enforcement Center for Leadership Development program is intended to be an important part of the Sheriff’s Office succession plan; and,

WHEREAS, the comprehensive leadership training program will be available to Sheriff’s Office employees at all levels; and,

WHEREAS, the International Academy of Public Safety is the developer and sole source provider for this training program.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ______ day of ______, 2013 that a purchase order for the training program, Law Enforcement Center for Leadership Development, be issued to International Academy of Public Safety, in the amount of $25,000.

BE IT FURTHER RESOLVED that payment be made to the vendor upon approval of the Public Safety and Justice Committee.

Respectfully submitted,

Public Safety and Justice Committee

Ivan Collins, Chair

Mary Beaver

Henry Brill

Brian Knudson

Larry Wiedenfeld
LEADERSHIP DEVELOPMENT TRAINING PROGRAM

Page 2

FISCAL NOTE:

Sufficient funding is available in the 2013 and 2014 Sheriff’s budgets for the cost of this training program. Since the training program will not be rolled out until 2014, the 2013 funds set aside for this purchase will need to be carried forward to 2014.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. State.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Emerson
County Administrator
Executive Summary

The Sheriff’s Office plans to purchase a training program for leadership development. The program was developed by the International Academy of Public Safety.

The web-based program is called Law Enforcement Center for Leadership Development. The program covers thirty modules of character, ethics, leadership, and emotional intelligence. Comprehensive leadership training will be available to Sheriff’s Office employees at all levels.

This program is intended to be an important part of the Sheriff’s Office succession plan. Currently, command staff personnel are sent to extensive leadership training programs such as the FBI National Academy or Northwestern Staff and Command training; however, very little leadership training is available for line personnel. This has been determined to be a significant shortcoming considering that these staff members must be able to function as leaders in emergency situations and must begin preparing themselves for future leadership roles within the Sheriff’s Office as current agency leaders retire.

The general leadership training program is set by the International Academy of Public Safety and is presented by retired or current FBI, academic, federal, state and local law enforcement instructors. The training addresses topics such as ethics, character, communication, change, and emotional intelligence. Additionally, the training is customized, and a portion of the training will be presented (via video) by Sheriff’s Office command staff. This aspect of the training is important to ensure that the training is compatible with the Rock County Sheriff’s Office philosophy and perspective on law enforcement and corrections.

From a financial perspective, this program is much more economical than individually sending officers away for training. This flexible, online program will allow nearly all Sheriff’s Office personnel to receive this training while they are at work, avoiding the usual training expenses of replacement staff, food, and lodging. The program provides more than forty hours of training for each employee. As there are more than two hundred employees at the Sheriff’s Office, that would result in approximately eight thousand hours of training, with a final cost of slightly more than three dollars per training hour.

The Rock County Sheriff’s Office plans to roll out the program with the Dane County Sheriff’s Office in early January, 2014. Rock County will receive a discount of $5,000 for rolling out the program with Dane County. The cost of the program is $25,000 after the discount.

The program will be funded as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>$10,000</td>
<td>21-2200-0000-64904</td>
<td>Sundry – Correctional Facility</td>
</tr>
<tr>
<td>2013</td>
<td>$2,500</td>
<td>21-2200-0000-64200</td>
<td>Training – Correctional Facility</td>
</tr>
<tr>
<td>2013</td>
<td>$2,500</td>
<td>21-2100-0000-64200</td>
<td>Training – LES</td>
</tr>
<tr>
<td>2014</td>
<td>$5,000</td>
<td>21-2200-0000-64200</td>
<td>Training – Correctional Facility</td>
</tr>
<tr>
<td>2014</td>
<td>$5,000</td>
<td>21-2100-0000-64200</td>
<td>Training – LES</td>
</tr>
</tbody>
</table>

Readiness Network, Inc., dba the International Academy of Public Safety, is the sole developer and the sole source for the customized Law Enforcement Center for Leadership Development program.
November 8, 2013

Sheriff Robert D. Spoden
Rock County Sheriff’s Office
200 E US Highway 14
Janesville, WI 53545

Sheriff Spoden,

I am writing this letter to formally certify that Readiness Network, Inc., dba International Academy of Public Safety is the sole developer and sole source of the following customized on-line Center for Leadership Development program:

Program Content

<table>
<thead>
<tr>
<th>Core 1 Modules (15 hrs.)</th>
<th>Core 2 Modules (15 hrs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Induction to program</td>
<td>16. Founding Fathers on Leadership</td>
</tr>
<tr>
<td>2. Leadership Principles and Concepts</td>
<td>17. Good to Great / Problem Based Leadership</td>
</tr>
<tr>
<td>3. Leadership Concepts</td>
<td>18. Practical Emotional Intelligence</td>
</tr>
<tr>
<td>5. 1st Line Supervision</td>
<td>20. Communication in the Heat of Chaos</td>
</tr>
<tr>
<td>6. Mid-Level Supervision</td>
<td>21. It’s Our Ship</td>
</tr>
<tr>
<td>7. Leadership and Change</td>
<td>22. Cultural Sensitivity Awareness</td>
</tr>
<tr>
<td>8. Ethics and Leadership</td>
<td>23. Action Leadership</td>
</tr>
<tr>
<td>12. Active Listening</td>
<td>27. Legacy Leadership</td>
</tr>
<tr>
<td>15. Conclusion</td>
<td>30. Conclusion</td>
</tr>
</tbody>
</table>

Delivery

The content is delivered through a SCORM Certified secure and confidential On-Line Academy that sits outside of the agency with full customization, registration, grading, compliance and certification features.

Sincerely,

Mitch Javidi, Ph.D.
President
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

The General Services Committee
INITIATED BY

The General Services Committee
SUBMITTED BY

Robert Leu
DRAFTED BY

November 7, 2013
DATE DRAFTED

Awarding Contracts for Secure Hallway Flooring Project at Rock County Jail

WHEREAS, the Sheriff’s Office has requested that the floor tile in the secure hallway at the Jail be removed and left as polished bare concrete; and,

WHEREAS, the current VCT tile dates back to 1986, is worn, curled in places, and difficult to maintain; and,

WHEREAS, bids were solicited for the plumbing work, with removal of existing tile and restoration to polished concrete awarded to a flooring contractor under a state contract.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _________ day of ________, 2013, that:

1. a contract for plumbing work be awarded to the low bidder, Degarmo Plumbing of Janesville, in the amount of $10,630.00.
2. a contract to convert the concrete floor to a polished concrete surface be awarded to Halverson Flooring Center of Janesville, in the amount of $16,226.00, based on Wisconsin State Flooring Contract #11-36020-900; and,

BE IT FURTHER RESOLVED, that a contingency account in the amount of $5,000 be established to cover the possible rent of a generator for 3 Phase power, and other unforeseen work as approved by the Facilities Superintendent.

Respectfully submitted,
General Services Committee:

Phillip Owens, Chair

Henry Brill, Vice Chair

Ivan Collins

Jason Heidenreich

Edwin Nash

ADMINISTRATIVE NOTE:
Recommended.

Craig Knutson
County Administrator

FISCAL NOTE:
Sufficient funding is available in the Jail Capital Improvement account, A/C 18-1837-0000-67200, for the cost of this project.

Sherry Ofa
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey S. Kuglitch
Corporation Counsel
Executive Summary

Awarding Contracts for Flooring Renovations in the Secure Hallway at the Jail.

This resolution awards contracts to remove the vinyl tile and return the floor to a polished concrete surface. Halverson Flooring will remove the tile. Degarmo Plumbing will then lower the 10 sanitary sewer cleanout fixtures. Halverson Flooring will perform the grinding, leveling, and polishing.

Captain Strouse from the Sheriff's Office writes:

"The secure hall is a 24/7 high traffic area designated for the movement of jail staff, professional visitors and inmates. This area is maintained by inmate labor and the VCT tiles are over 25 years old. The tiles are worn and beginning to curl. Several areas have been pieced together after maintenance projects, but because of the overall condition of the VCT tiles the entire floor needs to be replaced. The option for polished concrete is a more practical option for a jail setting. Polished concrete is basically maintenance free and will not show wear in the future."
BID SUMMARY FORM

PROJECT NUMBER: 2013-33
PROJECT NAME: LOWERING 10 CLEAN OUT FIXTURES
BID DUE DATE: JULY 2, 2013 – 10:30 A.M.
DEPARTMENT: GENERAL SERVICES – JAIL

<table>
<thead>
<tr>
<th>FIRM BID</th>
<th>$ 10,630.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>START DATE</td>
<td>AUGUST 12, 2013</td>
</tr>
<tr>
<td>COMPLETE DATE</td>
<td>AUGUST 15, 2013</td>
</tr>
</tbody>
</table>

DEGARMO PLUMBING  
JANESVILLE WI

Invitation to Bid was advertised in the Beloit Daily News and on the Internet. Ten additional vendors were solicited that did not respond.

PREPARED BY:       JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: DeGarmo Plumbing

SIGNATURE:  

DATE: 11/11/14

GOVERNING COMMITTEE APPROVAL:

CHAIR:  
VOTE:  
DATE:  

RESOLUTION NO. 13-11p-456
AGENDA NO. 12-D-10-(1)

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

The General Services Committee
INITIATED BY

Robert Leu
DRAFTED BY

The General Services Committee
SUBMITTED BY

November 12, 2013
DATE DRAFTED

Awarding Contract for Cleaning Services at General Services Locations

WHEREAS, every three years, bids are solicited for cleaning services at the Courthouse, Sheriff’s
Office/Jail, Diversion, Youth Services Center, 911 Communications Center, Health Department/Council
on Aging, Health Care Center, and offices in the Beloit Eclipse Center; and,
WHEREAS, specifications were prepared and bids solicited covering 2014, 2015, & 2016.
NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
this day of , 2013, that a three year contract for Cleaning Services at various
General Services locations be awarded to the lowest qualified overall bidder, Diversified Building
Maintenance of Janesville, for years 2014, 2015, & 2016, at $335,114.00, $336,584.00 and $338,205.00
respectively.

Respectfully submitted,

General Services Committee:

Phillip Owens, Chair

Henry Brill, Vice Chair

Ivan Collins

Jason Heidenreich

Edwin Nash
FISCAL NOTE:

Sufficient funds are available in the various departments’ 2014 budgets and will need to be included in the 2015 and 2016 budgets for the cost of this contract. This resolution is awarding the cleaning contracts for all listed buildings to one vendor for a total of $1,009,903 for the three years. If the contract was awarded to the lowest bidder on a building by building basis, the total cost would be $88,485.71 for the three years. This results in a savings of $125,027.29. The Request for Proposal states the County may award the contract to one vendor or multiple vendors, whatever is in the best interest of the County.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey S. Kuglitsch
Corporation Counsel
Executive Summary for Committee Action

Awarding Contract for Cleaning Services at Various General Services Locations

The resolution before you awards a three-year contract for cleaning services at the Courthouse, Sheriff's Office, Diversion, Youth Services Center, 911 Communications, Health Department/Council on Aging, Health Care Center and County offices at the Eclipse Center in Beloit.

The low bidder for the three years is Diversified Building Maintenance of Janesville. Diversified held the County Contract for many years in the ‘80’s and 90’s and did excellent work. The three-year contract total equals $1,009,903.00.

Year one of the contract will begin January 1, 2014.
## ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

### PURCHASING DIVISION

<table>
<thead>
<tr>
<th>PROJECT NUMBER</th>
<th>2014-08</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT NAME</td>
<td>CLEANING SERVICES</td>
</tr>
<tr>
<td>PROPOSAL DUE DATE</td>
<td>SEPTEMBER 30, 2013 – 12:00 NOON</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>GENERAL SERVICES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVALUATOR 1</th>
<th>DIVERSIFIED JANESVILLE WI</th>
<th>PETERSON ROCKFORD IL</th>
<th>SERVICEMASTER JANESVILLE WI</th>
<th>CLEAN POWER MADISON WI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100</td>
<td>95</td>
<td>95</td>
<td>70</td>
</tr>
<tr>
<td>EVALUATOR 2</td>
<td>96</td>
<td>92</td>
<td>85</td>
<td>74</td>
</tr>
<tr>
<td>TOTAL SCORE</td>
<td>196</td>
<td>187</td>
<td>180</td>
<td>144</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURTHOUSE</th>
<th>DIVERSIFIED JANESVILLE WI</th>
<th>PETERSON ROCKFORD IL</th>
<th>SERVICEMASTER JANESVILLE WI</th>
<th>CLEAN POWER MADISON WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>134,500.00</td>
<td>133,284.00</td>
<td>128,550.00</td>
<td>122,571.25</td>
</tr>
<tr>
<td>2015</td>
<td>134,600.00</td>
<td>137,282.52</td>
<td>132,437.00</td>
<td>122,571.25</td>
</tr>
<tr>
<td>2016</td>
<td>134,700.00</td>
<td>141,400.99</td>
<td>136,439.00</td>
<td>123,796.96</td>
</tr>
<tr>
<td>TOTAL-COURTHOUSE</td>
<td>$ 403,800.00</td>
<td>$ 411,967.51</td>
<td>$ 397,426.00</td>
<td>$ 368,939.46</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>911 CENTER</th>
<th>DIVERSIFIED JANESVILLE WI</th>
<th>PETERSON ROCKFORD IL</th>
<th>SERVICEMASTER JANESVILLE WI</th>
<th>CLEAN POWER MADISON WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>17,316.00</td>
<td>16,920.00</td>
<td>11,000.00</td>
<td>13,826.81</td>
</tr>
<tr>
<td>2015</td>
<td>17,516.00</td>
<td>17,427.60</td>
<td>11,500.00</td>
<td>13,826.81</td>
</tr>
<tr>
<td>2016</td>
<td>17,716.00</td>
<td>17,950.42</td>
<td>11,900.00</td>
<td>13,965.08</td>
</tr>
<tr>
<td>TOTAL-911 CENTER</td>
<td>$ 52,548.00</td>
<td>$ 52,298.02</td>
<td>$ 34,400.00</td>
<td>$ 41,618.70</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEALTH/OA</th>
<th>DIVERSIFIED JANESVILLE WI</th>
<th>PETERSON ROCKFORD IL</th>
<th>SERVICEMASTER JANESVILLE WI</th>
<th>CLEAN POWER MADISON WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>16,896.00</td>
<td>16,920.00</td>
<td>17,000.00</td>
<td>14,613.59</td>
</tr>
<tr>
<td>2015</td>
<td>17,196.00</td>
<td>17,427.60</td>
<td>17,300.00</td>
<td>14,613.59</td>
</tr>
<tr>
<td>2016</td>
<td>17,396.00</td>
<td>17,950.42</td>
<td>17,500.00</td>
<td>14,759.72</td>
</tr>
<tr>
<td>TOTAL-HEALTH/OA</td>
<td>$ 51,488.00</td>
<td>$ 52,298.02</td>
<td>$ 51,800.00</td>
<td>$ 43,986.90</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YOUTH SERVICES</th>
<th>DIVERSIFIED JANESVILLE WI</th>
<th>PETERSON ROCKFORD IL</th>
<th>SERVICEMASTER JANESVILLE WI</th>
<th>CLEAN POWER MADISON WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>11,869.00</td>
<td>12,672.00</td>
<td>11,700.00</td>
<td>10,830.24</td>
</tr>
<tr>
<td>2015</td>
<td>12,069.00</td>
<td>13,052.16</td>
<td>12,000.00</td>
<td>10,830.24</td>
</tr>
<tr>
<td>2016</td>
<td>12,269.00</td>
<td>13,443.72</td>
<td>12,200.00</td>
<td>10,938.54</td>
</tr>
<tr>
<td>TOTAL-YOUTH SERVICES</td>
<td>$ 36,207.00</td>
<td>$ 39,167.88</td>
<td>$ 35,900.00</td>
<td>$ 32,599.02</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHERIFFS OFFICE</th>
<th>DIVERSIFIED JANESVILLE WI</th>
<th>PETERSON ROCKFORD IL</th>
<th>SERVICEMASTER JANESVILLE WI</th>
<th>CLEAN POWER MADISON WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>43,500.00</td>
<td>33,600.00</td>
<td>44,000.00</td>
<td>23,697.58</td>
</tr>
<tr>
<td>2015</td>
<td>43,750.00</td>
<td>34,608.00</td>
<td>45,000.00</td>
<td>23,697.58</td>
</tr>
<tr>
<td>2016</td>
<td>44,150.00</td>
<td>35,646.24</td>
<td>46,000.00</td>
<td>23,634.55</td>
</tr>
<tr>
<td>TOTAL-SHERIFFS OFFICE</td>
<td>$ 131,400.00</td>
<td>$ 103,854.24</td>
<td>$ 135,000.00</td>
<td>$ 71,329.71</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DIVERSION</th>
<th>DIVERSIFIED JANESVILLE WI</th>
<th>PETERSON ROCKFORD IL</th>
<th>SERVICEMASTER JANESVILLE WI</th>
<th>CLEAN POWER MADISON WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>11,400.00</td>
<td>10,920.00</td>
<td>13,000.00</td>
<td>12,283.60</td>
</tr>
<tr>
<td>2015</td>
<td>11,500.00</td>
<td>11,247.60</td>
<td>14,000.00</td>
<td>12,283.60</td>
</tr>
<tr>
<td>2016</td>
<td>11,600.00</td>
<td>11,585.02</td>
<td>15,000.00</td>
<td>12,406.43</td>
</tr>
<tr>
<td>TOTAL-DIVERSION</td>
<td>$ 34,500.00</td>
<td>$ 33,752.62</td>
<td>$ 42,000.00</td>
<td>$ 36,973.63</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HCC</th>
<th>DIVERSIFIED JANESVILLE WI</th>
<th>PETERSON ROCKFORD IL</th>
<th>SERVICEMASTER JANESVILLE WI</th>
<th>CLEAN POWER MADISON WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>86,704.00</td>
<td>87,600.00</td>
<td>86,000.00</td>
<td>135,404.78</td>
</tr>
<tr>
<td>2015</td>
<td>86,994.00</td>
<td>90,228.00</td>
<td>87,000.00</td>
<td>135,404.78</td>
</tr>
<tr>
<td>2016</td>
<td>87,394.00</td>
<td>92,934.84</td>
<td>88,000.00</td>
<td>136,758.83</td>
</tr>
<tr>
<td>TOTAL-HCC</td>
<td>$ 261,092.00</td>
<td>$ 270,762.84</td>
<td>$ 261,000.00</td>
<td>$ 407,568.39</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VETS/UW-EXT BELOIT</th>
<th>DIVERSIFIED JANESVILLE WI</th>
<th>PETERSON ROCKFORD IL</th>
<th>SERVICEMASTER JANESVILLE WI</th>
<th>CLEAN POWER MADISON WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>2,405.00</td>
<td>3,168.00</td>
<td>2,400.00</td>
<td>2,129.44</td>
</tr>
<tr>
<td>2015</td>
<td>2,405.00</td>
<td>3,283.04</td>
<td>2,500.00</td>
<td>2,129.44</td>
</tr>
<tr>
<td>2016</td>
<td>2,405.00</td>
<td>3,360.93</td>
<td>2,600.00</td>
<td>2,150.73</td>
</tr>
<tr>
<td>TOTAL-VETS/UW-EXT BELOIT</td>
<td>$ 7,215.00</td>
<td>$ 9,791.97</td>
<td>$ 7,500.00</td>
<td>$ 6,409.81</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEALTH BELOIT</th>
<th>DIVERSIFIED JANESVILLE WI</th>
<th>PETERSON ROCKFORD IL</th>
<th>SERVICEMASTER JANESVILLE WI</th>
<th>CLEAN POWER MADISON WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>4,210.00</td>
<td>4,224.00</td>
<td>11,300.00</td>
<td>2,278.15</td>
</tr>
<tr>
<td></td>
<td>DIVERSIFIED JANESVILLE WI</td>
<td>PETERSON ROCKFORD IL</td>
<td>SERVICEMASTER JANESVILLE WI</td>
<td>CLEAN POWER MADISON WI</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------</td>
<td>----------------------</td>
<td>-----------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>2015 HEALTH BELOIT</td>
<td>4,230.00</td>
<td>4,350.72</td>
<td>11,500.00</td>
<td>2,278.15</td>
</tr>
<tr>
<td>2016 HEALTH BELOIT</td>
<td>4,240.00</td>
<td>4,481.24</td>
<td>11,800.00</td>
<td>2,300.93</td>
</tr>
<tr>
<td>TOTAL-HEALTH BELOIT</td>
<td>$ 12,680.00</td>
<td>$ 13,055.96</td>
<td>$ 34,600.00</td>
<td>$ 6,857.23</td>
</tr>
<tr>
<td>2014 HSD BELOIT</td>
<td>6,314.00</td>
<td>8,448.00</td>
<td>5,100.00</td>
<td>8,931.71</td>
</tr>
<tr>
<td>2015 HSD BELOIT</td>
<td>6,324.00</td>
<td>8,701.44</td>
<td>5,450.00</td>
<td>8,931.71</td>
</tr>
<tr>
<td>2016 HSD BELOIT</td>
<td>6,335.00</td>
<td>8,962.48</td>
<td>5,850.00</td>
<td>9,021.03</td>
</tr>
<tr>
<td>TOTAL-HSD BELOIT</td>
<td>$ 18,973.00</td>
<td>$ 26,111.92</td>
<td>$ 16,400.00</td>
<td>$ 26,884.45</td>
</tr>
<tr>
<td>2014 TOTAL CONTRACT</td>
<td>$ 335,114.00</td>
<td>$ 327,756.00</td>
<td>$ 330,050.00</td>
<td>$ 346,567.15</td>
</tr>
<tr>
<td>2015 TOTAL CONTRACT</td>
<td>$ 336,584.00</td>
<td>$ 337,588.68</td>
<td>$ 338,687.00</td>
<td>$ 346,567.15</td>
</tr>
<tr>
<td>2016 TOTAL CONTRACT</td>
<td>$ 338,205.00</td>
<td>$ 347,716.30</td>
<td>$ 347,289.00</td>
<td>$ 350,032.80</td>
</tr>
<tr>
<td>TOTAL 3 YEAR CONTRACT</td>
<td>$ 1,009,903.00</td>
<td>$ 1,013,060.98</td>
<td>$ 1,016,026.00</td>
<td>$ 1,043,167.10</td>
</tr>
</tbody>
</table>

Request for Proposal was advertised in the Beloit Daily News and on the Internet. Four additional vendors were solicited that did not respond.

PREPARED BY:  JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ____________________________

SIGNATURE ____________________________ DATE ____________________________

GOVERNING COMMITTEE APPROVAL: ____________________________

CHAIR ____________________________ VOTE ____________________________ DATE ____________________________
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY

Finance Committee
SUBMITTED BY

Amy Spoden, Human Resource Manager
DRAFTED BY

October 31, 2013
DATE DRAFTED

APPROVING DENTAL INSURANCE CONTRACT

WHEREAS, Delta Dental Plan of Wisconsin currently administers the County’s dental insurance program; and

WHEREAS, Delta Dental is a preferred provider for the Alliance, a consortium of Employers who purchase services together in order to reduce costs; and

WHEREAS, Rock County offers dental plans with both “high” and “low” coverage options for all its employees, with the County’s contribution being 60% of the premium for the lowest cost, or “low” plan, regardless of which coverage option is selected; and

WHEREAS, Delta Dental has quoted a two year rate guarantee, January 1, 2014 thru December 31, 2015, and;

WHEREAS, Delta Dental has provided a quote for family coverage for the “low” option at $92.44 per month and has provided a quote for single coverage for the “low” at $31.25 per month for two years;

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this day of ______________ 2013 does hereby authorize the execution of a contract with Delta Dental for the County’s dental insurance for the period of January 1, 2014 through December 31, 2015.

Respectfully Submitted,
FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

ADMINISTRATIVE NOTE:
Recommended.

Craig Knutson
County Administrator

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01, 59.51(1) and 59.52(11)(c), Wis. Stats.

Jeffrey Krugel
Corporation Counsel

FISCAL NOTE:
Based upon the current census of 323 single and 704 family plans for employees, the County’s 60% share of annual dental premiums would be $541,235 per year. Sufficient funds are included in the departmental 2014 budget requests for these premiums.

Sherry Oja
Finance Director
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Rock County Planning & Development Agency
INITIATED BY
Planning & Development Committee
SUBMITTED BY

Colin Byrnes, David Somppi
DRAFTED BY
October 25, 2013
DATE DRAFTED

AUTHORIZING PROPERTY PURCHASE THROUGH COMMUNITY DEVELOPMENT BLOCK GRANT – EMERGENCY ASSISTANCE PROGRAM

WHEREAS, the United States Government through the Housing and Community Development Act of 1974, as amended, has established a program of Community Development Block Grants (CDBG) and has allowed each State to elect to administer CDBG funds for its non-entitlement areas, subject to certain conditions; and,

WHEREAS, the State of Wisconsin has elected to administer CDBG Housing funds for its non-entitlement areas through the Wisconsin Department of Commerce – (now Department of Administration) – Division of Housing & Community Development, for the purpose of approved activities to provide flooding repair, acquisition and demolition to lower income households, within approved Federal, State and Local guidelines; and,

WHEREAS, the Rock County Board of Supervisors, at its meeting on December 11, 2008, approved a resolution authorizing the 2008 Community Development Block Grant – Emergency Assistance Program grant with the State of Wisconsin; and,

WHEREAS, Rock County entered into a grant agreement with the State of Wisconsin for administering this program; and,

WHEREAS, Rock County and the State of Wisconsin approved an amendment to this grant agreement on January 14, 2010, which approved the use of CDBG-EAP funds for the acquisition/demolition of identified eligible flood damaged homes in Rock County outside of the Cities of Beloit and Janesville in accordance with State and Federal requirements; and,

WHEREAS, per State and Federal requirements, Rock County had an appraisal conducted to determine the current value of the subject property, located at 1805 Road Four East, Edgerton, WI, Parcel 6-13-948, described as: Lots 41 and 42, Block 8, Mallwood Estates, in the Town of Milton, Rock County, Wisconsin; and,

WHEREAS, per State and Federal regulations, the appraisal was used to establish the current property value for the subject property at $116,000, respectively; and,

WHEREAS, the property value, minus flood benefits, was used to establish an offer to purchase for the property of $116,000; and,

WHEREAS, the owner of the property accepted the offer to purchase; and,

WHEREAS, Rock County proposes to remove structures on the property and make use or dispose of the property in accordance with the Housing Procedures Manual for Rock County, and appropriate State and Federal requirements.
NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ______ day of __________, 2013, hereby approves and authorizes the purchase by the County of Rock of the two (2) subject properties using Community Development Block Grant – Emergency Assistance Program funds from the State of Wisconsin; and,

BE IT FURTHER RESOLVED, that the Rock County Board of Supervisors authorizes the County Board Chair and County Clerk to sign the respective documents on behalf of the County of Rock; and,

BE IT FURTHER RESOLVED, that authority is hereby granted to the Rock County Planning & Development Committee and Rock County Board Staff Committee to take the necessary steps to develop proposals and enter into agreements needed to purchase and dispose of the structures on the site and to determine the final disposition of the property.

Respectfully submitted,

Planning & Development Committee

[Signatures]

Mary Mawhinney, Vice Chair
Marilyn Jensen
Phillip Owens
Wayne Gustina

County Board Staff Committee

[Signatures]

Russell Podzilni, Chair
Sandra Kraft, Vice Chair
Eva Arnold
Betty Jo Bussie
Marilyn Jensen
Absent
Henry Brill
Mary Mawhinney
Louis Peer
Kurtis L. Yankee

LEGAL NOTE:
The County Board is authorized to take this action pursuant to sec. 59.01, 59.51 and 59.74(6), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Craig Kustan
County Administrator

FISCAL NOTE:
Sufficient funding is available in the CDBG-EAP grant account, A/C 64-6411-0000-64913, for the purchase of these properties. No County funds are required.

Sherry Oja
Finance Director
EXECUTIVE SUMMARY
RESOLUTION AUTHORIZING PROPERTY PURCHASE THROUGH COMMUNITY DEVELOPMENT BLOCK GRANT – EMERGENCY ASSISTANCE PROGRAM

The County of Rock has received grant funds from the State of Wisconsin – Community Development Block Grant – Emergency Assistance Program. The Rock County Board of Supervisors approved the Grant Agreement receipt of the Grant at its meeting on December 11, 2008.

A total of $440,245 in program and administrative funds were made available for this Program to purchase qualifying properties from qualifying owners of those properties that were damaged during the 2008 flood event. No Rock County General Revenue funds are required or will be used for this purchase.

Per State requirements, Rock County had an appraisal conducted to determine the current value of the subject property: 1805 Road Four East, Edgerton, WI, Parcel 6-13-948, described as Lots 41 and 42, Block 8, Mallwood Estates, in the Town of Milton, Rock County, Wisconsin, owned by Peggy J. Welhouse. The appraisal has been used to establish the current value of the subject property. The property value, minus flood benefits, was used to establish the offer to purchase for the property.

The value of the subject property, that was valued at $116,000, was used to establish an offer to purchase. The owner of the property has accepted the offer to purchase. Per State and Federal requirements, the purchase of the property is contingent on approval by the Rock County Board of Supervisors.

Per the Housing Procedures Manual for Rock County, the Planning & Development Committee and Planning & Development Agency have been working to implement the provisions of the Grant. Arranging for the purchase of the property has been done in accordance with State and Federal regulations and requirements.

The Planning & Development Committee and Agency will comply with Federal requirements for demolishing structures on the property, conduct site restoration activities, and conduct final grading and seeding. Upon completion of this work, final disposition of the property will be determined.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Ben Coopman, Public Works Director
DRAFTED BY

Public Works Committee
SUBMITTED BY

November 6, 2013
DATE DRAFTED

Awarding Contract for Waste Collection Services
for the Rock County Department of Public Works

WHEREAS, funds are included in the budget each year to contract with a company for waste
collection services for the Rock County Public Works Department - Parks, Airport and Highway
Divisions; and,

WHEREAS, the current contract with Advanced Disposal Services (formerly Veolia), of Fort
Atkinson, WI, will expire December 31, 2013; and,

WHEREAS, the Public Works Department prepared the specifications and Rock County
Purchasing Division did solicit proposals from various waste collection companies (results
attached); and,

WHEREAS, the Rock County Department of Public Works administrative staff did review the
proposals and are recommending the lowest qualified bidder.

NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly
assembled this day of , 2013, that a three-year contract be
awarded to Advanced Disposal Services of Fort Atkinson for the Airport Division totaling
$2,030 and Highway Division totaling $7,936.00; and to Rock Disposal of Janesville for Parks
Division totaling $36,620.68 based on the terms and conditions set forth in the bid documents
and contracts for a total amount of $46,586.68; and,

BE IT FURTHER RESOLVED that periodic payments may be made to the vendors upon
approval of the Public Works Committee.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis L. Yankee, Chair

Betty Jo Bizlich, Vice Chair

Eva M. Arnold

Brent Fox

Rick Richard
AWARDING CONTRACT FOR WASTE COLLECTION SERVICES FOR THE ROCK COUNTY DEPARTMENT OF PUBLIC WORKS

Page 2

FISCAL NOTE:

Sufficient funds are available in the Department of Public Works budget for the cost of these contracts.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator
Executive Summary
Awarding Contract for Waste Collection Services
for the Rock County Department of Public Works

Every three years, the waste collection services contract is rebid. We are recommending awarding contracts to the low bidder for each division.

<table>
<thead>
<tr>
<th>New Bids</th>
<th>Parks</th>
<th>Highway</th>
<th>Airport</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>11,835.88</td>
<td>2,580.00</td>
<td>660.00</td>
</tr>
<tr>
<td>2015</td>
<td>12,188.66</td>
<td>2,645.00</td>
<td>677.00</td>
</tr>
<tr>
<td>2016</td>
<td>12,596.14</td>
<td>2,711.00</td>
<td>693.00</td>
</tr>
<tr>
<td>Totals</td>
<td>36,620.68</td>
<td>7,936.00</td>
<td>2,030.00</td>
</tr>
</tbody>
</table>

Three-year total is $46,586.68.

These new bids are within the estimated requested amounts in the 2014 budget.

Respectfully submitted by,

[Signature]

Benjamin J. Coopman, Jr., P.E.
Director of Public Works
# BID SUMMARY FORM

**PROJECT NUMBER** | 2014-12  
**PROJECT NAME** | WASTE COLLECTION SERVICES  
**BID DUE DATE** | OCTOBER 15, 2013 – 1:30 P.M.  
**DEPARTMENT** | PUBLIC WORKS – AIRPORT - PARKS

## PARKS

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ROCK JANESVILLE WI</th>
<th>ADVANCED FT ATKINSON WI</th>
<th>WASTE MGMT JANESVILLE WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>11,835.88</td>
<td>13,338.00</td>
<td>35,322.61</td>
</tr>
<tr>
<td>2015</td>
<td>12,188.66</td>
<td>13,671.45</td>
<td>36,487.92</td>
</tr>
<tr>
<td>2016</td>
<td>12,596.14</td>
<td>14,013.24</td>
<td>37,576.20</td>
</tr>
<tr>
<td><strong>TOTAL PARKS</strong></td>
<td><strong>36,620.68</strong></td>
<td><strong>$ 41,022.69</strong></td>
<td><strong>$ 109,396.73</strong></td>
</tr>
</tbody>
</table>

## HIGHWAY

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ROCK JANESVILLE WI</th>
<th>ADVANCED FT ATKINSON WI</th>
<th>WASTE MGMT JANESVILLE WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>2,839.20</td>
<td>2,580.00</td>
<td>3,692.04</td>
</tr>
<tr>
<td>2015</td>
<td>2,952.52</td>
<td>2,645.00</td>
<td>3,802.80</td>
</tr>
<tr>
<td>2016</td>
<td>3,042.18</td>
<td>2,711.00</td>
<td>3,916.88</td>
</tr>
<tr>
<td><strong>TOTAL HIGHWAY</strong></td>
<td><strong>$ 8,833.90</strong></td>
<td><strong>$ 7,936.00</strong></td>
<td><strong>$ 11,411.72</strong></td>
</tr>
</tbody>
</table>

## AIRPORT

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ROCK JANESVILLE WI</th>
<th>ADVANCED FT ATKINSON WI</th>
<th>WASTE MGMT JANESVILLE WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>880.84</td>
<td>660.00</td>
<td>863.16</td>
</tr>
<tr>
<td>2015</td>
<td>907.22</td>
<td>677.00</td>
<td>889.06</td>
</tr>
<tr>
<td>2016</td>
<td>934.44</td>
<td>693.00</td>
<td>915.73</td>
</tr>
<tr>
<td><strong>TOTAL AIRPORT</strong></td>
<td><strong>2,722.50</strong></td>
<td><strong>2,030.00</strong></td>
<td><strong>$ 2,667.95</strong></td>
</tr>
</tbody>
</table>

**TOTAL 3 YEAR CONTRACT**  
$ 48,177.08  
$ 50,988.69  
$ 123,476.40
Invitation to Bid was advertised in the Beloit Daily News and on the Internet. One vendor submitted a No Bid.

PREPARED BY: Alan Dransfield  
SENIOR BUYER

DEPARTMENT HEAD RECOMMENDATION: Rock Disposal - Park  #38,620.08
Advanced Disposal - Hwy & Airport  #9,986.00

Benjamin J. Copeman, Jr.  11-6-13
SIGNATURE  DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR  VOTE  DATE

5-0  11/4/2013
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Lori Williams, Parks Director
INITIATED BY
Public Works Committee
SUBMITTED BY
Lori Williams, Parks Director
DRAFTED BY
October 25, 2013
DATE DRAFTED

AUTHORIZING AWARD OF CONTRACT FOR GIBBS LAKE PARK SHELTER

WHEREAS, the Rock County Board of Supervisors approved the purchase of park shelter structure to be installed at Gibbs Lake Park, with 50% matching funds from the Multi-Use Trail Group, in the 2013 County Budget; and,

WHEREAS, Rock County Purchasing requested proposals for the shelter structure purchase and installation; and,

WHEREAS, Purchasing and Parks staff reviewed all proposals received and are recommending that the contract be awarded to the low bidder, DBR Builders.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this ______ day of __________, 2013, does hereby authorize that a contract be awarded to DBR Builders of Beloit, WI in the amount of $33,237 for the purchase and installation of shelter structure at Gibbs Lake County Park.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis L. Yankee, Chair
Betty Jo Rassig, Vice Chair
Eva M. Arnold
Brent Fox
Rick Richard

FISCAL NOTE:

Sufficient funds are available in the Parks Capital Projects account, A/C 41-4592-4800-67200, for the cost of this project.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator
EXECUTIVE SUMMARY
AUTHORIZING AWARD OF CONTRACT FOR
GIBBS LAKE PARK SHELTER

This resolution provides final authorization to award the contract for installation of park shelter structure at Gibbs Lake County Park in the amount of $33,237. This resolution awards the contract to DBR Builders, who was selected because they met the bid specifications, and were the lowest bidder.

Rock County Parks Division and the Multi-Use Trail Group will be purchasing shelter structure and installation with 50/50 matching funds. The site preparation groundwork will be completed by the Rock County Department of Public Works to the bidder’s requirements. Once the work is complete, Rock County Parks will invoice the Multi-Use Trail Group for their half of the total cost.

Project will be funded through the Parks Capital Improvement Account (Account 41-4592-4800-67200). Staff feels this is the best value available at this time including electricity. The contract price is $33,237. This exceeds the amount budgeted by $3,237. The difference will be covered by reallocation of savings on other projects within the Parks Capital Improvement Account.

Respectfully submitted,

[Signature]

Lori Williams
Parks Director
# BID SUMMARY FORM

**PROJECT NUMBER**: 2013-46  
**PROJECT NAME**: GIBBS LAKE PARK SHELTER  
**BID DUE DATE**: OCTOBER 14, 2013 – 1:30 P.M.  
**DEPARTMENT**: PUBLIC WORKS - PARKS

<table>
<thead>
<tr>
<th></th>
<th>D.B.R BUILDERS BELOIT, WI</th>
<th>GILBANK CONST CLINTON, WI</th>
<th>PAULSON KIMBALL JANESVILLE, WI</th>
<th>CCI BELOIT, WI</th>
<th>TOP NOTCH CONST JANESVILLE, WI</th>
<th>ROCK RIVER CONST BELOIT, WI</th>
<th>CARROLL ELECTRIC JANESVILLE, WI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BASE BID</strong></td>
<td>28,637.00</td>
<td>29,000.00</td>
<td>35,437.00</td>
<td>46,610.00</td>
<td>48,335.00</td>
<td>49,657.00</td>
<td>NO BID</td>
</tr>
<tr>
<td><strong>ALT #1</strong></td>
<td>4,500.00</td>
<td>7,000.00</td>
<td>7,544.00</td>
<td>9,377.00</td>
<td>NO BID</td>
<td>12,920.00</td>
<td>6,528.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 33,237.00</strong></td>
<td><strong>$ 36,000.00</strong></td>
<td><strong>$ 42,981.00</strong></td>
<td><strong>$ 55,987.00</strong></td>
<td><strong>$ 48,335.00</strong></td>
<td><strong>$ 62,577.00</strong></td>
<td><strong>ELECTRICAL ONLY</strong></td>
</tr>
<tr>
<td><strong>ADDENDA RCV'D</strong></td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

Invitation to Bid was advertised in the Beloit Daily News and on the Internet. Sixteen additional vendors were solicited that did not respond.

**PREPARED BY**: ALAN DRANSFIELD, SENIOR BUYER  
**DEPARTMENT HEAD RECOMMENDATION**: Benjamin K. Coopman, Jr.  
**SIGNATURE**:  
**DATE**: 10-24-12

**GOVERNING COMMITTEE APPROVAL**:  
**CHAIR**:  
**VOTE**: 4-0  
**DATE**: 11/14/2013
Awarding Contract for Cleaning at Various Human Services Buildings

WHEREAS, Human Services is responsible for coordinating contract cleaning services at the Rock County Job Center and Franklin St.; and,

WHEREAS, Rock County prepared specifications and requested sealed proposals for 2014, 2015, and 2016, from qualified vendors to provide cleaning services for the Human Services locations; and,

WHEREAS, the Rock County Human Services fiscal staff did review the proposals and are recommending the most qualified bidder of RFP #2014-06.

NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors, duly assembled this day of , 2013, that a contract for cleaning services at the Rock County Job Center be awarded to ServiceMaster of Janesville, WI in the amount of $42,793 for 2014; and,

BE IT FURTHER RESOLVED, that a contract for cleaning services at 113 Franklin St. be awarded to CleanPower of Madison, WI in the amount of $11,637 for 2014; and,

BE IT FURTHER RESOLVED, that it be a one-year contract with an option for two additional one-year renewal periods upon the approval of the Human Services Board.

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair
Sally J. Weaver-Landers, Vice Chair
Terry Fell
William Gram
Ashley Kleven
Phillip Owens
Terry Thomas
Shirley Williams
Marvin Wopat

FISCAL NOTE:

Sufficient funds are available in the Human Services 2014 budget for the cost of these contracts.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to Sec. 59.01 and 59.51, Wis. Stats. In addition, Sec. 59.52(19), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey K. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended

Craig Knutson
County Administrator
Executive Summary

The purpose of this resolution is to award the 2014 contract for cleaning services at the Job Center and 113 Franklin St. Bids were solicited for the years 2014, 2015 and 2016. The resolution gives the Human Services Board the authority to award contracts for 2015 and 2016.

Four bids were received for the Job Center, with the lowest, most qualified and responsible bid coming from ServiceMaster of Janesville. Four bids were received for 113 Franklin St., with the lowest, most qualified and responsible bid coming from Clean Power of Madison.

ServiceMaster and Clean Power have provided cleaning services for the past three years for these locations and have met the requirements of the contract.
PROPOSAL SUMMARY FORM

PROJECT NUMBER 2014-06
PROJECT NAME CLEANING SERVICES
PROPOSAL DUE DATE SEPTEMBER 30, 2013 – 12:00 NOON
DEPARTMENT HUMAN SERVICES – FRANKLIN STREET

MONDAY THROUGH FRIDAY

<table>
<thead>
<tr>
<th></th>
<th>CLEAN POWER</th>
<th>SERVICEMASTER JANESVILLE WI</th>
<th>DIVERSIFIED JANESVILLE WI</th>
<th>PETERSON ROCKFORD IL</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATER 1</td>
<td>96</td>
<td>77</td>
<td>76</td>
<td>67</td>
</tr>
<tr>
<td>RATER 2</td>
<td>85</td>
<td>70</td>
<td>60</td>
<td>65</td>
</tr>
<tr>
<td>TOTAL</td>
<td>181</td>
<td>147</td>
<td>136</td>
<td>132</td>
</tr>
<tr>
<td>2014</td>
<td>11,637.22</td>
<td>11,850.00</td>
<td>15,496.00</td>
<td>13,200.00</td>
</tr>
<tr>
<td>2015</td>
<td>11,637.22</td>
<td>11,950.00</td>
<td>15,996.00</td>
<td>13,596.00</td>
</tr>
<tr>
<td>2016</td>
<td>11,753.59</td>
<td>12,050.00</td>
<td>16,496.00</td>
<td>14,003.88</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 35,028.03</td>
<td>$ 35,850.00</td>
<td>$ 47,988.00</td>
<td>$ 40,799.88</td>
</tr>
</tbody>
</table>

Proposals were evaluated based on the following criteria:

1. General quality and adequacy of response (20 POINTS MAXIMUM)
   - Completeness and thoroughness
   - Proposers Proof of Responsibility
   - Copy of Training Program
   - List of Current Contracts Held/Reference

2. Organization, personnel and experience (40 POINTS MAXIMUM)
   - Qualification of personnel assigned to Rock County
   - Experience of personnel assigned to Rock County
   - Experience of firm

3. Cost (40 POINTS MAXIMUM)

Request for Proposal was advertised in the Beloit Daily News and on the Internet. Three additional vendors were solicited that did not respond. One vendor did not sign their Proposal therefore it is considered non-responsive.

PREPARED BY: JODI MILLIS
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: CLEAN POWER

SIGNATURE DATE 11/5/13

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE 11-13-13
PROPOSAL SUMMARY FORM

PROJECT NUMBER: 2014-06
PROJECT NAME: CLEANING SERVICES
PROPOSAL DUE DATE: SEPTEMBER 30, 2013 – 12:00 NOON
DEPARTMENT: HUMAN SERVICES – JOB CENTER

MONDAY THROUGH FRIDAY

<table>
<thead>
<tr>
<th>SERVICEMASTER JANESVILLE WI</th>
<th>CLEAN POWER MADISON WI</th>
<th>PETERSON ROCKFORD IL</th>
<th>DIVERSIFIED JANESVILLE WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATER 1</td>
<td>82</td>
<td>81</td>
<td>77</td>
</tr>
<tr>
<td>RATER 2</td>
<td>75</td>
<td>70</td>
<td>70</td>
</tr>
<tr>
<td>TOTAL</td>
<td>157</td>
<td>151</td>
<td>147</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Servicemaster</th>
<th>Clean Power</th>
<th>Peterson</th>
<th>Diversified</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>42,793.00</td>
<td>52,698.06</td>
<td>45,480.00</td>
<td>52,700.00</td>
</tr>
<tr>
<td>2015</td>
<td>44,077.00</td>
<td>52,698.06</td>
<td>46,844.40</td>
<td>53,700.00</td>
</tr>
<tr>
<td>2016</td>
<td>45,400.00</td>
<td>53,225.04</td>
<td>48,249.73</td>
<td>54,700.00</td>
</tr>
</tbody>
</table>

TOTAL: $132,270.00  $158,621.16  $140,574.13  $161,100.00

Proposals were evaluated based on the following criteria:
1. General quality and adequacy of response (20 POINTS MAXIMUM)
   - Completeness and thoroughness
   - Proposers Proof of Responsibility
   - Copy of Training Program
   - List of Current Contracts Held/Reference
2. Organization, personnel and experience (40 POINTS MAXIMUM)
   - Qualification of personnel assigned to Rock County
   - Experience of personnel assigned to Rock County
   - Experience of firm
3. Cost (40 POINTS MAXIMUM)

Request for Proposal was advertised in the Beloit Daily News and on the Internet. Three additional vendors were solicited that did not respond. One vendor did not sign their Proposal therefore it is considered non-responsive.

PREPARED BY: JODI MILLIS
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: SERVICEMASTER

SIGNATURE: [Signature]
DATE: 11/5/13

GOVERNING COMMITTEE APPROVAL:
CHAIR: [Signature]
VOTE: 11-13-13
DATE:
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Lori Bienema
INITIATED BY

Pancreatic Cancer Action Network
DRAFTED BY

Board of Health
SUBMITTED BY

October 17, 2013
DATE DRAFTED

DECLARING THE MONTH OF NOVEMBER
"PANCREATIC CANCER AWARENESS MONTH" IN ROCK COUNTY

WHEREAS, in 2013, an estimated 45,220 people will be diagnosed with pancreatic cancer in the United States and 38,460 will die from the disease; and,

WHEREAS, pancreatic cancer is one of the deadliest cancers, is the fourth leading cause of cancer death in the United States, and is the only major cancer with a five-year relative survival rate in the single digits at just six percent; and,

WHEREAS, when symptoms of pancreatic cancer present themselves, it is usually too late for an optimistic prognosis, and 73 percent of pancreatic cancer patients die within the first year of their diagnosis while 94 percent of pancreatic cancer patients die within the first five years; and,

WHEREAS, approximately 770 deaths will occur in Wisconsin in 2013; and,

WHEREAS, the incidence and death rate for pancreatic cancer are increasing and pancreatic cancer is anticipated to move from the fourth to the second leading cause of cancer death in the U.S. by 2020; and,

WHEREAS, the U.S. Congress passed the Recalcitrant Cancer Research Act last year, which calls on the National Cancer Institute to develop a scientific frameworks, or strategic plans, for pancreatic cancer and other deadly cancers, which will help provide the strategic direction and guidance needed to make true progress against these diseases; and,

WHEREAS, the Pancreatic Cancer Action Network is the national organization serving the pancreatic cancer community in Rock County and nationwide through a comprehensive approach that includes public policy, research funding, patient services, and public awareness and education related to developing effective treatments and a cure for pancreatic cancer; and,

WHEREAS, the Pancreatic Cancer Action Network and its affiliates in Rock County support those patients currently battling pancreatic cancer, as well as to those who have lost their lives to the disease, and are committed to nothing less than a cure; and,

WHEREAS, the good health and well-being of the residents of Rock County are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes, and effective treatments; therefore be it.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this ______ day of ______________, 2013, does hereby designate the month of November 2013 as "Pancreatic Cancer Awareness Month" in Rock County.

Respectfully submitted,
DECLARING THE MONTH OF NOVEMBER “PANCREATIC CANCER AWARENESS MONTH” IN ROCK COUNTY

Page 2

BOARD OF HEALTH

Sandra Kraft, Chair

Richard Bostwick

Vacant

Dr. Connie Winter, DDS

Eric Gresens

Louis Peer, Vice Chair

Mike Rundle

Dr. Dean Peterson, DVM

Judith Wade
RESOLUTION NO. 13-11D-463

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Lori Stottler
INITIATED BY

Finance Committee
SUBMITTED BY

October 11, 2013
DATE DRAFTED

DESERGAL A QUALIFIED NEWSPAPER FOR ALL ROCK COUNTY LEGAL PUBLICATIONS FOR 2014

WHEREAS, per Wisconsin State Statute. 985.03(1)(a), the Rock County Board may designate a qualified newspaper as certified by the Department of Administration having a general circulation in the county as its official newspaper; and,

WHEREAS, the Rock County Board of Supervisors designated one official newspaper for all legal publications beginning in 2003 in accordance with County policy stating that legal publications are to be published in the Beloit Daily News in odd years and Janesville Gazette in even years, alternating publishing years between the two newspapers; and,

WHEREAS, Rock County’s budgeted expense for legal notices is reduced with the designation of an official county newspaper; and,

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ______ day of ______, 2013, does hereby designate the Janesville Gazette as the official county newspaper for all county legal publications for 2014.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair
Sandra Kraft, Vice Chair
J. Russell Podzilni
Mary Beaver
Brent Fox

FISCAL NOTE:
This resolution designates the Janesville Gazette as the County’s official newspaper 2014. Designating one newspaper results in publication cost savings.

Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to sec. 985.05(1), Wis Stats.

Jeffrey Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended

Craig Knudson
County Administrator
EXECUTIVE SUMMARY

POLICY ON ALTERNATING NEWSPAPERS FOR PUBLICATION OF LEGAL NOTICES

It has been the County's policy in the case of the Beloit Daily News and Janesville Gazette to alternate publishing years between the two newspapers.

Where more than one newspaper publishes in the same community in Rock County, it is the policy of the County to publish in one newspaper each year in that community, and alternate to a different newspaper for the following year provided they have met the criteria set by the Wisconsin Department of Administration and qualifications under Wis. Stats. 985.03(1)(a)

The maximum rates Certified Wisconsin newspapers may charge to publish legal notices required by Wisconsin statutes are adjusted every two years by the Wisconsin Department of Administration and/or as needed due to changes in font or column width. Ordering instructions and other details are published as State Bureau of Procurement Contract 15-99955-135, "Legal Notices in Newspapers Other than the Official State Newspaper". http://vendornet.state.wi.us/vendornet/wais/bulldocs/2903_0.pdf

DEPARTMENT OF ADMINISTRATION NO. 15-99955-135
NEWSPAPER CERTIFICATION PROGRAM – 2013

Beloit Daily News
149 State Street
Beloit, WI 53511

County: Rock
Telephone: (608) 365-8811
Fax: (608) 365-1420
Email: advertising@beloitdailynews.com
Web: www.beloitdailynews.com

Day(s) Published: M Tu W Th F Sa
Paid Circulation: 10,884
Circulation: 15%

<table>
<thead>
<tr>
<th>Font(s)</th>
<th>Point Size</th>
<th>Alphabet Length (pts)</th>
<th>Column Width (picas)</th>
<th>Base Rate</th>
<th>ADJUSTED RATES First Insert</th>
<th>Subsequent Insert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arial</td>
<td>7</td>
<td>90</td>
<td>9.60</td>
<td>0.5519</td>
<td>0.6347</td>
<td>0.4986</td>
</tr>
<tr>
<td>Arial</td>
<td>7</td>
<td>90</td>
<td>20.00</td>
<td>1.1497</td>
<td>1.3222</td>
<td>1.0388</td>
</tr>
<tr>
<td>Arial</td>
<td>7</td>
<td>90</td>
<td>30.60</td>
<td>1.7591</td>
<td>2.0230</td>
<td>1.5893</td>
</tr>
<tr>
<td>Arial</td>
<td>7</td>
<td>90</td>
<td>41.00</td>
<td>2.3570</td>
<td>2.7105</td>
<td>2.1295</td>
</tr>
<tr>
<td>Arial</td>
<td>7</td>
<td>90</td>
<td>51.60</td>
<td>2.9663</td>
<td>3.4113</td>
<td>2.6800</td>
</tr>
<tr>
<td>Arial</td>
<td>7</td>
<td>90</td>
<td>62.00</td>
<td>3.5642</td>
<td>4.0988</td>
<td>3.2202</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>7</td>
<td>98</td>
<td>9.60</td>
<td>0.5068</td>
<td>0.5828</td>
<td>0.4579</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>7</td>
<td>98</td>
<td>20.00</td>
<td>1.0559</td>
<td>1.2143</td>
<td>0.9540</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>7</td>
<td>98</td>
<td>30.60</td>
<td>1.6155</td>
<td>1.8578</td>
<td>1.4596</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>7</td>
<td>98</td>
<td>41.00</td>
<td>2.1646</td>
<td>2.4892</td>
<td>1.9556</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>7</td>
<td>98</td>
<td>51.60</td>
<td>2.7242</td>
<td>3.1328</td>
<td>2.4612</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>7</td>
<td>98</td>
<td>62.00</td>
<td>3.2732</td>
<td>3.7642</td>
<td>2.9573</td>
</tr>
<tr>
<td>Font(s)</td>
<td>Point Size</td>
<td>Alphabet Length (pts)</td>
<td>Column Width (picas)</td>
<td>Base Rate</td>
<td>ADJUSTED RATES</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>------------</td>
<td>-----------------------</td>
<td>----------------------</td>
<td>-----------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>First Insert</td>
<td>Subsequent Insert</td>
<td></td>
</tr>
<tr>
<td>Arial Bold</td>
<td>6.5</td>
<td>92</td>
<td>10.60</td>
<td>0.5961</td>
<td>0.8644</td>
<td>0.6791</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>6.5</td>
<td>92</td>
<td>14.30</td>
<td>0.8042</td>
<td>1.1661</td>
<td>0.9161</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>6.5</td>
<td>92</td>
<td>21.90</td>
<td>1.2316</td>
<td>1.7858</td>
<td>1.4030</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>6.5</td>
<td>92</td>
<td>29.30</td>
<td>1.6477</td>
<td>2.3892</td>
<td>1.8771</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>6.5</td>
<td>92</td>
<td>33.00</td>
<td>1.8558</td>
<td>2.6909</td>
<td>2.1140</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>6.5</td>
<td>92</td>
<td>44.30</td>
<td>2.4913</td>
<td>3.6124</td>
<td>2.8380</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>6.5</td>
<td>92</td>
<td>55.60</td>
<td>3.1268</td>
<td>4.5338</td>
<td>3.5619</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>6.5</td>
<td>92</td>
<td>66.90</td>
<td>3.7623</td>
<td>5.4533</td>
<td>4.2859</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>8</td>
<td>112</td>
<td>10.60</td>
<td>0.4897</td>
<td>0.7100</td>
<td>0.5578</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>8</td>
<td>112</td>
<td>14.30</td>
<td>0.6606</td>
<td>0.9578</td>
<td>0.7525</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>8</td>
<td>112</td>
<td>21.90</td>
<td>1.0117</td>
<td>1.4669</td>
<td>1.1525</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>8</td>
<td>112</td>
<td>29.30</td>
<td>1.3535</td>
<td>1.9626</td>
<td>1.5419</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>8</td>
<td>112</td>
<td>33.00</td>
<td>1.5244</td>
<td>2.2104</td>
<td>1.7365</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>8</td>
<td>112</td>
<td>44.30</td>
<td>2.0464</td>
<td>2.9673</td>
<td>2.3312</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>8</td>
<td>112</td>
<td>55.60</td>
<td>2.5684</td>
<td>3.7242</td>
<td>2.9259</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>8</td>
<td>112</td>
<td>66.90</td>
<td>3.0904</td>
<td>4.4811</td>
<td>3.5205</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>10</td>
<td>140</td>
<td>10.60</td>
<td>0.3917</td>
<td>0.5680</td>
<td>0.4462</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>10</td>
<td>140</td>
<td>14.30</td>
<td>0.5285</td>
<td>0.7663</td>
<td>0.6020</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>10</td>
<td>140</td>
<td>21.90</td>
<td>0.8093</td>
<td>1.1735</td>
<td>0.9220</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>10</td>
<td>140</td>
<td>29.30</td>
<td>1.0828</td>
<td>1.5701</td>
<td>1.2335</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>10</td>
<td>140</td>
<td>33.00</td>
<td>1.2195</td>
<td>1.7683</td>
<td>1.3892</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>10</td>
<td>140</td>
<td>44.30</td>
<td>1.6371</td>
<td>2.3739</td>
<td>1.8650</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>10</td>
<td>140</td>
<td>55.60</td>
<td>2.0547</td>
<td>2.9794</td>
<td>2.3407</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>10</td>
<td>140</td>
<td>66.90</td>
<td>2.4723</td>
<td>3.5849</td>
<td>2.8164</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>12</td>
<td>168</td>
<td>10.60</td>
<td>0.3264</td>
<td>0.4733</td>
<td>0.3719</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>12</td>
<td>168</td>
<td>14.30</td>
<td>0.4404</td>
<td>0.6386</td>
<td>0.5017</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>12</td>
<td>168</td>
<td>21.90</td>
<td>0.6744</td>
<td>0.9779</td>
<td>0.7683</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>12</td>
<td>168</td>
<td>29.30</td>
<td>0.9023</td>
<td>1.3084</td>
<td>1.0279</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>12</td>
<td>168</td>
<td>33.00</td>
<td>1.0163</td>
<td>1.4736</td>
<td>1.1577</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>12</td>
<td>168</td>
<td>44.30</td>
<td>1.3643</td>
<td>1.9782</td>
<td>1.5542</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>12</td>
<td>168</td>
<td>55.60</td>
<td>1.7123</td>
<td>2.4828</td>
<td>1.9506</td>
</tr>
<tr>
<td>Arial Bold</td>
<td>12</td>
<td>168</td>
<td>66.90</td>
<td>2.0603</td>
<td>2.9874</td>
<td>2.3470</td>
</tr>
</tbody>
</table>
RESOLUTION NO. 13-11b-464

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Planning & Development Agency
INITIATED BY
Steve Schraufnagel, Planner III
DRAFTED BY
October 23, 2013
DATE DRAFTED

Planning & Development Committee
SUBMITTED BY

APPROVAL OF SEVENTH ADDITION TO FASSETT CEMETERY PLAT

WHEREAS, Section 157.07 of the Wisconsin Statutes provides that "no cemetery plat or map shall be recorded unless laid out and platted to the satisfaction of the County Board of such County; and,

WHEREAS, the proposed "Seventh Addition to Fassett Cemetery Plat" in the City of Edgerton is adjacent to the east of existing Fassett Cemetery Plat Fifth Addition on County Road F is consistent with cemetery design standards, and the County Comprehensive Development Plan; and,

WHEREAS, the proposed "Seventh Addition to Fassett Cemetery Plat" provides the necessary platting information as provided in S.157.07 of the Wisconsin Statutes; and,

WHEREAS, the proposed "Seventh Addition to Fassett Cemetery Plat" will provide needed cemetery plots for current and future generations.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors on this day of , 2013 does hereby approve the "Seventh Addition of Fassett Cemetery Plat", primarily located in the NW. ¼ of the S E. ¼ of Section 9, T.4 N., R. 12 E. of the 4th P.M., City of Edgerton, Rock County, Wisconsin.

Respectfully Submitted,

Planning and Development Committee

FISCAL NOTE:
No fiscal impact.

Phil Owens, Wayne Gustina, Marilyn Jensen

Mary-Mawinhhey, Vice Chair

LEGAL NOTE:
The County plat may not be recorded unless approved by the County Board pursuant to sec. 157.97(1), Wis. Stats.

Jeffrey E. Kuglitsh
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended

Sherry Oja
Finance Director

Craig Knutson
County Administrator
EXECUTIVE SUMMARY

SEVENTH ADDITION TO FASSETT CEMETERY

October 23, 2013

The City of Edgerton is herein requesting the Rock County Board of Supervisors to review and approve the “Seventh Addition to Fassett Cemetery”, which is an addition to the existing Fassett Cemetery. The Fassett Cemetery and the proposed addition are located in Section 9 in the City of Edgerton, Rock County, Wisconsin. The proposed cemetery platted area includes 9.76 acres, and provides additional un-platted land for future cemetery plots.

Section 157.07 of the Wisconsin State Statutes requires all land to be used for cemeteries be platted by a registered land surveyor, reviewed and approved by the County Board, prior to being recorded in the Register of Deeds Office.

The Rock County Planning and Development Staff and Committee have reviewed the “Seventh Addition to Fassett Cemetery” located in Section 9 of the City of Edgerton. The staff finds the “Seventh Addition to Fassett Cemetery” consistent with cemetery design standards, and the Rock County Comprehensive Development Plan. The Planning and Development Committee has reviewed and recommends this Addition for approval by the Rock County Board of Supervisors.