ROCK COUNTY, WISCONSIN

ROCK COUNTY BOARD OF SUPERVISORS’ MEETING
THURSDAY, DECEMBER 11, 2014 – 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
5. APPROVAL OF MINUTES - NOVEMBER 20, 2014
6. PUBLIC HEARING
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
   A. Appointments to the Behavioral Health Redesign Steering Commission
   B. Appointments to Council on Aging Advisory Board/Council on Aging Nutrition Advisory Council
   C. Appointment to the Criminal Justice Coordinating Council
   D. Appointments to Local Emergency Planning Committee
   E. Appointments to Transportation Coordinating Committee
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. Authorizing Acceptance of 2015 Highway Safety Project Grants
      2. Amending the Sheriff’s 2014 Budget to Use Equitably Shared Funds for Unmarked Vehicle
   B. Bills Over $10,000 – No Roll Call
   C. Encumbrances Over $10,000 – Roll Call
12. NEW BUSINESS (Continued)

D. Contracts – Roll Call

1. Authorizing 2015 Orthoimagery Contract with Sidwell and Authorizing Memorandums of Understanding (MOU) with Participating Municipalities
2. Authorizing Contract for Section 125 Plan (Flexible Spending Account)
3. Authorizing Purchase of Floor Coverings for the Courthouse

E. Amending the County’s Personnel Ordinance (Second Reading and Adoption)
F. Amending Chapter 4 Part 2 of the Rock County Ordinance Regarding the Zoning of Shorelands, Creating 4.218, and Authorizing an Intergovernmental Agreement between Rock County and all 20 Towns in Rock County (Second Reading and Adoption)

G. Authorizing the Creation of the Weight Limits for Implements of Husbandry Ordinance (Section 3.112) (Second Reading and Adoption)

H. Support for a Full Environmental Impact Statement and Increase Public Hearings for the Enbridge Energy, Limited Partnership Line 61 Expansion

I. Recognizing Roger Eychaner, R.S. II for Service to Rock County
J. Recognizing Eldred Mielke for Service to Rock County

K. Workers Compensation Loss Control Consulting Services for 2015 and 2016

L. To Provide Single Health Insurance Coverage for all Part-Time Unilateral Employees

M. Recognizing Julie Apted for Service to Rock Haven

N. Recognizing Vicki Neumueller for Service to Rock Haven

O. To Recognize Sue Zastoupil for Twenty-Eight Years of Service to Rock County

NOTE: Items 12.J, 12.K., 12.L., 12.M., 12.N. and 12.O. will be considered by the County Board Staff Committee on December 9, 2014

P. To Recognize Nancy Brikowski

Q. Recognizing Kathleen Voelz

NOTE: Items 12.P. and 12.Q. will be considered by the County Board Staff Committee on December 9, 2014 and Human Services Board on December 10, 2014

13. ADJOURNMENT
APPOINTMENTS TO THE BEHAVIORAL HEALTH REDESIGN STEERING COMMITTEE

POSITIONS: Members of the Behavioral Health Redesign Steering Committee

AUTHORITY: County Board Resolution 12-3A-608

TERM: Unexpired Terms Ending April 30, 2015

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

PRESENT MEMBERS: Tom Gubbin
Tricia Murray (Alternate to Tom Gubbin)

CONFIRMATION: Yes, by County Board of Supervisors

APPOINTMENTS: Tricia Murray
Wisconsin Department of Corrections
1146 Grant Street
Beloit, WI 53511

Jim Neitzel (Alternate to Tricia Murray)
CFS Beloit, Unit 106
1146 Grant Street
Beloit, WI 53511

EFFECTIVE DATE: December 11, 2014
APPOINTMENTS TO COUNCIL ON AGING ADVISORY BOARD/COUNCIL ON AGING NUTRITION ADVISORY COUNCIL

POSITION: Members of the Council on Aging Advisory Board/Council on Aging Nutrition Advisory Council

AUTHORITY: County Board Resolution #79-6B-280

TERM: Terms ending 12/31/17
Unexpired Term Ending 12/31/16

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

CONFIRMATION: Yes, by County Board of Supervisors

PRESENT MEMBERS: Nancy Arnold
Dawn Fossum
Daryl Porter
Mike Santucci
Diane Tester
Jessica Day (Term Ending 12/31/16)

NEW APPOINTMENTS: Nancy Arnold
3031 N. Whitetail Lane
Janesville, WI 53545

Dawn Fossum
ADRC of Rock County
Job Center

Daryl Porter
2877 S. Riverside
Beloit, WI 53511

Suzanne Rasmussen
2411 E. West Hart Rd.
Beloit, WI 53511

Jean Boyle
4242 E. Saturn Drive
Janesville, WI 53546

Term Ending 12/31/16
Jan Kinnaman
1213 Columbus Circle
Janesville, WI 53545

DATE: December 11, 2014
APPOINTMENT TO THE CRIMINAL JUSTICE COORDINATING COUNCIL (CJCC)

POSITION: Member of the Criminal Justice Coordinating Council (CJCC)

AUTHORITY: County Board Resolution 06-5B-014

TERM: Permanent

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

PRESENT MEMBER: Vacant

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Troy Enger, Region One Assistant Chief Wisconsin Department of Corrections Division of Community Corrections 2418 Crossroads Dr. Suite 1400 Madison, WI 53718

EFFECTIVE DATE: December 11, 2014
APPOINTMENTS TO LOCAL EMERGENCY PLANNING COMMITTEE

POSITIONS: Members of the Local Emergency Planning Committee

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

TERMS: Term Ending 7/31/2016
Term Ending 7/31/2017

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

PRESENT MEMBERS: Tim Schuster
Vacant

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: Term Ending 7/31/2016
Virginia Purvis
Evonik Industries
900 S. Palm Street
Janesville, WI 53548-5080

Term Ending 7/31/2017
David Botts, Director
Janesville Water Utility
123 E. Delavan Drive
Janesville, WI 53546

EFFECTIVE DATE: December 11, 2014
APPOINTMENTS TO THE TRANSPORTATION COORDINATING COMMITTEE

POSITIONS: Members of the Transportation Coordinating Committee

AUTHORITY: County Board Resolution 13-1B-241

TERMS: Terms Ending 12/31/2017
Unexpired Term Ending December 31, 2015

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

PRESENT MEMBERS: Michelle Gavin Terry Nolan
Steve Skelly Lynn Jones
Supervisor Brenton Driscoll James Thompson (Alt for Gavin)
Duane Cherek (Alt for Nolan) Dave Mumma

CONFIRMATION: Yes, by County Board of Supervisors

APPOINTMENTS: Michelle Gavin Terry Nolan
Beloit Transit System Janesville MPO
1225 Willowbrook 18 N. Jackson Street
Beloit, WI 53511 Janesville, WI 53545

Steve Skelly Lynn Jones
Rock County Transit Community Action
20 Eclipse Center

Supervisor Brenton Driscoll Beloit, WI 53511
620 Weirick Ave
Beloit, WI 53511 James Thompson (alt for Gavin)
Beloit Transit System

Duane Cherek (Alt for Nolan) 1225 Willowbrook
Janesville Municipal Bldg Beloit, WI 53511
18 N. Jackson Street
Janesville, WI 53545

Rebecca Smith (term expiring 12/31/2015)
Janesville Transit System
900 N. Parker Drive
Janesville, WI 53545

EFFECTIVE DATE: December 11, 2014
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden

Captain Gary L. Groelle

INITIATED BY

DRAFTED BY

Public Safety and Justice Committee

November 24, 2014

SUBMITTED BY

DATE DRAFTED

AUTORIZING ACCEPTANCE OF 2015 HIGHWAY SAFETY PROJECT GRANTS

WHEREAS, the Wisconsin Department of Transportation, Bureau of Transportation Safety, makes Federal Highway Safety funds available to local law enforcement agencies for various traffic safety programs; and,

WHEREAS, these funds are earmarked to allow law enforcement agencies to provide additional traffic enforcement patrols directed at improving traffic safety by alcohol enforcement, thus reducing hazardous motorist behavior on roadways with a high incidence of injury or fatal accidents; and,

WHEREAS, the Rock County Sheriff’s Office is eligible to receive three grants for a total of $50,000 to participate in these programs; and,

WHEREAS, grant funds in the amount of $45,001 will be used for overtime wages and related benefits; and,

WHEREAS, grant funds in the amount of $4,999 will be used to purchase In-Squad Video Camera's with accessories; and,

WHEREAS, these grants require a local match of 25%; and,

WHEREAS, the match may be an in-kind match or a hard match.

NOW, THEREFORE BE IT RESOLVED by the Rock County Board of Supervisors assembled this day of , 2014, that the Rock County Sheriff is authorized to accept funds under the Highway Safety Project Grants; and,

BE IT FURTHER RESOLVED, that the 2014 budget be amended as follows:

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Account Number</th>
<th>Budget at 01/01/14</th>
<th>Amount Incr (Decr)</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Aid</td>
<td>21-2120-2015-42100</td>
<td>$0</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>Use of Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime Wages</td>
<td>21-2120-2015-61210</td>
<td>$0</td>
<td>$45,001</td>
<td>$45,001</td>
</tr>
<tr>
<td>Capital Assets - $1,000/More</td>
<td>21-2120-2015-67171</td>
<td>$0</td>
<td>$4,999</td>
<td>$4,999</td>
</tr>
</tbody>
</table>
Respectfully submitted,

Public Safety and Justice Committee

Mary Beaver, Chair

Henry Brill, Vice Chair

Terry Fell

Brian Knudson

Larry Wiedenfeld

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 $50,000 in Federal Aid for the Sheriff’s Highway Safety Program. Sufficient funding is included in the Sheriff’s 2015 budget for the required 25% match.

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 2014 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. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Joan Smith
County Administrator
Executive Summary
Authorizing Acceptance of
2015 Highway Safety Project Grants

Alcohol-Impaired Driving: In Wisconsin during 2013, alcohol was listed as a contributing factor in 4.2% of all crashes. Thirty-five point one percent of all vehicle crash fatalities in 2013 were alcohol-related, resulting in 185 deaths. Alcohol-impaired driving is associated with other high-risk behaviors that increase the likelihood of a crash and of significant injury or death occurring; these include speeding and failure to wear safety belts.

The Wisconsin Bureau of Transportation Safety (BOTS) continues to make motor vehicle and motorcycle crash reduction a priority in Wisconsin, especially where specific events with high participant levels are expected. There is an ongoing need for (HVE) high visibility law enforcement to increase the perception of law enforcement’s presence, with everyone’s safety being of primary concern. Traffic laws will be enforced in and around the cities, towns and general locations where specific events and activities occur.

The 2015 Alcohol grant is for $35,000 and includes an equipment purchase of up to $4,999. The 2015 Multi-County OWI Task Force is for $10,000 and the Motorcycle “HOG” grant is for $5,000. There is no equipment purchase component associated with the Multi-County and Motorcycle Grant. The Multi-County OWI Task Force Grant is a $40,000 grant which is equally divided among four counties. Dane County is the administering agency, and include Jefferson and Sauk counties. The Motorcycle Grant is a Rock County Sheriff’s Office grant that will only run from July 7-11, 2015. On these selected days the Motorcycle Grant will be deployed over most of Rock County.

Together, grant funds in the amount $45,001 will be used for wages and related benefits. Grant funds in the amount of $4,999.00 will be used to purchase law enforcement equipment. In this case, the Sheriff’s Office will purchase an additional In-Squad Video Camera with accessories.

The grants require a local match of $12,500.
WHEREAS, federal law authorizes the Attorney General to share federally forfeited property with participating state and local law enforcement agencies through the Department of Justice Asset Forfeiture Program; and,

WHEREAS, equitably shared funds are required to be used by law enforcement agencies for law enforcement purposes only; and,

WHEREAS, the intent of the transfer is to enhance law enforcement, and it must increase, not supplant the recipient’s appropriated operating budget; and,

WHEREAS, for their participation in the program, the Sheriff’s Office received funds in the amount of $3,038; and,

WHEREAS, the Sheriff’s Office plans to use the funds to acquire an unmarked vehicle.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of __________, 2014 that the 2014 budget be amended as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget 12/01/14</th>
<th>Increase (Decrease)</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21-2195-0000-46000</td>
<td>$30,886.00</td>
<td>$3,038.00</td>
<td>$33,924.00</td>
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<tr>
<td>Use of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21-2195-0000-67105</td>
<td>$1,450.00</td>
<td>$3,038.00</td>
<td>$4,488.00</td>
</tr>
</tbody>
</table>

Respectfully submitted,

Public Safety and Justice Committee

Finance Committee Endorsement
Reviewed and approved on a vote of __________, 2014.

Mary Mawhinney, Chair
Amending the Sheriff's 2014 Budget to Use Equitably Shared Funds for Unmarked Vehicle
Page 2

FISCAL NOTE:

This resolution authorizes a transfer in from the Sheriff's FBI Forfeiture account, A/C 00-0000-0070-29637, which has a current balance of $41,263.

Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2014 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. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
Executive Summary
Amending the Sheriff’s 2014 Budget to
Use Equitably Shared Funds for
Unmarked Vehicle

The Department of Justice Asset Forfeiture Program is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations and deprives wrongdoers of the proceeds of their crimes. Federal law authorizes the Attorney General to share federally forfeited property with participating state and local law enforcement agencies.

Equitably shared funds are required to be used by law enforcement agencies for law enforcement purposes only. The intent of the transfer is to enhance law enforcement. It must increase, not supplant the recipient’s appropriated operating budget.

For their participation in the program, the Sheriff’s Office received funds in the amount of $3,038. The Sheriff’s Office plans to use the funds to acquire an unmarked vehicle.

The Sheriff’s Office filed a sharing request with the Drug Enforcement Administration (DEA) seeking equitable distribution of seized property (vehicle). The sharing request was granted. The Sheriff’s Office is required to pay 20% of vehicle’s wholesale value at the time of the seizure, plus the United States Marshals Service (USMS) expenses related to the vehicle.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wholesale value</td>
<td>$10,475.00</td>
</tr>
<tr>
<td>Twenty percent sharing</td>
<td>$2,095.00</td>
</tr>
<tr>
<td>USMS expenses</td>
<td>$942.64</td>
</tr>
<tr>
<td>Total sharing amount due</td>
<td>$3,037.64</td>
</tr>
</tbody>
</table>
APPROVAL OF BILLS OVER $10,000.00

Rock County

RESOLUTION NO. 14-12A-161
AGENDA NO. 12.B.(1)

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 DEC 11 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Department Name</th>
<th>Program Name</th>
<th>Vendor Name</th>
<th>Claim Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1400016</td>
<td>HEALTH DEPT</td>
<td>HEALTH DEPARTMNT</td>
<td>MERCK AND CO INC</td>
<td>17,032.60</td>
</tr>
</tbody>
</table>

CLAIMS IN THE AMOUNT OF $17,032.60 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. KOGGITSCH, CORPORATION COUNSEL

FISCAL NOTE:
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY D.A.,
FINANCE DIRECTOR

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

ADMINISTRATIVE NOTE:
RECOMMENDED

JOSH SMITH,
COUNTY ADMINISTRATOR
# APPROVAL OF BILLS OVER $10,000.00

**Rock County**

**RESOLUTION NO.** ____________  **AGENDA NO.** ____________  

**12/03/2014**

**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 **DEC 11 2014**, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Department Name</th>
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<th>Vendor Name</th>
<th>Claim Amount</th>
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<tr>
<td>P1402774</td>
<td>HUMAN SERVICES</td>
<td>FOOD SHARE BONUS</td>
<td>HENRICKSEN</td>
<td>12,827.57</td>
</tr>
<tr>
<td>P1403790</td>
<td>NOT APPLICABLE</td>
<td>ISF-SELF INS</td>
<td>MIDLAND HEALTH TESTING SERVICE</td>
<td>46,266.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>WISCONSIN DEPARTMENT OF TRANSP</td>
<td><strong>660,000.00</strong></td>
</tr>
</tbody>
</table>

CLAIMS IN THE AMOUNT OF **$719,094.32** 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. KUGLITSCH, CORPORATION COUNSEL

**FISCAL NOTE:**

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OUA,
FINANCE DIRECTOR

**RESPECTFULLY SUBMITTED,**

FINANCE COMMITTEE

ADMINISTRATIVE NOTE:

RECOMMENDED

JOSH SMITH,
COUNTY ADMINISTRATOR
APPROVAL OF ENCUMBRANCES OVER $10,000.00

RESOLUTION NO. 14-12A-162
AGENDA NO. 12.C.(1)

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES 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 APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

<table>
<thead>
<tr>
<th>PR number</th>
<th>Department Name</th>
<th>Program Name</th>
<th>Vendor Name</th>
<th>Claim Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1500003</td>
<td>FINANCE DIRECTOR</td>
<td>FINANCE DIRECTOR</td>
<td>RHYME BUSINESS PRODUCTS</td>
<td>40,000.00</td>
</tr>
<tr>
<td>R1500004</td>
<td>LAND CONSERV.</td>
<td>LAND CONSERVATIO</td>
<td>SILHA LLC, DAN</td>
<td>11,424.96</td>
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<tr>
<td>R1500093</td>
<td>NOT APPLICABLE</td>
<td>IT-CROSS CHARGES</td>
<td>VERIPIC INC</td>
<td>25,437.33</td>
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<tr>
<td>R1500098</td>
<td>INFORMATION TECH</td>
<td>INFORMATION TECH</td>
<td>CITRIX SYSTEMS INC</td>
<td>17,130.28</td>
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<tr>
<td>R1500102</td>
<td>INFORMATION TECH</td>
<td>INFORMATION TECH</td>
<td>CORE BTS INC</td>
<td>30,393.03</td>
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<tr>
<td>R1500105</td>
<td>INFORMATION TECH</td>
<td>INFORMATION TECH</td>
<td>AE BUSINESS SOLUTIONS</td>
<td>15,139.08</td>
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<tr>
<td>R1500111</td>
<td>INFORMATION TECH</td>
<td>IT-CROSS CHARGES</td>
<td>ORACLE CORPORATION</td>
<td>13,418.62</td>
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<tr>
<td>R1500113</td>
<td>HEALTH DEPT</td>
<td>HEALTH DEPTMNT</td>
<td>SANOFI PASTEUR</td>
<td>15,000.00</td>
</tr>
</tbody>
</table>

CLAIMS IN THE AMOUNT OF $167,943.30 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. KUGLITSCH,
CORPORATION COUNSEL

FISCAL NOTE:
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY DOA,
FINANCE DIRECTOR

RESPECTFULLY SUBMITTED,
FINANCE COMMITTEE

ADMINISTRATIVE NOTE:
RECOMMENDED
JOSH SMITH,
COUNTY ADMINISTRATOR
APPROVAL OF ENCUMBRANCES OVER $10,000.00

Rock County

RESOLUTION NO. ____________________ AGENDA NO. ____________________

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES 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 DEC 1, 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

<table>
<thead>
<tr>
<th>PR number</th>
<th>Department Name</th>
<th>Program Name</th>
<th>Vendor Name</th>
<th>Claim Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1500099</td>
<td>INFORMATION TECH</td>
<td>IT-CROSS CHARGES</td>
<td>ESRI INC</td>
<td>42,600.00</td>
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<tr>
<td>R1500100</td>
<td>INFORMATION TECH</td>
<td>IT-CROSS CHARGES</td>
<td>FIDLAR COMPANIES</td>
<td>65,000.00</td>
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<tr>
<td>R1500101</td>
<td>NOT APPLICABLE</td>
<td>INFORMATION TECH</td>
<td>JP MORGAN CHASE BANK NA</td>
<td>39,900.00</td>
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<tr>
<td>R1500103</td>
<td>INFORMATION TECH</td>
<td>IT-CROSS CHARGES</td>
<td>NETSMART TECHNOLOGIES INC</td>
<td>52,218.90</td>
</tr>
<tr>
<td>R1500109</td>
<td>INFORMATION TECH</td>
<td>IT-CROSS CHARGES</td>
<td>AERCOR WIRELESS INC</td>
<td>11,173.00</td>
</tr>
</tbody>
</table>

CLAIMS IN THE AMOUNT OF $210,891.90 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. KUGLITSCH,
CORPORATION COUNSEL

FISCAL NOTE:
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OJA,
FINANCE DIRECTOR

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

ADMINISTRATIVE NOTE:
RECOMMENDED

JOSEPH SMITH,
COUNTY ADMINISTRATOR
APPROVAL OF ENCUMBRANCES OVER $10,000.00

RESOLUTION NO. ____________________  AGENDA NO. ____________________

12/02/2014

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES 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 DECEMBER 1, 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

<table>
<thead>
<tr>
<th>PR number</th>
<th>Department Name</th>
<th>Program Name</th>
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<th>Claim Amount</th>
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<tbody>
<tr>
<td>R1500130</td>
<td>SHERIFF</td>
<td>SHERIFF</td>
<td>GORDIE BOUCHER FORD LINCOLN ME</td>
<td>50,000.00</td>
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<td>R1500133</td>
<td>SHERIFF</td>
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<td>JAYS BIG ROLLS INC</td>
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<td>SHERIFF</td>
<td>POMPS TIRE SERVICE INC</td>
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<td>R1500144</td>
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<td>WRIGHT EXPRESS FSC</td>
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<td>R1500169</td>
<td>911 COMM.</td>
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<td>R1500211</td>
<td>911 COMM.</td>
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<td>INTRADO INC</td>
<td>59,825.00</td>
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</table>

CLAIMS IN THE AMOUNT OF $526,255.00 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. KUGLITSCH,
CORPORATION COUNSEL

FISCAL NOTE:
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY QA,
FINANCE DIRECTOR

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

ADMINISTRATIVE NOTE:
RECOMMENDED

JOSH SMITH,
COUNTY ADMINISTRATOR
APPROVAL OF ENCUMBRANCES OVER $10,000.00

RESOLUTION NO. ________________ AGENDA NO. ________________

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES 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 DECEMBER 1, 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

<table>
<thead>
<tr>
<th>PR number</th>
<th>Department Name</th>
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<tr>
<td>R1500055</td>
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<td>MED/FAM.CT.SERV.</td>
<td>FAMILY MATTERS PACT INC</td>
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<td>R1500056</td>
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<td>R1500124</td>
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<td>BI INC</td>
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<td>R1500127</td>
<td>SHERIFF</td>
<td>RECAP OPERATIONS</td>
<td>CESA 2</td>
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</table>

CLAIMS IN THE AMOUNT OF $1,824,800.00 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. KUGLITSCH,
CORPORATION COUNSEL

FISCAL NOTE:
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY CVA,
FINANCE DIRECTOR

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE


ADMINISTRATIVE NOTE:
RECOMMENDED

JOSH SMITH,
COUNTY ADMINISTRATOR
APPROVAL OF ENCUMBRANCES OVER $10,000.00

RESOLUTION NO. ____________________  AGENDA NO. ____________________

12/03/2014

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES 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 DEC. 11, 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

<table>
<thead>
<tr>
<th>PR number</th>
<th>Department Name</th>
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<td>R1500200</td>
<td>GENERAL SERVICES</td>
<td>COURTHS FAC PROJ</td>
<td>HALVERSON CARPET CENTER LTD</td>
<td>30,000.00</td>
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<tr>
<td>R1500203</td>
<td>GENERAL SERVICES</td>
<td>GENERAL SERVICES</td>
<td>HENDRICKS COMMERCIAL PROPERTIE</td>
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<td>R1500205</td>
<td>GENERAL SERVICES</td>
<td>GENERAL SERVICES</td>
<td>JBM PATROL AND PROTECTION CORP</td>
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<td>R1500207</td>
<td>GENERAL SERVICES</td>
<td>COMM.CTR.OPER.</td>
<td>JOHNSON CONTROLS INC</td>
<td>28,634.00</td>
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CLAIMS IN THE AMOUNT OF $508,043.96 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. KUGLITSCHE, CORPORATION COUNSEL

FISCAL NOTE:
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OJA, FINANCE DIRECTOR

FINANCE COMMITTEE

RESPECTFULLY SUBMITTED,

ADMINISTRATIVE NOTE:
RECOMMENDED

JOSH SMITH, COUNTY ADMINISTRATOR
APPROVAL OF ENCUMBRANCES OVER $10,000.00

RESOLUTION NO. ______________________ AGENDA NO. ______________________

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES 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 DECEMBER 1, 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

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<thead>
<tr>
<th>PR number</th>
<th>Department Name</th>
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<td>COMM.CTR.OPER.</td>
<td>ADVANCED DISPOSAL SERVICES</td>
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CLAIMS IN THE AMOUNT OF $487,310.72 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. KUGLITSCH, CORPORATION COUNSEL

FISCAL NOTE:
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OGA, FINANCE DIRECTOR

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

ADMINISTRATIVE NOTE:
RECOMMENDED

JOSH SMITH, COUNTY ADMINISTRATOR
RESOLUTION NO. 14-12A-163
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Land Information Office
INITIATED BY
Finance Committee
SUBMITTED BY
Michelle Schultz
DRAFTED BY
November 18, 2014
DATE DRAFTED

AUTHORIZING 2015 ORTHOIMAGERY CONTRACT
WITH SIDWELL AND AUTHORIZING MEMORANDUMS
OF UNDERSTANDING (MOU) WITH PARTICIPATING MUNICIPALITIES

WHEREAS, the Rock County Land Information Office, the Cities of Beloit, Janesville and Milton wish to update their digital aerial photography by way of a joint project in the spring of 2015; and,

WHEREAS, Request for Proposals were solicited from Orthoimagery Contractors with eight firms responding; and,

WHEREAS, the Proposals were reviewed by the Project Partners for compliance to the project specifications with Sidwell, who received the highest ranking, selected to conduct the project and work with the Project Partners to update their respective orthoimagery; and,

WHEREAS, in order to achieve administrative efficiency, economy of scale and mutual cost savings Rock County would serve as Fiscal Agent and Contractor with Sidwell, on behalf of the Project Partners; and,

WHEREAS, each party to the MOU agrees it will be responsible for its proportional local share of the project, not to exceed the amount identified in contracts with Sidwell for the orthoimagery attributable to those jurisdictions; and,

WHEREAS, Rock County’s share of the project is included in the 2015 Land Records budget.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this day of , 2014 does hereby authorize the County Board Chairman to enter into the contract with Sidwell, per the terms and conditions set forth in the Request for Proposal, to perform the work necessary to provide participating municipalities and Rock County with updated orthoimagery, as well as sign the Memorandums of Understanding between Rock County and the municipalities participating in this project.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair
Sandra Kraft, Vice-Chair
Mary Beaver

Absent
Brent Fox
J. Russell Podzilni
FISCAL NOTE:

Funding has been included in the 2015 budget for this project. This project is funded by Land Records fees.

Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01, 59.51, and 66.0301, 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.

Josh Smith
County Administrator
EXECUTIVE SUMMARY

The purpose of this Resolution is to award the contract for the 2015 Orthoimagery Joint Project. Request for Proposals were submitted to Rock County and reviewed by Rock County, the City of Beloit, the City of Janesville and the City of Milton staff. Eight proposals were received and reviewed, with four being rejected as not meeting project specifications. Of the remaining four proposals, Sidwell received the highest ranking and is the recommended Vendor.

Rock County will serve as Fiscal Agent and Contractor with Sidwell on behalf of the Project Partners in order to achieve administrative efficiency, economy of scale and mutual cost savings.

Estimated Total Project Cost is $57,920.00. The Project Partners will contribute to the total project cost based on their proportion of the flight area. The County’s proportionate cost will not exceed $54,000 and is part of 2015 Land Records Budget.

The MOU’S identify the County as the administrative and fiscal agent on behalf of its partners, and those partners agree to repay the County for their cost of participating in the project.

The information derived from the project has many functions and is the basis for the sophisticated Geographical Information Systems (GIS) operated by the City of Beloit, City of Janesville, City of Milton and Rock County.
ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION

PROJECT NUMBER      2014-46
PROJECT NAME        ORTHOIMAGERY
PROJECT DUE DATE    JULY 14, 2014 – 12:00 NOON
DEPARTMENT          LAND RECORDS

<table>
<thead>
<tr>
<th></th>
<th>SIDWELL</th>
<th>AERIAL SERVICES</th>
<th>KUCERA</th>
<th>SANBORN</th>
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<td>WILLOUGHBY OH</td>
<td>COLORADO SPRINGS CO</td>
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<td>RATER 6</td>
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<tr>
<td>TOTAL</td>
<td>525</td>
<td>480</td>
<td>468</td>
<td>438</td>
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Request for Proposals was advertised in the Janesville Gazette and on the internet. Five additional vendors submitted proposals that did not meet the specifications.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: SIDWELL

Michelle Schultz

SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY

Finance Committee
SUBMITTED BY

AGENDA NO. 12-D-2.

November 8, 2013
DATE DRAFTED

RESOLUTION

AUTHORIZING CONTRACT FOR SECTION 125 PLAN (FLEXIBLE SPENDING ACCOUNT)

WHEREAS, Section 125 of the Internal Revenue Code allows employees to fund certain specific expenses with pre-tax dollars; and,

WHEREAS, the allowable expenses include employee portions of group insurance premiums, uninsured medical expenses (such as deductibles; co-pays and vision insurance) and qualified child and/or dependent care expenses; and,

WHEREAS, amounts employees elect to deduct for Section 125 qualified expenses are not subject to Federal, State or Social Security taxation; and,

WHEREAS, Rock County has offered a Section 125 Plan to its employees since July 1, 1991, which has been administered by Employee Benefits Cooperative of Madison, Wisconsin; and,

WHEREAS, EBC has provided a rate guarantee for calendar year 2015 at $3.35 per participant per month; which is the same rate as the current year contract; and,

WHEREAS, EBC has contractually committed to guarantee that Rock County’s savings from the employer’s portion of Social Security taxes will meet or exceed the costs of administering the program; and,

WHEREAS, EBC’s contract costs from 1991 to present have been less than the actual Rock County savings from the exemption of the employer’s share of Social Security taxes.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this day of 2014 does hereby authorize and direct the County Board Chair and County Clerk to enter into a contract with Employee Benefits Cooperative of Madison, Wisconsin to administer Rock County’s Section 125 Plan (Flexible Spending Account) for the period January 1, 2015 through December 31, 2015 at a cost of $3.35 per participant per month.

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair
Sandra Kraft, Vice Chair
Mary Beaver

Absent
Brent Fox
J. Russell Podzilni

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

Jeffrey Koglitsch
Corporation Counsel

FISCAL NOTE:
As stated in the body of the resolution, the contract administrator has guaranteed that the County’s savings will meet or exceed the costs of this program.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE

Recommended.

Josh Smith
County Administrator
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

The General Services Committee
INITIATED BY

Robert Leu
DRAFTED BY

The General Services Committee
SUBMITTED BY

November 21, 2014
DATE DRAFTED

Authorizing Purchase of Floor Coverings for the Courthouse

1 WHEREAS, funds were placed in the 2015 Budget to continue replacing worn carpet installed in the
2 Courthouse 15 years ago; and,
3
4 WHEREAS, the floor coverings will be purchased using pricing and terms of the State of Wisconsin
5 Contract #11-36020-900.
6
7 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
8 this day of , 2014 that a Purchase Order for flooring replacement in
9 selective areas of the Courthouse be issued to Halverson Carpet Center, LTD of Janesville in the amount
10 of $30,000.00.

Respectfully submitted,

GENERAL SERVICES COMMITTEE:

Henry Brill, Chair

Josh Smith
County Administrator

FISCAL NOTE:

Sufficient funding was included in the Courthouse
Facility capital improvement account, A/C
18-1842-0000-67200, for the cost of the carpet
replacement. This account is funded by sales tax
revenue.

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 respon-
sible bidder.

Jeffrey G. Kuglitsch
Corporation Counsel
Executive Summary

Courthouse Carpet Replacement in 2015

The Resolution before you authorizes the purchase of floor coverings in 2015 from Halverson Carpet of Janesville. $30,000.00 was approved in the 2015 budget for this purpose.

The process of replacing worn out carpet began in 2013. The amount of carpet replaced each year is dependent on funds appropriated in the budget. The process of doing the worst areas first will continue.

Carpet tiles are being installed rather than broadloom carpet. The carpet tiles can be easily replaced if they become soiled or worn, without having to re-carpet an entire area.
RESOLUTION NO. 14-11D-143  
AGENDA NO. 12, E.(1)

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 4, 2014  
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, 2015.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this day of , 2014 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.c.

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 these 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 Sheriffs 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.

**Amendments.**

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

**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.

**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 re-employment of laid off employees in other appropriate County positions.
(15) develop, operate and coordinate programs to improve employee effectiveness, training and career counseling.
(16) 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.
(17) establish standards and procedures to ensure uniformity in the application of discipline and the processing of employee grievances.
(18) conduct third step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.
(19) prepare and implement such forms, reports and procedures necessary to carry out the County human resources program.
(20) disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
(21) lead the County's negotiations with labor representatives, unless otherwise delegated by the County Board.
(22) investigate unemployment compensation claims and represent the County at unemployment compensation hearings.
(23) develop such regulations as necessary to carry out the intent of this Ordinance.
(24) establish a safety program to reduce the incidence of work related injuries and promote safety awareness.
(25) develop and maintain the County wide training program within budgetary limitations.
(26) administer and manage the County's Worker's Compensation program.

(27) insure that Department Work Rules are fairly designed and administered.

F. Department Heads. Department Heads shall:

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

(2) 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.

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

(4) maintain an employee service record for each employee.

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

(6) keep employees informed of current personnel policies.

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

(8) 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.

(9) 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.
A reclassification is the reassignment of a position from one existing class to another class to recognize a change in the duties and responsibilities of a position.

Reclassification requests shall normally be contained within the annual budget. In such situations, 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 reclassification requests. If a reclassification request is denied, the position shall not be reconsidered for reclassification until there is a significant change in the duties and responsibilities of the position. If, in exceptional cases, duties of a position change during a budget year, the County Board may approve a reclassification request upon the performance of a 185 audit and the recommendation of the Human Resources Director and County Administrator and with the confirmation of the County Board Staff Committee.

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. 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.

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.

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 review for audit conducted by the Human Resources Department.

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.

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.

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

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.
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.

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.
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. When an employee is appointed in an acting capacity, the employee will continue to receive the same step increases as provided under Section 6.

Probationary employees, with the exception of Probated Rehired Staff, will not be permitted to apply for other positions until they have completed six months of employment. In unusual circumstances, this requirement may be waived by the Department Head and Human Resources Director.

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.

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.

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.

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.

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

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.

**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.

**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.

**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.

**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.

**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,
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.

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.

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.

Pay Rate Adjustments.

The following actions shall affect the pay status of an employee:

(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.

(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.

(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.

(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.

(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. Pay rate for temporary assignment in accordance with the duties of the higher 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.

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.

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 [select 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 fol-
lowing Monday shall be observed.

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

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.

Any Youth Services Center Supervisors [select 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. If the employee works overtime during the hours of work on a holiday, employees are scheduled day off or the employee shall be entitled to compensatory days off with pay.

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 (prorated 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 floaters from the previous year.

The floating holiday may be taken upon at least 7 days advance notice. The floating holiday request will normally be approved, however, it may be denied by the Department Head, even with a 7 day advance notice, if granting the request would put the department, division, unit, or shift below the minimum staffing needs of the department, division, unit or shift. A floating holiday with less than 7 day notice may be granted in an emergency circumstance at the discretion of the Department Head or his/her designee. Employees are strongly encouraged to use their floating holiday prior to the last payroll period of the calendar year.

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.
Dental coverage will be provided consistent with coverage and copayments 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.

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.

Retirement.

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

Unemployment Compensation.

County employment is covered by Wisconsin Unemployment Compensation laws.

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>
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<tr>
<td>2 Years</td>
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<tr>
<td>19 Years</td>
<td>25 Days</td>
<td>&quot;</td>
</tr>
</tbody>
</table>

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 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.

1230 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 [24 hours] 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 [16 hours] for an employee's stepparent, stepchild, grandparents, or grandchildren.

c. Up to one day [8 hours] for an employee's sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece or nephew.

For those employees working on non-traditional schedules, they may only be able to use 8 hours per day and will have to make up the officer hour per day through other leave time (other bereavement, personal, sick leave). For example, someone working a 12-hour day schedule will only have one day (8 hours) in the case of a bereavement, and the employee will have to make up the extra 4 hours for that day.

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 jury 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.

18.511 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.

18.512 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.

18.513 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 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 five working days prior to the first date of attendance. In reasonable circumstances, the circumstances (procedures) noted above will be applied to 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 active duty for 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.

(2) 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.

18.514 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

18.515 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 sick leave usage
include but are not limited to:

a) it occurs before or after a holiday,

b) it occurs before or after a scheduled day off,
c) an employee takes sick leave in excess of three days which has not been reported to FMLA, or
d) 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.

(6) 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.

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

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

(9) 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.

(10) 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.

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.

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.

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 cannot 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.

18.602 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 employee's 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.

18.603 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.

18.604 County Residents (return of).

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

18.605 County Residence.

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

18.606 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.

18.607 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 involved in an investigation shall have the right to union representation at

preliminary, factfinding, and grievance hearings. Employees who choose to represent themselves will be allowed to have a representative of their choosing, who is not a supervisor

or manager, within Rich County. The representative will be limited to general

advice, the employee shall not be allowed to speak in place of the employee.

Disciplinary employees other than Department Heads shall be allowed to have a representative of their choosing, who is not a supervisor. 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. This section does not apply to the employee represented by an attorney.
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 slowdowns.

(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.

(p) Begetting or spreading false, malicious or derogatory statements or stories regarding fellow employees or the general public.

(q) Failure of or excess of professional judgment and of failure to perform to the standards set by the Department of General Services.

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

18.609 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.

18.614 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 cannot 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. The fact that 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 pre-employment physicals are required, they shall be conducted by a licensed physician at the County’s expense.

18.621 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.

18.622 Professional Liability Insurance.

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

18.623 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 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.

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.
1947 18.703 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.


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.

1966 18.705 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

1975 18.801 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).

1993 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.

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.

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) calendar days of the event giving rise to the grievance or within ten 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 calendar days meet and discuss the grievance with the employee and then reply in writing within three 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 days, present the grievance in writing to his/her Department Head. The Department Head, or his/her designee, shall, within five (5) calendar days, meet and discuss the grievance with the employee and then reply in writing within five (5) calendar 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 days, present the grievance in writing to the Human Resources Director. The Human Resources Director shall arrange to meet within ten (10) calendar 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 calendar 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 Officer (IHO).

In the event the decision of the Human Resources Director does not resolve the grievance, the employee may, within seven (7) calendar days, request a hearing before an Impartial Hearing Examiner Officer 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 an Impartial Hearing Examiner Officer. The Impartial Hearing Examiner Officer is not an employee of the County. The Impartial Hearing Examiner Officer is not an employee of any other county or municipality or retired human resources professional. If the employee requests a professional mediator and arbitrator, it shall be provided.

b. The Impartial Hearing Examiner Officer shall be impartial and may not have any prior knowledge of the grievance.

c. The Human Resources Director will contact the hearing examiner and schedule a hearing meeting with the employee and the Hearing Examiner Officer to discuss the grievance. The meeting shall occur within two weeks unless the Human Resources Director receives the request for the hearing. If the employee does not attend a scheduled meeting, the request for a hearing shall be considered withdrawn and no evidence obtained.

d. The Impartial Hearing Examiner Officer may determine the case by telephone, but any substantial evidence may include testimony. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and filing fee. The Impartial Hearing Examiner Officer may reschedule the hearing with permission of both parties.

e. The Impartial Hearing Examiner Officer, 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 Impartial Hearing Examiner Office 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 Impartial Hearing Examiner Office 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 Impartial Hearing Examiner Office 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 some 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.
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.

County Administrator.

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

Demotion.

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

Department Head.

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

Disciplinary Action.

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

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.).

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.

Eligibility List.

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

Employee.

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

Entrance Pay Rate.

The rate of pay a newly hired employee is assigned at commencement of employment.

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 is hired to perform a job for a determinate amount of time with a
specific ending date at the time of hire and who meets the qualifications to perform
the job. Limited Term Employees are not eligible to receive fringe benefits other than
Wisconsin Retirement System coverage. LTEs may be eligible for benefits.

An employee working as a Limited Term Employee may not work more than 30 hours per week.
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.

Pay Plan.

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

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.

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.

Position Description.

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

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.

Probationary Period.

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

Promotion.

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

Reallocation.

The reassignment 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 (eg. 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.

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 (eg. 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.

Regular Appointment.

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

Regular Employee.
12.E. (42)

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 period of time to do a specific function (example: cut the grass), which cannot cumulatively exceed a period of six (6) months in a calendar year. Seasonal Employees are not eligible to receive fringe benefits other than Wisconsin Retirement System coverage. Employees working as a Seasonal Employee cannot work more than 25 hours per week.

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 18.1004. 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.

18.1047 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.

18.1048 Termination.

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

18.1049 Transfer.

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

18.1050 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 10:30 a.m. and 2:30 p.m.
18.1051  Underslotting.

The filling of a vacant position at a lower classification.

18.1052  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.

18.1053  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).

18.1054  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

signature
Russell Podzini, Chair

signature
Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Russe

Mary Mawhinney

signature
Louis Peer

signature
Alan Sweeney

signature
Terry Thomas
LEGAL NOTE:

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

Jeffrey Kuglisch
Corporation Counsel

FISCAL NOTE:

Minimal fiscal impact.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS

COLIN BYRNEs INITIATED BY

JODI TIMMERMAN DRAFTED BY

PLANNING & DEVELOPMENT COMMITTEE

SUBMITTED BY

OCTOBER 17, 2014 DATE DRAFTED

AMENDING CHAPTER 4 PART 2 OF THE ROCK COUNTY ORDINANCE REGARDING THE ZONING OF SHORELands, CREATING 4.218, AND AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN ROCK COUNTY AND ALL 20 TOWNS IN ROCK COUNTY

WHEREAS, the Rock County Board of Supervisors supports the Farmland Preservation Program, and

WHEREAS, the goal of the Farmland Preservation Program is to preserve Wisconsin farmland through land use planning and zoning while also offering tax relief to farmland owners, and

WHEREAS, the Wisconsin Court of Appeals issued a recent decision in Hegwood v. Town of Eagle Zoning Board of Appeals, 351 Wis.2d 196, 839 N.W.2d 111 (2013), holding that towns do not have the authority to zone inside a county shoreland district, and

WHEREAS, landowners enrolled in the Farmland Preservation Program can only claim farmland preservation tax credits on land that is covered by a certified farmland preservation zoning ordinance, and

WHEREAS, the impact of the Hegwood decision is that landowners enrolled in the Farmland Preservation Program in towns currently under town zoning may not be able to claim the tax credit on land that is within the county shoreland district, unless action is taken to address this issue, and

WHEREAS, in order to preserve the tax credits for each landowner in Rock County in the Farmland Preservation Program, Rock County needs to amend Chapter 4 Part 2 of the Rock County Code to adopt and incorporate by reference the zoning ordinance for each town in Rock County, by text and map, to the extent that said town ordinance does not conflict with Chapter 4, Part 2, of the Rock County Code and Wisconsin Administrative Code section NR 115; and

WHEREAS, pursuant to Wis. Stat §59.692(4) and 66.0301, and by an intergovernmental agreement with each town in Rock County, the County will delegate administrative and enforcement authority for the incorporated terms of each town’s zoning ordinances back to each respective town upon incorporation of the town’s zoning ordinance into Rock County’s Shoreland Zoning Ordinance, and

WHEREAS, Rock County shall maintain administrative authority over Chapter 4, Part 2, Zoning of Shoreland, and

WHEREAS, this amendment to Chapter 4, Part 2, along with each intergovernmental agreement with the respective towns in Rock County shall be repealed on December 31, 2016, unless a legislative change allows for an earlier repeal or an extension is agreed upon by the parties,
NOW THEREFORE, BE IT ORDAINED by the Rock County Board of Supervisors duly
assembled this ___ day of __________ , 2014, that they amend Chapter 4 Part 2 of the Rock County
Ordinance regarding Zoning of Shorelands by creating 4.218 which reads as follows:

4.218 Town Zoning in Shoreland Zoning

(1) The County Board adopts and incorporates by reference, as if set forth in full, the town
zoning ordinances for each of the 20 respective towns in Rock County, by text and by
map as may be amended from time to time.

(2) The County Board authorizes the creation of an Intergovernmental Agreement with each
town in Rock County, pursuant to Wis. Stat. §§ 59.692(4) and 66.0301 for the purpose
of delegating the administration and enforcement of town zoning, as it relates to
shoreland areas, back to each respective town in Rock County.

(3) This subsection shall be repealed effective December 31, 2016, along with each
Intergovernmental Agreement, unless earlier repealed or extended upon the agreement
of the parties.

BE IT FURTHER ORDAINED, that the Rock County Board of Supervisors authorizes the
entering of an Intergovernmental Agreement with each town in Rock County, pursuant to Wis. Stat.
59.692(4) and 66.0301 for the purpose of delegating administration and enforcement of town zoning,
as it relates to shoreland areas, back to each respective town in Rock County. The County Board Chair
is authorized to enter into these agreements.

BE IT FURTHER ORDAINED that this amendment shall be effective upon passage and
publication.

Respectfully submitted:

PLANNING & DEVELOPMENT COMMITTEE

Alan Sweeney, Chair
Mary Mawhinney, Vice Chair
Wes Davis
Wayne Gustina
Jason Heidenreich

FISCAL NOTE:
Minimal fiscal impact.

Sherry Oll
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01, 59.02(2), 59.51, 59.692(4)
and 66.0301, Wis. Stats.

Jodi Timmerman
Deputy Corporation Counsel

Amending 4.2 Intergovernmental Agreement res
EXECUTIVE SUMMARY

In Hegwood v. Town of Eagle Board of Appeals, the Wisconsin Court of Appeals held that, except in limited circumstances, towns have no authority to zone shorelands. The impact of this decision is that towns cannot zone for farmland preservation inside the county shoreland district. Landowners can only claim farmland preservation tax credits on land that is covered by a certified farmland preservation zoning ordinance. As a result of Hegwood, property located in a Shoreland Area that had previously been in a certified Farmland Preservation Zoning District is no longer in a certified Farmland Preservation Zoning District and may no longer be eligible for farmland preservation tax credits.

The Wisconsin Counties Association, in conjunction with the Wisconsin Towns Association is recommending that counties adopt the pre-existing town zoning in shoreland in the county’s shoreland zoning by text and may reference, and enter into an agreement assigning the administration of town zoning in shoreland areas to each respective town.

The intent of this resolution is to assure that landowners enrolled in the Farmland Preservation Program continue to be eligible to receive tax credits. Additionally, it is intended that the county and each town will continue to administer and enforce zoning as has been done prior to the Hegwood decision.

The Wisconsin Counties Association and the Wisconsin Towns Association have expressed an intent to seek a legislative solution to this issue in 2015. If and when this occurs, this amendment would be repealed.
ORDINANCE NO. 14-11D-145

AGENDA NO. 12.G.(1)

ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS

PUBLIC WORKS COMMITTEE
INITIATED BY
Benjamin J. Coopman
DRAFTED BY

PUBLIC WORKS COMMITTEE
SUBMITTED BY
November 3, 2014
DATE DRAFTED

AUTHORIZING THE CREATION OF THE WEIGHT LIMITS FOR IMPLEMENTS OF HUSBANDRY ORDINANCE (SECTION 3.112)

1. WHEREAS, Wis. Act 377 of 2013 under Sec. 348.15(9)(f)1. provides that there is no weight limitation per wheel, axle, or group of axles for Category B Implements of Husbandry as defined in Sec. 340.01(24)(a).1.b., but does apply gross vehicle weight limitations to these vehicles, and;

2. WHEREAS, Sec. 348.15(9)(f)1., Wisconsin Statutes, authorizes the municipality or county to require compliance with axle weight limitations established under Sec. 348.15(3)(g) for Category B Implements of Husbandry on all highways under its jurisdiction.

3. The Rock County Board of Supervisors at its regular meeting this ___ day of __________, 2014, does ordain as follows:

4. That section 3.112 of the Code of Ordinances of Rock County is hereby renumbered as section 3.113.

5. That sec. 3.112 of the Rock County Code of Ordinances is hereby created to read as follows:

3.112 Weight Limits

1. Implements of Husbandry

(a) Class A Highway

1. Category B Implements of Husbandry is defined by Sec. 340.01(24)(a).1.b., Wisconsin Statutes.

2. Pursuant to Sec. 348.15(9)(f) Wisconsin Statutes, all Category B Implements of Husbandry may not exceed the weight limits imposed by Chapter 348.15(3)(g), Wisconsin Statutes.

3. In order to exceed the length and/or weight limitations on county highways, a no-fee permit shall be applied for from the County.

4. Pursuant to Sec. 348.27(19)(b).4.m.a., Wisconsin Statutes, in the event an application for a no-fee permit is made for a Category B Implement of Husbandry, and the application is denied specifically as to applicant’s proposed route, the County is required to provide an approved alternate route, which may include highways that are non-county highways if prior approval has been given to the County by the jurisdiction of the non-county highway over that jurisdiction’s alternate routes for operation of Category B Implements of Husbandry.

2. Section 3.112 shall become effective January 1, 2015, and shall remain in effect until rescinded by further action of the Rock County Board of Supervisors.

Respectfully Submitted:

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice Chair

Eva Arnold

Brenton Driscoll

Rick Richard

Authorizing section 3.112
Authorizing the Creation of the Weight Limits for Implements of Husbandry Ordinance (Chapter 3.112)
Page 2

FISCAL NOTE:

No fiscal impact.

\[Signature\]
Sherry Oja
Finance Director

LEGAL NOTE:

This action is authorized by sec. 59.02(2), Wis. Stats.

\[Signature\]
Jerome A. Long
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

\[Signature\]
Josh Smith
County Administrator
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Land Conservation Committee
INITIATED BY

Thomas Sweeney
DRAFTED BY

Land Conservation Committee and
Board of Health
SUBMITTED BY

November 4, 2014
DATE DRAFTED

SUPPORT FOR A FULL ENVIRONMENTAL IMPACT STATEMENT
AND INCREASE PUBLIC HEARINGS FOR THE
ENBRIDGE ENERGY, LIMITED PARTNERSHIP LINE 61 EXPANSION

WHEREAS, Enbridge Energy, Limited Partnership (Enbridge Energy) constructed two pipelines through the eastern part of Rock County in 2008 and commenced operation in 2009, consisting of, a forty two inch (42") pipeline, hence forth referred to as Line 61, primarily moves heavy crude oil, (Diluted Bitumen), in a southerly direction and a twenty inch (20") pipeline, hence forth referred to as Line 13, which moves Diluents in a northerly direction; and,

WHEREAS, Enbridge Energy, acquired all necessary permits from the Federal, State, and Local governments for said construction and operation of the aforementioned pipelines; and,

WHEREAS, Enbridge Energy, has recently proposed to increase the volume of materials moved through Line 61 (Diluted Bitumen) to established markets from five hundred and sixty thousand (560,000) barrels per day to one million two hundred thousand (1,200,000) barrels per day in the southern direction. No increase in the volume of diluents moved north through Line 13 back to the point of origin is planned at this time; and,

WHEREAS, to accomplish the goal of increasing the volume of product moved through aforementioned pipeline, Enbridge Energy must construct numerous new pump stations and upgrade existing pump stations along the pipeline corridor, which transverses the State of Wisconsin from Superior through the eastern portion of Rock County to mid state Illinois; and,

WHEREAS, Enbridge Energy completed and submitted an Environmental Assessment (EA) of stated new construction as required by the Wisconsin Department of Natural Resources (DNR) and Army Corp of Engineers, and the DNR conducted three (3) public hearings and issued required permits for this project; and,

WHEREAS, The EA as required by the National Environmental Policy Act for certain projects that are likely to "significantly affect the quality of the human environment". The EA is the tool that determines if a full Environmental Impact Statement (EIS) is required. The EA for this proposed project only recognizes the construction impacts of said upgrades and air quality components at the Enbridge Energy’s Superior Facility and does not recognize or address any impacts from potential pipeline failures on the Natural Resources, Farmland, and/or Human Health, Safety, and Welfare of residents in Rock County or the State of Wisconsin as directly related to the Enbridge Energy proposal; and,

WHEREAS, The Land Conservation Committee met on October 15, 2014 to gather information regarding Enbridge Energy’s proposed project and possible ramifications to the increase flow rates and pressures in line 61; and,

WHEREAS, The Land Conservation Committee concluded and firmly believes that a full EIS should have been completed which identifies the impacts from the construction of needed improvements to increase the product movement, but also identify and address environmental impacts from potential pipeline failures to the Natural Resources and Farmland and address issues associated with Human Health, Safety, and Welfare of the residents of Rock County and the State of Wisconsin.
NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ______ day of ________, 2014, urges the State of Wisconsin Department of Natural Resources to undertake a full EIS of the Enbridge Energy’s aforementioned pipelines and conduct further public hearings and information meetings along the pipeline corridor. In addition, if any further pipeline projects are proposed for the State of Wisconsin, require a full EIS for construction, operation and potential failure of said improvements and increase the number of public hearings and or public informational meetings along the proposed project areas.

BE IT FURTHER RESOLVED that the County Clerk forward this Resolution to Wisconsin Governor Scott Walker; Secretary of the Department of Natural Resources, Cathy Stepp; Representative for Senate District 11 (vacant); Senator Tim Cullen; Representative Andy Jorgensen; Representative Deb Kolste; Representative Amy Loudenbeck; and Representative Janis Ringhand.

Respectfully submitted,

Land Conservation Committee

Richard Bostwick, Chair

Alan Sweeney, Vice Chair

Thomas Brien

Wes Davis

Jason Dowd

Rick Richard

David Rebout

Larry Wiedenfeld

Board of Health

Sandra Kraft, Chair

Louis Peer, Vice Chair

Richard Bostwick

Greg Addie

Dr. Keith Konkol

Dr. Dean Peterson, DVM

Eric Gresens, RPh

Judith Wade

Connie Winter, DDS

FISCAL NOTE:

No fiscal impact

Sherry Oll, Finance Director

LEGAL NOTE:

Advisory only.

Josh Smith, Administrator

Jeffrey S. Kuglitsch, Corporation Counsel
SUPPORT FOR A FULL ENVIRONMENTAL IMPACT STATEMENT AND INCREASE PUBLIC HEARINGS FOR THE ENBRIDGE ENERGY, LIMITED PARTNERSHIP LINE 61 EXPANSION

EXECUTIVE SUMMARY

Enbridge Energies constructed a new crude oil pipeline through the eastern part of Rock County which runs from Superior, Wisconsin to Northern Illinois. Enbridge Energies seeks to expand Line 61 from the initial flow rate of 560,000 barrels per day to a proposed 1.2 million barrels per day. The material transported in this pipeline is primarily a heavy crude oil, referred to as Bitumen, which must be diluted with lighter hydrocarbon products to flow. Some refer to this material as oil sands or tar oil, but the proper name is Bitumen. Once the Diluted Bitumen has reached the refinery, the Diluent is removed from the product and returned through a sister pipeline, Line 13 back to its point of origin for further use.

Enbridge has acquired all necessary permits to construct and operate the pipeline from the Federal, State, and Local Governments. The US Department of Transportation Pipeline and Hazardous Materials Safety Administration oversees the construction and operation of the pipeline, the Army Corp of Engineers issued permits under the Clean Water Act, the Wisconsin Department of Natural Resources (DNR) issued permits for all waterway crossings, which include all surface water and wetlands and air quality permits for updating the Superior terminal, and the local units of government issue CUP’s for the construction of the pump facilities and the County issues an Erosion Control and Storm Water Management Permit.

As part of the permitting process, the DNR required Enbridge Energies to submit an Environmental Analysis (EA) as required under the National Environmental Policy Act. The EA is required for certain projects that are likely to "significantly affect the quality of the human environment". The EA is the tool that determines if a full Environmental Impact Statement (EIS) is required. The EA for this proposed project only recognizes the construction impacts of said upgrades and air quality components at the Enbridge Energy Superior Facility and does not recognize or address any impacts from potential pipeline failures on the Natural Resources, Farmland, and/or Human Health, Safety, and Welfare of the residents in Rock County or the State of Wisconsin as directly related to the Enbridge Energy proposal.

Enbridge operates many pipelines throughout the eastern United States since the early sixties and has had numerous pipeline failures, which release large volumes of heavy crude hydrocarbons. Cleanup of this product is very complex and daunting. Impacts from said failures, to land and water resources, have heightened concerns amongst numerous Local Units of Government and citizens of Wisconsin. Short term human exposure to the numerous chemicals found in this product, as long term exposure as defined by the CDC as greater than one year, have resulted in health issues in some instances.

A large oil spill occurred in July 2010 near Marshall, Michigan as the result a ruptured pipeline. Costs associated with the clean up of this large oil spill have surpassed $1 billion. The timeframe for the cleanup has surpassed three years to complete. Many families were displaced as a direct result of this failure. Other failures have also occurred in Wisconsin and other states where Enbridge owns and operates pipeline systems in the recent past.

The Land Conservation Committee conducted an informational meeting on October 15, 2014 and concluded that due to the nature of the materials moved through Line 61 and it's sister line, the DNR should have required a full Environmental Impact Statement and conducted more public hearings along the pipeline corridor.

This resolution, being advisory in nature, urges the State of Wisconsin Departments of Natural Resources to undertake a full EIS of the Enbridge Energy's Line 61 and the sister pipeline and conduct further public hearings and information meetings along the full pipeline corridor. In addition if any further pipeline projects are proposed for the State of Wisconsin, require a full EIS for construction, operation and potential failure of said improvements and increase the number of public hearings and or public informational meetings along the proposed project areas.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health INITIATED BY Karen Cain DRAFTED BY

November 5, 2014 DATE DRAFTED

RECOGNIZING ROGER EYCHANER, R.S. II FOR SERVICE TO ROCK COUNTY

WHEREAS, Roger Eychaner, R.S. II began employment at the Rock County Health Department on June 6, 1988; and,

WHEREAS, Roger Eychaner, R.S. II retired from the Rock County Health Department on November 30, 2014; and,

WHEREAS, Roger Eychaner, R.S. II has provided Environmental Health Services to Rock County residents for 26.5 years; and,

WHEREAS, Roger Eychaner, R.S. II has made a contribution in many Environmental Health areas that protect the health of the public including Food Safety and Public Lodging inspections, Mobile Home Park inspections, Tattoo Shop inspections, and Recreation and Educational Camp inspections.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this ______ day of __________, 2014, does hereby thank Roger Eychaner for his dedication and contributions to the citizens of Rock County; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Roger Eychaner with the Rock County Board of Supervisors’ best wishes for his retirement.

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft, Chair

Louis Peer, Vice Chair

Gregory Addie

Richard Bostwick

Dr. Keith Konkol, M.D.

Dr. Dean Peterson, DVM

Dr. Connie Winter, DDS

Judith Wade, WHNP

Eric Gresens, R.Ph

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Joy Hussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Lori R. Bienema
INITIATED BY

Public Safety and Justice Committee
SUBMITTED BY

RESOLUTION NO. 14-12A-168
AGENDA NO. 12-J. (1)

Lori R. Bienema
DRAFTED BY

December 1, 2014
DATE DRAFTED

RECOGNIZING ELDRED MIELKE FOR SERVICE TO ROCK COUNTY

WHEREAS, Eldred Mielke was independently elected as Clerk of Circuit Court Elect of Rock County on November 5, 1996; and,

WHEREAS, Eldred Mielke took oath of office as Clerk of Circuit Court of Rock County on January 6, 1997; and,

WHEREAS, Eldred Mielke is a constitutional officer who works in close cooperation with the chief judges, district court administrators, and staff of the Director of State Courts Office; and,

WHEREAS, Eldred Mielke, for 18 years, has faithfully and impartially discharged the duties of Clerk of Circuit Court in accordance with §59.40 of the Wisconsin State Statutes; and,

WHEREAS, Eldred Mielke will retire as Clerk of Circuit Court of Rock County on January 2, 2015; and,

WHEREAS, the Clerk of Circuit Court of Rock County staff and the Public Safety and Justice Committee wishes to recognize Eldred Mielke for service and significant contributions to Rock County.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ______ day of __________, 2014, does hereby recognize Eldred Mielke for his 18 years of faithful service and extends its best wishes to him in his future endeavors; and,

BE IT FURTHER RESOLVED, that the County Clerk of Rock County be authorized and directed to furnish a copy of this resolution to Eldred Mielke.

Respectfully submitted:

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver, Chair

Henry Brill, Vice Chair

Terry Fell

Brian Knudson

Larry Wiedenfeld
COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas
RESOLUTION NO. 14-12A-169

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
SUBMITTED BY

Worker's Compensation Loss Control Consulting Services for 2015 and 2016

WHEREAS, Willis of Wisconsin currently provides loss control consulting services to assist Rock County in complying with safety regulations and reducing workers compensation losses; and,

WHEREAS, the Human Resources Department is charged with overseeing the County's safety compliance efforts as well as the workers compensation program; and,

WHEREAS, these activities require the assistance of consultants who possess particular expertise in furthering such efforts;

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ______ day of __________, 2014, hereby contracts with Willis of Wisconsin for loss control consulting services for 2015 and 2016 at the rate of $40,500 per year.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair
Sandra Kraft, Vice Chair
Mary Beaver
Brent Fox

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair
Sandra Kraft, Vice Chair
Eva Arnold
Henry Brill
Betty Jo Bussie
Mary Mawhinney
Louis Peer
Alan Sweeney
Terry Thomas
Worker’s Compensation Loss Control Consulting Services for 2015 and 2016
Page 2

LEGAL NOTE:

County Board is authorized to take this action pursuant to sec. 59.01 & 59.51, Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

Sufficient funding has been requested in the 2015 budget and will need to be included in the 2016 budget for the cost of this contract.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Dave O'Connell, HR Director
INITIATED BY

County Board Staff Committee
SUBMITTED BY

Amy Spoden, HR Manager
DRAFTED BY

November 19, 2014
DATE DRAFTED

TO PROVIDE SINGLE HEALTH INSURANCE COVERAGE FOR ALL PART-TIME UNILATERAL EMPLOYEES

WHEREAS, the cost of health care continues to increase, and
WHEREAS, budgetary constraints require that every effort be made to control costs wherever possible, and
WHEREAS, one method of controlling costs is to prorate the County's contribution to employee health coverage to be commensurate with the employee's Full Time Equivalency (FTE), and
WHEREAS, Rock County needs to comply with the requirements under the Affordable Care Act; and
WHEREAS, employees holding positions with an FTE of 0.5 or greater are currently eligible for a prorated % contribution toward their health coverage.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this day of , 2014 does hereby authorize that non-represented employees hired after September 1, 2009 into positions with an FTE of 0.5 or greater but less than 1.0 FTE Rock County will provide single coverage health insurance. If the employee chooses to select employee and spouse, employee and child, or family coverage, the employee will pay a prorated share of the premium difference between single coverage and the coverage of their choice based on their FTE.

BE IT FURTHER RESOLVED, that the proration of health contribution shall not apply to employees of the County as of September 1, 2009 who maintain continuous service with the County.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzini , Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas
TO PROVIDE SINGLE HEALTH INSURANCE COVERAGE FOR ALL PART-TIME UNILATERAL EMPLOYEES
Page 2

FISCAL NOTE:
This resolution authorizes the County to provide single coverage health insurance to non-represented employees hired after September 1, 2009 with an FTE of .5 for greater. Currently these staff members pay a prorated portion of their health insurance. The estimated cost in 2015 for this change is $2,418.

Sherry Oja
Finance Director

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

Jeffrey S. Koglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
EXECUTIVE SUMMARY

Since September 1, 2009, Unilateral employees holding positions with an FTE of 0.5 or greater have been paying a prorated premium contribution toward their health coverage. Due to the Affordable Care Act, Rock County must provide health insurance coverage to employees that meets the minimum essential coverage and is affordable. Rock County’s Health Plan current exceeds the minimum essential criteria. To meet the affordability requirement, Rock County had to make a change to the Health Insurance language in the Administrative Policy and Procedure Manual. This change provided single coverage to all benefit eligible part time AFSCME 1258 employees at no cost, and then the employee must pay the difference between single coverage and the level of coverage that they elect based on their FTE.

By taking this action, we will meet both the affordability requirement and the minimum essential coverage criteria under the Affordable Care Act and maintain Rock County’s goal to keep benefits equal across all employee groups.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY

Sue Prostko
DRAFTED BY

Health Services Committee
SUBMITTED BY

November 11, 2014
DATE DRAFTED

RECOGNIZING JULIE APTED FOR SERVICE TO ROCK HAVEN

WHEREAS, Julie Apter has served the citizens of Rock County over the past 27 years, 2 months as a dedicated and valued employee of Rock County; and,

WHEREAS, Julie Apter began her career with Rock Haven as a Certified Nursing Assistant on September 22, 1987; and,

WHEREAS, Julie Apter has worked diligently in that position until her retirement on December 1, 2014; and,

WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to commend Julie Apter for her long and faithful service.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this day of , 2014 does hereby recognize Julie Apter for her 27 years, 2 months of service and extend their best wishes to her in her future endeavors; and,

BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of this resolution to Julie Apter.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Billy Bob Grah, Chair

Norvin Pleasant, Vice Chair

Terry Fell

Brenton Driscoll

Linda Garrett

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY

Health Services Committee
SUBMITTED BY

Sue Prostko
DRAFTED BY

November 11, 2014
DATE DRAFTED

RECOGNIZING VICKI NEUMUELLER FOR SERVICE TO ROCK HAVEN

WHEREAS, Vicki Neumueller has served the citizens of Rock County over the past 30 years, 6 months as a dedicated and valued employee of Rock County; and,

WHEREAS, Vicki Neumueller began her career with Rock Haven as a Registered Nurse on May 29, 1984; and,

WHEREAS, Vicki Neumueller accepted a Nursing Supervisor position on August 24, 2008; and,

WHEREAS, Vicki Neumueller has worked diligently in that position until her retirement on December 3, 2014; and,

WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to commend Vicki Neumueller for her long and faithful service.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ______ day of ______, 2014 does hereby recognize Vicki Neumueller for her 30 years, 6 months of service and extend their best wishes to her in her future endeavors; and,

BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of this resolution to Vicki Neumueller.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Billy Bob Grahn, Chair

Norvain Pleasant, Vice Chair

Terry Fell

Brenton Droscoll

Linda Garrett

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Dave O’Connell
INITIATED BY

County Board Staff Committee
SUBMITTED BY

Dave O’Connell
DRAFTED BY

December 3, 2014
DATE DRAFTED

To Recognize Sue Zastoupil
For Twenty-eight Years of Service to Rock County

WHEREAS, Sue Zastoupil has given the citizens of Rock County 28 years of dedicated public service; and,

WHEREAS, in November of 1986 Sue began her employment with Rock County as a part time Secretary in the Human Resource’s Office located in the Health Care Center, and subsequently in 2002 moved to a full time Secretary position in the Human Resources Department at the Courthouse, and has served in that position until her retirement on January 2, 2015; and,

WHEREAS, Sue’s knowledge of the office, attention to detail, and pleasant personality will be greatly missed by the Human Resources Department, and her many coworkers; and,

WHEREAS, the Rock County Administrator and Human Resource Director, the Rock County Board Staff Committee, with the Rock County Board of Supervisors, representing the citizens of Rock County, wish to recognize Sue Zastoupil for her significant contributions to the Human Resources Department, and to the citizens of Rock County, and to thank her for her many years of valued service.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this day of __________, 2014, does hereby recognize Sue Zastoupil for her 28 years of dedicated service and extends its sincere expression of appreciation to Sue along with best wishes for the future; and,

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to Sue Zastoupil.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas
TO RECOGNIZE NANCY BRIKOWSKI

WHEREAS, Nancy Brikowski has served the citizens of Rock County for over thirty-four (34) years as a dedicated and valued employee of Rock County; and

WHEREAS, Nancy Brikowski began her career on February 13, 1980 as an Income Maintenance worker in the Economic Support division where she assisted all types of clients in pursuing financial benefits. After a brief time there, Ms. Brikowski took a position in the Single Parent Family Services unit where one-half of her caseload was working with single parents and teaching them good parenting skills and assisting them to find childcare while they pursued additional education; the other one-half of her caseload was working with families to support them in meeting their daily needs when times were tough. In 1982, Ms. Brikowski began working as the Court Services worker assisting with guardianships, court ordered protective placements, and WATTS reviews. In 1983, Ms. Brikowski moved to the General Intake unit where she took calls and followed up on neglected children. Ms. Brikowski also completed home studies on families and children who were placed in foster care. After working in this capacity for several years, Ms. Brikowski then began working in the Youth Aids unit. While there, she maintained a caseload of 12-17 troubled teenagers in the juvenile system; helping children who were run-away’s, pregnant, in/out of foster care, and who had alcohol and drug issues. Ms. Brikowski then became the Foster Care Coordinator in this unit; certifying homes who took in these troubled teenagers. In 1991, Ms. Brikowski took her final position with Rock County, by moving to the Long Term Support (LTS) division. She began in LTS taking intake calls and then later doing both intake and case managing the ongoing elderly and disabled-adult cases. Ms. Brikowski worked in LTS for over twenty years, assisting vulnerable adults by connecting them to the services and supports they needed in order to remain independent in their homes; and

WHEREAS, her compassion over the years to help young children and teenagers out of difficult situations, and frail elders and individuals with disabilities to remain in the community, has benefited many people in Rock County. Ms. Brikowski will be retiring from Rock County Department of Human Services on January 5, 2015; and

WHEREAS, Nancy Brikowski has proven herself to be an empathetic, kind, and caring employee, advocating on behalf of Rock County residents; and

WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to recognize Nancy Brikowski for her achievements and significant contributions to the citizens of Rock County and her lifelong and faithful service.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this ______ day of __________, 2014, does hereby recognize Nancy Brikowski for her 34 years of service and extend best wishes to her in her future endeavors; and

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to Nancy Brikowski.
RECOGNIZING NANCY BRIKOWSKI
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Respectfully submitted,

ROCK COUNTY HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

Linda Garrett

William Grahn

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas
RECOGNIZING KATHLEEN VOELZ

WHEREAS, Kathleen Voelz has served the citizens of Rock County for over thirty-eight (38) years as a dedicated and valued employee of Rock County; and

WHEREAS, Kathleen Voelz began her career on July 26, 1976 as a Financial Aid worker in the Economic Support Division. Ms. Voelz assisted families applying for the “Aid to Families with Dependent Children” (AFDC) program. In January 1979 Ms. Voelz took a position in the Child Protected Services Division. During her time there, she worked in both the intake and ongoing unit with the children and families affected by child abuse and neglect. Later, this unit split and Ms. Voelz worked solely in the ongoing unit; developing relationships with families and supporting them to make better decisions for a more stable future. After working in this capacity for ten years, Ms. Voelz then took a position in the Adult Services Division in January 1989. As a social worker in this division Ms. Voelz worked predominately with the Basic County Allocation and COP funds to support elderly and disabled adults in the community. Later, the Adult Services programs grew into Long Term Support and additional Waiver funds were provided by the State of Wisconsin to serve more people. Ms. Voelz carried a case load of adults in Long Term Support for twenty-five years and helped hundreds of people with disabilities remain independent in their homes; and

WHEREAS, her compassion to assist frail elders and individuals with disabilities has benefited many people in the community. Ms. Voelz will be retiring from Rock County Department of Human Services on October 10, 2014; and

WHEREAS, Kathleen Voelz has proven herself to be an empathetic, kind, and caring employee, advocating on behalf of Rock County residents; and

WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to recognize Kathleen Voelz for her achievements and significant contributions to the citizens of Rock County and her lifelong and faithful service.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this ______day of ____________, 2015 does hereby recognize Kathleen Voelz for her 38 years of service and extend best wishes to her in her future endeavors; and

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to Kathleen Voelz.
Respectfully Submitted,

ROCK COUNTY HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

Linda Garrett

William Grahn

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

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Terry Thomas