ROCK COUNTY BOARD OF SUPERVISORS’ MEETING
THURSDAY, NOVEMBER 15, 2012 – 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
6. PUBLIC HEARING

A. Amending the County’s Personnel Ordinance (First Reading)

7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION

A. Appointments to Developmental Disabilities Board
B. Appointment to Veterans Service Commission
C. Appointment to Village of Orfordville Joint Review Board for TIF District #3

9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS

A. UW-Rock County Master Plan – Dean Carmen Wilson and Joe Stadelman, Angus Young & Associates

11. UNFINISHED BUSINESS
12. NEW BUSINESS

A. Supplementary Appropriations and Budget Changes - Roll Call
   1) Authorizing Acceptance of 2013 Highway Safety Project Grants
   2) Amending the Sheriff’s 2012 Budget to Use Equitably Shared Funds – TLO and Lexipol
12. NEW BUSINESS

3) Authorizing Receipt of Additional Funding for the Wisconsin Department of Natural Resources Grant for Beloit Area Sewer Service Area Planning, and Amending the 2012 Planning and Development Agency Budget

NOTE: Items 12.A.1., 12.A.2. and 12.A.3. will be considered by the Finance Committee on November 15, 2012

4) Amending the 2012 Council on Aging Budget to Adjust for Nutrition Services Incentive Program Allocation

NOTE: Item 12.A.4. will be considered by the Finance Committee on November 15, 2012 and Educations, Veterans & Aging Services Committee on November 15, 2012

5) Amending the 2012 Human Services Department Budget to Accept Additional Funding for Disproportionate Minority Contact

NOTE: Item 12.A.5. will be considered by the Human Services Committee on November 14, 2012 and Finance Committee on November 15, 2012

6) Amending the 2012 Motor Pool Budget and Purchase Authorization

NOTE: Item 12.A.6. will be considered by the Finance Committee on November 15, 2012

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

1) Authorizing Purchase of Personal Computers in the 2012 Budget
2) Authorizing Purchase of Computer Equipment in the 2012 Budget
4) Authorizing Purchase of CareTracker Software System for Rock Haven
5) Authorizing Purchase of Hitachi Data Systems Expansion Tray and Disk Drives


7) Awarding Contract for Courier Services

NOTE: Items 12.D.6. and 12.D.7. will be considered by the Human Services Committee on November 14, 2012 and Finance Committee on November 15, 2012
12. NEW BUSINESS

8) Awarding Contract for Cropland Lease at Rock County Farm

NOTE: Item 12.D.8. will be considered by the Agriculture and Extension Education Committee on November 14, 2012 and Finance Committee on November 15, 2012

9) Approving Reinsurance Contract for Stop-Loss Coverage

NOTE: Item 12.D.9. will be considered by the Finance Committee on November 15, 2012

E. Authorization to Approve the GOEX Corporation Option to Purchase 5 Acres of the Rock County Farm

NOTE: Item 12.E. will be considered by the County Board Staff Committee on November 13, 2012

F. Approving Easement with Alliant Energy on County Farm Property

NOTE: Item 12.F. will be considered by the County Board Staff Committee on November 13, 2012 and Agriculture and Extension Education Committee on November 14, 2012

G. Approving Additional Contingency Funding for Rock Haven Facility Replacement Project

H. Authorizing Overlap of Positions for Department of Public Works, Highway Division

I. Recognizing Don Barnes for His Service to Rock County

NOTE: Items 12.H. and 12.I. will be considered by the County Board Staff Committee on November 13, 2012

J. Declaring the Month of November “Pancreatic Cancer Awareness Month” in Rock County

K. Worker’s Compensation Loss Control Consulting Services for 2013 and 2014

NOTE: Item 12.K. will be considered by the County Board Staff Committee on November 13, 2012 and Finance Committee on November 15, 2012

L. Authorizing Funding for University of Wisconsin Rock County Energy Conservation Project

NOTE: Item 12.L. will be considered by the General Services Committee on November 15, 2012
12. NEW BUSINESS

M. Approval of Revised Rock County Council on Aging Drug and Alcohol Testing Policy

NOTE: Item 12.M. will be considered by the Education, Veterans and Aging Services Committee on November 15, 2012

13. ADJOURNMENT
APPOINTMENT TO DEVELOPMENTAL DISABILITIES BOARD

POSITION: Member of the Developmental Disabilities Board

AUTHORITY: Wis. Stats. 51.437

TERM: Three Years Ending December 31, 2015

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

PRESENT MEMBER: Nancy Lannert
Bridger Rolek

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Nancy Lannert
225 Forest Lake Drive
Milton, WI 53563

Bridget Rolek
427 W. Church Street
Evansville, WI 53536

EFFECTIVE DATE: November 15, 2012
APPOINTMENT TO VETERANS SERVICE COMMISSION

POSITION: Member of the Veterans Service Commission

AUTHORITY: Chapter 449, Wisconsin Statutes 45.81

TERM: Three Years – 1/1/13-12/31/15

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

PRESENT MEMBER: Jarrett Goodman

CONFIRMATION: No, For Information Only

NEW APPOINTMENT: Jarrett Goodman
6706 E. Hwy 59
Milton, WI 53563

EFFECTIVE DATE: January 1, 2013
APPOINTMENT TO THE VILLAGE OF ORFORDVILLE JOINT REVIEW BOARD FOR TAX INCREMENTAL FINANCING DISTRICT NO. 3

POSITION: Member of TIF District No. 3

AUTHORITY: Wis. Stats. 66.1105(4)

TERM: Indefinite

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

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Brian Knudson
14934 W. Dorner Road
Brodhead, WI 53520

EFFECTIVE DATE: November 15, 2012
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 14, 2012
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, 2013.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this ___ day of __________, 2012 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:

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.
6.A.(2)

(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.

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 cause 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 excluded 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.

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.
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.

Department Work Rules.

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

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.

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.

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

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.

18.112 Responsibilities and Authority.

A. County Board. The County Board shall:

1) approve the annual County budget, including requests for personnel adjustments.

2) review and approve County Personnel Ordinance and amendments.

3) confirm department head appointments made by the County Administrator.

4) delegate such duties to the County Board Staff Committee as necessary.

5) hear grievance appeals as outlined in Section 18.806.

B. County Board Staff Committee. The County Board Staff Committee shall:

1) advise the County Administrator on matters concerning implementation of Personnel Ordinance

2) review proposed Personnel Ordinance and amendments as developed and recommended by the Human Resources Director and make recommendations to the County Board for consideration and legislative action

3) perform other related duties as assigned by the County Board

C. County Board Governing Committees. Each Governing Committee shall:

1) review all appointments made by the County Administrator as provided in Section 18.112(D)(1) and make such recommendations to the Board as appropriate

D. County Administrator. Except as prohibited by State and federal law, the County Administrator shall:

1) appoint and remove all Department Heads, subject to the provisions of Section 18.107.
(2) advise the Governing Committee of the final interview schedule of the best-qualified applicants. The Governing Committee may participate in the scheduled interviews.

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

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

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

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

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

(7) administer the Personnel Ordinance adopted by the County Board.

(8) establish, maintain and coordinate personnel transactions and records management for all County employees and positions.

(9) 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.

(10) advise and assist Department Heads on all County Personnel transactions and records management systems and procedures.

(11) notify the payroll section of all relevant changes.

(12) review appointments and removal of personnel to County positions pursuant to Section 18.607.

(13) maintain complete employment and performance records of all County employees.

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

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

(16) develop and maintain the Classification Plan.

(17) develop and administer the recruitment and selection program.

(18) 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.

(19) monitor temporary and overtime assignments.

(20) 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.

(21) develop, operate and coordinate programs to improve employee effectiveness, training and career counseling.

(22) 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 18.204 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.
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

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.

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.

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.

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.

Reclassification Requests.

A reclassification is the re-assignment 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 for one year, or until the next budget 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 an 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 re-assignment 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 responsibilities of the position.

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

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

18.207 Reorganization of Department.

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

18.208 Position Description Questionnaires.

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

18.209 Review of Classification Plan.

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

18.210 Underlotting.

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

18.211 Upgrade.

Upgrades shall be part of the annual budget process. Prior to approval of the budget, the Human Resources Department shall audit the position and make a written recommendation to the County Administrator who shall then recommend approval or denial of the upgrade request. If an upgrade request is denied, the position shall not be reconsidered for upgrade until the next budget cycle there is a significant change in the duties and responsibilities of the position.

An upgrade may occur after a re-evaluation of the duties of a position indicate that a higher level of skills or duties is required to perform the duties of the position. An upgrade may be to an existing classification or position or require the creation of a new classification or 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 and will be consistent with merit selection hiring.

SECTION 3

RECRUITMENT AND SELECTION

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

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

(a) **Job Announcements and Publicity.**

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

(b) **Application Form.**

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

(c) **Rejection of Applications.**

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

1. does not meet the minimum qualifications established for the position
2. provides any false or misleading information in the application process
3. is physically, mentally or otherwise unable to perform the duties of the position, as permitted under applicable state and federal laws
4. has been convicted of a crime, which renders him/her unsuitable for the position, as permitted under applicable state and federal laws
5. is not within the legal age limits prescribed for the position or for County employment
6. has established an unsatisfactory employment record, which demonstrates unsuitability for the position
7. is a member of an organization, which advocates the violent overthrow of the government of the United States
8. based on job related factors, is found by the Human Resources Director to be clearly unsuitable for the position for which he/she has applied

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

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

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

18.302 **Relocation Expense.**

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

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

(a) Selection Devices.

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

(b) Confidentiality.

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

18.304 Eligibility Lists.

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

(a) Layoff List for unilateral employees.

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

(b) Open Competitive and Promotional Eligibility.

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

(c) Duration of Eligibility Lists.

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

(d) Removal of Candidates from Eligibility Lists.

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

1. receives a regular appointment to a position in the same class or another class having the same or higher pay grade.

2. files a written statement indicating unwillingness to accept appointment.

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

4. fails to respond within a specified time period to any official written inquiry regarding relative availability.
(5) fails to report for an interview or for duty at the time specified by the Human Resources Director or appointing authority.

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

(7) factors covered under Section 18.301.

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

18.305 Certification and Appointment.

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

Appointment of Eligible Candidates.

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

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

18.306 Probationary Period.

Except for Department Heads and the County Administrator, original appointments to all regular positions shall be made with a Probationary Period of six-one calendar months year, except when by the nature of the work an employee cannot be evaluated effectively in six months, the Probationary Period may be for a period of one year.

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

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

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

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

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

(5) An employee appointed to a position in an acting capacity by the County Administrator and subsequently selected as the regular employee in that position shall have his/her total time of continuous employment, including the time spent in an interim capacity, counted for seniority purposes, but shall serve at least a six-month Probationary Period after regular appointment, except as noted under Section 18.304.

(6) Probationary employees will be permitted to apply for other positions after six months.

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

18.405 In-Range Increment.

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

18.406 Productivity/Incentive Awards.

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

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

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

18.407 Seasonal Employment.

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

18.408 Temporary Employment.

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

18.409 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.

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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. 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.

**18.410 Overtime**

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

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

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

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

**18.411 Red-Circled Classifications.**

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

**SECTION 5**

**FRINGE BENEFITS**

**18.501 Holidays.**

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

(a) New Year's Day

(b) Spring Holiday to be observed the Friday immediately preceding Easter

(c) Memorial Day

(d) July 4th

(e) Labor Day

(f) Thanksgiving Day

(g) Friday following Thanksgiving

(h) Day before Christmas

(i) Christmas Day

(j) One Floating Holiday of the employees' choice.

(l) Any additional holiday granted by the County Board.

The County Administrator may designate additional holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair.
For employees working the standard work schedule, when a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be observed.

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

Employees normally granted time and one-half; the Director of Nurses, the Assistant Director of Nurses, and Nursing Supervisors working in Rock Haven; and the Youth Services Center Supervisors who are required to work a holiday, will be paid or granted compensatory time off at a rate of time and one-half.

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

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

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

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

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

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

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

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

The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of January 1st of each year. During their first year of employment, employees hired after November 30, will have until January 31 of the following year to use their Floaters from the previous year.

The floating holiday may be taken upon at least twenty-four hours one-hour notice prior to the beginning of the shift. A Floating Holiday with less than 24 hours notice may be taken in an emergency circumstance at the discretion of the Department Head or his designee.

18.502 Health and Dental Insurance.

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

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

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

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

E. Dental coverage will be provided consistent with coverage and co-payments as set by the County Board. Eligibility for coverage shall be governed by the policy issued by the carrier/administrator. The employer shall pay 60% of 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, 2012, shall earn vacation according to the following schedule:

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<tr>
<th>Completed Years of Service</th>
<th>Unilateral A &amp; B</th>
<th>Unilateral C</th>
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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 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.)

(e) 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 hour or more vacation 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 so elects.

(i) Upon separation, an employee shall be paid for the unused portion of his/her accumulated 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.

All vacation shall be utilized in not less than one-hour increments.

Worker's Comp

Worker compensation benefits will be provided in accordance with applicable statutory provisions and administrative codes.
Rock County strives to ensure 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 one-calendar month thirty consecutive days is taken, the employee’s anniversary date shall be moved ahead by the same number of days that the leave exceeds thirty days 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.
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 and/or make necessary arrangements, or grieve for the loved one. Immediate family shall not include former "in-laws" after a divorce. The appointing authority may require an obituary to substantiate the leave.

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

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

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

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

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

All leaves under this section shall be pro-rated based upon the employee's FTE.

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.

Medical Leave.

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

Military Leave.

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

Military Reserve Leave.

1. An employee who, by reason of membership in the United States Military Reserve, or ordered by the appropriate authorities to attend a training or encampment under the supervision of the United States Armed Forces, or by reason of membership in the National Guard, is required by the authorities thereof to do so, shall be granted a leave of absence from his/her position without loss of pay for a period not to exceed ten 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
equating the difference between his/her daily military pay and the employee's normal County daily wage. To receive such leave, the employee must file a copy of his/her orders with the Human Resources Director at least two weeks prior to 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 who is ordered to long-term, active duty of 30 days or more in the U.S. Armed Forces shall be granted military leave with supplemental pay equal to the difference between the employee's basic military pay and his/her normal County daily wage. Supplemental pay granted under this section is provided for the duration of an employee's military service, not to exceed 5 years. Proof must be filed with the Human Resources Director. To receive compensation the employee must submit a copy of his/her Military Leave & Earnings statement to the County Payroll Office on a monthly basis. The net pay to an employee may be an estimate with final pay reconciliation by the County's Payroll Office after receipt of the employee's military pay vouchers, either during the course of military service or after completion. Accrual of seniority and benefits, and reinstatement rights and limitations, shall be consistent with those outlined in section (d) and as required by law. An employee who voluntarily extends his/her military service shall not be granted supplemental pay, but may apply for additional unpaid military leave under section (d). The effect of this subsection is retroactive to January 1, 2004, and is subject to the rights of the various unions representing County employees to object to said compensation policy prior to implementation and request that this subsection be subject to the collective bargaining process.

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

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 pro-rata 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 child through age 26 (includes step-child, 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 step-parents 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
employees who are absent from duty 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.

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 from sick leave when: a) it occurs
before or after a holiday, b) it occurs before or after a scheduled day off, c) for
sick leave in excess of three days which has not been reported to FMLA, or d)
when an employee has a record of repetitive usage history of using short
amounts of sick leave repeatedly over an extended period of time. 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

A 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

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

each leave shall be debited in no less than quarter hour units

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

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

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.

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.

Subpoenas 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.

18.518 Voluntary Public Service Leave.

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

18.519 Voting.

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

SECTION 6

CONDITIONS OF EMPLOYMENT

18.601 Communications and confidentiality.

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

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

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

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

18.602 Conflict of Interest.

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

18.603 County Administrator (Treasurer).
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 Equipment (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 (Corrective) Investigations.

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

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

18.608 Disciplinary Action (Grounds for).

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

(a) Dishonesty or falsification of records.

(b) Use, possession, distribution, selling, or being under the influence of alcohol or illegal drugs while on Rock County premises or while conducting business-related activities off Rock County premises. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

(c) Unauthorized use or abuse of County equipment or property.

(d) Theft or destruction of County equipment or property.

(e) Work stoppages such as strikes or slow-downs.

(f) Insubordination or refusal to comply with the proper order of an authorized supervisor.

(g) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws, ordinances and regulations.

(h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave.

(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 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 18.609 “Communications and Confidentiality”.

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

Exit Interview.

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

Gifts And Gratuities.

No County employee shall use their position to solicit or accept for himself/herself or another person any gift, campaign contribution, gratuity, favor, service, 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 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 (whether 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 Section 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, however, 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.

18.615 More than one County Position

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

18.616 Nepotism.

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

18.617 Outside Employment.

The County’s policy on outside duties or employment shall be as follows: County employees may engage in outside employment, unless such employment conflicts with or affects the performance of their duties. Prior to engaging outside employment, the County employee must give written assurance prescribed by the Human Resources Director that said employment does not violate Section 18.602 of the Rock County Ordinance. This written assurance shall not be binding in any management disciplinary decision.

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 bi-weekly 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.

No Employees are precluded from engaging in political activity provided that such activity does not interfere with their normal work performance and is not conducted during hours for which the employee is being remunerated paid by the County. Employees may not for actually performing his/her duties and does not involve the not use of 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 money 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.

18.624 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 re-enter the building until instructed to do so.
- Employees must know the location of fire extinguishers, emergency exits and first aid kits.

18.625 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.

18.626 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 coming 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
- Lunch - up to $10.00 including tip, may be claimed when the employee is out of the County between 11:00 a.m. and 2:00 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 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 are required. No reimbursement shall be authorized for alcoholic beverages.
• The breakfast rate will be paid for meals prior to 10:30 a.m.
• The lunch rate will be paid for meals between 10:30 a.m. and 2:30 p.m.
• The dinner rate will be paid for meals after 2:30 p.m.

SECTION 7
PERFORMANCE EVALUATION

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

Administration.
Each employee shall be evaluated at the following periods:

(a) Probationary Period.
Each employee shall be evaluated midway through their Probationary Period and one month prior to the completion of the Probationary Period.

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

(c) Special.
A special performance evaluation shall be completed:

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

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

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

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

Human Resources Director.
The Human Resources Director shall be responsible for the overall administration of the employee performance evaluation programs and shall advise and assist employees, raters and Department Heads to ensure that performance evaluation procedures are handled according to the provisions of this Section.
SECTION 8

GRIEVANCE PROCEDURE

Policy.

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

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

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

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

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 may be brought by or on behalf of a law enforcement officer using the procedure specific in Wis. Stat. Section 59.26(4) 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 Problems 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 working days of the event giving rise to the grievance or within ten working days of the date he/she could reasonably be expected to have knowledge of the grievance, present his/her formal grievance in writing on the form designated by the County to his/her immediate supervisor unless the immediate supervisor is the subject matter of the grievance, in which case, the employee may immediately proceed to Step 2. If the Department Head is the subject matter of the grievance, the employee may immediately proceed to Step 3. The supervisor shall within three working days meet and discuss the grievance with the employee and then reply in writing within three working 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 working days, present the grievance in writing to his/her Department Head. The Department Head, or his/her designee, shall, within five working days, meet and discuss the grievance with the employee and then reply in writing within five working days.

**STEP 3. Human Resources Director.**

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

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

**STEP 4. Impartial Hearing Examiner.**

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

a. The Human Resources Director shall upon receipt of a written hearing request, provide the employee with a list of hearing examiners. The employee may, within 10 calendar days rank the hearing examiners in order of preference and return the list to the HR Director the name of a hearing examiner.

b. The HR Director will contact the hearing examiners in order of the employee's preference and schedule a hearing. If the employee does not return the list or rank the hearing examiners, the HR Director may select one from the list.

c. The hearing examiner shall be impartial and may not have any prior knowledge of the grievance.
d. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and filing fee. The hearing examiner may reschedule the hearing with permission of both parties.

e. The hearing examiner, with the consent of both parties, may use his/her best efforts to mediate the grievance.

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

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

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

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

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

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

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

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

STEP 5. County Board.

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

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

b. The appeal will be placed on the agenda for a County Board meeting that is held at no longer than 60 calendar days after the County Clerk receives a written notice of appeal. The appeal will be noticed for consideration in closed session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal, furloughing, 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 examiner's 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 10 calendar days following the County Board's decision.

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

18.807

Grievances of Termination.

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

SECTION 9

TRANSACTIONS AND RECORDS MANAGEMENT

18.901

Policy.

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

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

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

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

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

18.902

Public Inspection.

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

**Destruction Of Records.**

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

**Reports.**

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

### SECTION 10

**DEFINITIONS**

**Acquired 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 Benefit
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.

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.
2239 18.1022 **Full Time Equivalent (FTE)**
2240
2242 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.
2245
2246 18.1023 **Grievance.**
2247
2248 A formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.
2249
2250 18.1024 **Human Resources Director.**
2251
2252 The Director of the Rock County Human Resources Department and the person responsible for implementing all county personnel policies and procedures.
2254
2255
2256 18.1025 **Immediate Family.**
2257 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 spouse’s 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” after a divorce.
2264
2266 18.1026 **In-Range Increment.**
2267 A pay step within a pay range.
2269
2270 18.1027 **Layoff.**
2271 The involuntary separation of an employee because of lack of work, lack of funds, or the abolishment of a position.
2273
2274 18.1028 **Limited Term Employee (LTE).**
2276 An employee who meets the qualifications to perform a job, who is hired to perform that job for a determinable amount of time with a specific ending date at the time of hire. LTEs may be eligible for benefits.
2279
2280
2281 18.1029 **Part-time Employees.**
2282 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.
2284
2285 18.1030 **Pay Plan.**
2287 A schedule of pay ranges for all classes of positions in the County that are not covered by a Collective Bargaining Agreement.
2289
2290
2291 18.1031 **Pay Range.**
2292 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.
2295
2296 18.1032 **Position.**
2298 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.
2300
2301 18.1033 **Position Description.**
2303 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.

Reclassification.

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

Reclassification.

The re-assignment of a position an individual from one existing class to another class to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment. (e.g. a position is currently assigned as a Planner III and is reclassified to a Senior Planner). The incumbent in the position shall move with the position if they are qualified for the position.

Regular Appointment.

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

Regular Employee.

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

Reinstatement.

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

Retiree.

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

Seasonal Employee.

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

Selection Device.

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

Seniority.

Seniority is continuous length of service as a County employee. Seniority shall, upon completion of the Probationary Period, begin with the original date of continuous employment subject to the conditions of 18.1003(a)(4). Seniority shall be used to determine accrual of vacation and sick leave.

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

Temporary Appointment.

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

Termination.

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

Transfer.

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

Travel Status.

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

Underletting.

The filling of a vacant position at a lower classification.

Unilateral Employees

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

- Unilateral A’s are “Non-Exempt”. This means that they are subject to the requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law that requires, among other things, that employees who work more than 40 hours in a week get paid time and one-half for any overtime hours.
- Unilateral B’s are “Exempt” from provisions of the FLSA due to the nature of their position. However, the County has chosen to pay them straight time overtime after 40 hours a week even though the County is not required to do this by federal law.
- Unilateral C’s are “Exempt” from provisions of the FLSA due to the nature of their position. Employees in these positions do not receive any form of overtime but are allowed to “flex” their time in accordance with HR Policy and Procedure.

Upgrade.

The re-assignment 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. (e.g., HR Secretary to HR Office Coordinator).

The result of a re-evaluation of the duties of a position that indicates that a higher-level of skills or duties are required to perform the duties of a classification or position.

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.
AMENDING THE COUNTY'S PERSONNEL ORDINANCE

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

/S/ Russell Podzilni
J. Russell Podzilni, Chair

/S/ Sandra Kraft
Sandra Kraft, Vice Chair

Absent
Eva Arnold

/S/ Hearty Brill
Hearty Brill

/S/ Betty Jo Bussie
Betty Jo Bussie

/S/ Marilynn Jensen
Marilynn Jensen

/S/ Mary Mawhinney
Mary Mawhinney

/S/ Louis Peer
Louis Peer

/S/ Kurtis Yankee
Kurtis Yankee

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

Jeffrey Kuglitsch
Corporation Counsel

FISCAL NOTE:
Minimal fiscal impact.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:
Recommended
Craig Kauison
County Administrator
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY
Public Safety and Justice Committee
SUBMITTED BY

Capt. Gary L. Groelle
DRAFTED BY

November 1, 2012
DATE DRAFTED

AUTHORIZING ACCEPTANCE OF
2013 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 speed enforcement, alcohol enforcement, and seatbelt 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 a grant of $90,000 to participate in these programs; and,

WHEREAS, grant funds in the amount of $80,002 will be used for overtime wages and related benefits; and,

WHEREAS, grant funds in the amount of $9,998 will be used to purchase in-squad video cameras 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 ________, 2012, that the Rock County Sheriff is authorized to accept funds under the Highway Safety Project Grants; and,

BE IT FURTHER RESOLVED, that the 2012 budget be amended as follows:

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Account Number</th>
<th>Budget at 01/01/12</th>
<th>Amount Incr (Deer)</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>21-2120-2013-42100</td>
<td>$0</td>
<td>$90,000</td>
<td>$90,000</td>
</tr>
<tr>
<td>Use of Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime Wages</td>
<td>21-2120-2013-61210</td>
<td>$0</td>
<td>$80,002</td>
<td>$80,002</td>
</tr>
<tr>
<td>Capital Assets - $1,000/More</td>
<td>21-2120-2013-67171</td>
<td>$0</td>
<td>$9,998</td>
<td>$9,998</td>
</tr>
</tbody>
</table>
Respectfully submitted,

Public Safety and Justice Committee

Ivan Collins, Chair

Henry Brill, Vice Chair

Mary Beaver

Brian Knudson

Larry Wiedenfeld

Finance Committee Endorsement

Reviewed and approved on a vote of

Mary Mawhinney, Chair

FISCAL NOTE:
This resolution authorizes the acceptance and expenditure of $90,000 in Federal Aid for the Sheriff Highway Safety Program. Sufficient funding is included in the Sheriff's 2012 and 2013 budgets for the 25% safety grant matching funds.

Susan A. Balog
Sr. Accountant/Assistant to 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 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(3)(a), Wis. Stats.

Jeffrey G. Kuglichsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Craig E. Amstutz
County Administrator
The Wisconsin Department of Transportation, Bureau of Transportation Safety, makes funds available each year to various local law enforcement agencies for highway safety programs. The intent of this program is to provide additional traffic enforcement patrols directed at improving traffic safety by speed enforcement, alcohol enforcement, and seatbelt enforcement, thus reducing hazardous motorist behavior on roadways with a high incidence of injury or fatal accidents.

In Wisconsin, during 2011, speed-related crashes were listed as a contributing factor in 16.3% of all crashes, and almost 27.1% of all fatal crashes. One hundred sixty people died in these crashes.

In Wisconsin, during 2011, alcohol was listed as a contributing factor in 4.7% of all crashes. Thirty-two percent of all vehicle crash fatalities in 2011 were alcohol-related, resulting in 183 deaths.

In 2011, 52% of persons killed and 25% of persons sustaining incapacitating injuries in Wisconsin crashes were not wearing safety belts. Many of these people were ejected from their vehicle. It has been estimated that safety belt use by motor vehicle occupants in Wisconsin prevents more than 200 traffic related fatalities and more than 8,000 serious injuries annually.

The 2013 grants are for $90,000. Grant funds in the amount of $80,002 will be used for wages and related benefits. Grant funds in the amount of $9,998 will be used to purchase in-squad video cameras with accessories.

A local match of 25% ($22,500) is required. The match may be an in-kind (soft) match or a hard match.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Robert D. Spoden, Sheriff
INITIATED BY
Public Safety and Justice Committee
SUBMITTED BY

Diane Michaels
DRAFTED BY
October 31, 2012
DATE DRAFTED

Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds –
TLO and Lexipol

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
$6,003; and,

WHEREAS, the Sheriff's Office plans to use the funds to subscribe to TLO Systems and to Lexipol
Services.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
this ______ day of _______________, 2012 that the 2012 budget be amended as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget 10/01/12</th>
<th>Increase (Decrease)</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>21-2195-0000-46000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions</td>
<td>$142,439.00</td>
<td>$6,003.00</td>
<td>$148,442.00</td>
</tr>
<tr>
<td>Use of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21-2195-0000-62491</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software Maintenance</td>
<td>$0.00</td>
<td>$6,003.00</td>
<td>$6,003.00</td>
</tr>
</tbody>
</table>

Respectfully submitted,

Public Safety and Justice Committee

Finance Committee Endorsement
Reviewed and approved on a vote of

Mary Mawhinney, Chair

Ivan Collins, Chair
Henry Brill
Mary Beavers
Brian Knudson
Larry Wiedenfeld
Amending the Sheriff’s 2012 Budget to Use Equitably Shared Funds – TLO and Lexipol

Page 2

FISCAL NOTE:

This resolution authorizes a transfer in from the Sheriff’s Trust Account, FBI forfeitures, 00-0000-0070-29637, which has a current balance of $56,758.62.

Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2012 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.

Craig Eaton
County Administrator
Executive Summary

Amending the Sheriff's 2012 Budget to
Use Equitably Shared Funds –
TLO and Lexipol

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 $6,003. The Sheriff's Office plans to use the funds to subscribe to TLO Systems and Lexipol Services.

**TLO Systems:** TLO Systems is an online database of public and proprietary records that provides information about people, businesses, assets, and locations.

As this system is web-based, it is not computer specific, and it can be used by all sworn members of the Sheriff's Office via any device with Internet access. This includes laptops and cellular phones. The TLO system is assisting over 100,000 law enforcement officers across the country and is not only utilized for criminal investigations, but is also useful when conducting background investigations for employment.

**Lexipol Services:** Lexipol is America's leading provider of risk management policies and resources for law enforcement organizations, delivering their services through a unique, web-based development system. Lexipol offers state-specific policy manuals that are integrated with scenario-based daily training on high-risk, low-frequency events.

Contracting with this service will allow the Sheriff's Office to update all critical policies, ensuring that they are current and in compliance with recent case law and best practices. This program is considered so effective in reducing liability that the insurance provider for the Sheriff's Office, Wisconsin Municipal Mutual Insurance Company (WMMIC), has agreed to pay one half of the cost of bringing this program into our agency.

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>TLO Systems</td>
<td>14 months at $110 per month</td>
<td>$1,540</td>
</tr>
<tr>
<td>Lexipol Services</td>
<td>$4,463 annually</td>
<td>$4,463</td>
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<tr>
<td>Total</td>
<td></td>
<td>$6,003</td>
</tr>
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</table>
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Planning & Development Agency INITIATED BY
Planning & Development Agency SUBMITTED BY

Paul Benjamin DRAFTED BY

October 31, 2012 DATE DRAFTED

AUThORIZING RECEIPT OF ADDITIONAL FUNDING FOR THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES GRANT FOR BELOIT AREA SEWER SERVICE AREA PLANNING, AND AMENDING THE 2012 PLANNING AND DEVELOPMENT AGENCY BUDGET

WHEREAS, the Wisconsin Department of Natural Resources (DNR) makes funding available to regional planning councils and county planning agencies throughout the state for Metropolitan Sewer Service Area planning; and,

WHEREAS, on March 26, 2012, the Rock County Planning, Economic & Community Development Agency received a letter from DNR that contained an agreement to provide $10,000 for sewer service area planning in the Beloit area in 2012; and,

WHEREAS, the grant agreement shall commence upon its signing by both parties and continue until December 30, 2012 and grantee may claim eligible costs for reimbursement for work conducted between January 1, 2012 and the end of the grant agreement; and,

WHEREAS, DNR has recently offered an additional $5,000 in an amendment to the contract with Rock County; and,

WHEREAS, the last update of the Beloit Area Sewer Service Area Plan was in 1998, and it does not serve current planning needs; and,

WHEREAS, representatives from the Towns of Turtle, Beloit, and Rock, and the City of Beloit have agreed to send representatives to a Technical Advisory Committee that will oversee the planning process,

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this day of , 2012, does hereby authorize Rock County Planning and Development Agency to accept the 2012 amended DNR funding for Beloit Area Sewer Service Area planning; and,

BE IT FURTHER RESOLVED, that the Rock County Board of Supervisors authorizes the County Board Chair to sign, on behalf of Rock County, the respective Grant Agreement with the State of Wisconsin Department of Natural Resources; and,

BE IT FURTHER RESOLVED, that the 2012 County Budget be amended as follows:

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Budget at 1/1/2012</th>
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<td>Federal Aid</td>
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<td>$10,000</td>
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<tr>
<td>64-6407-2012-42200</td>
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<tr>
<td>State Aid</td>
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<td></td>
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<tr>
<td>Use of Funds</td>
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<td></td>
<td></td>
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<tr>
<td>64-6407-2012-63100</td>
<td>$10,000</td>
<td>$5,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>Administrative Expense</td>
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</tr>
</tbody>
</table>
AUTHORIZING RECEIPT OF ADDITIONAL FUNDING FOR THE WISCONSIN DEPARTMENT
OF NATURAL RESOURCES GRANT FOR BELOIT AREA SEWER SERVICE AREA
PLANNING, AND AMENDING THE 2012 PLANNING AND DEVELOPMENT AGENCY
BUDGET
Page 2

Planning & Development Committee

Alan Sweeney, Chair
Mary Mawhinney, Vice-Chair
Wayne Gudlin
Wayne Gudlin
Marilyn Jensen
Marilyn Jensen
Phillip Owens

Finance Committee Endorsement

Reviewed and approved on a vote of

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of an additional $5,000 in State Aid for the
Beloit Sewer Service Planning project. No County matching funds are required.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19),
Wis. Stats. As an amendment to the adopted 2012 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.

Craig Knutson
County Administrator
EXECUTIVE SUMMARY

In the Federal Water Pollution Control Act Amendments of 1972, federal law created a process to establish locally developed area-wide water quality management plans. Area-wide water quality management planning was codified at the state-level through the development of Wisconsin Administrative Code NR121, which specifies that Area-wide water quality management plans include components that deal specifically with metropolitan sewer service areas and their projected needs for 20 years into the future.

The Wisconsin Department of Natural Resources (DNR) makes funding available to regional planning councils and county planning agencies throughout the state for sewer service area planning as it relates to ground water quality and environmentally sensitive areas.

On March 26, 2012, the Rock County Planning and Development Agency received a letter from DNR that contained an agreement to commit $10,000 for the first year’s planning for water quality in the Beloit area. The grant agreement shall commence upon its signing by both parties and continue until December 30, 2012 and grantee may claim eligible costs for reimbursement for work conducted between January 1, 2012 and the end of the grant agreement, and

DNR has made an additional $5,000 available for work on the Beloit Area Water Quality Plan, and

The last update of the Beloit Area Sewer Service Area Plan was in 1998, and it does not serve current planning needs. Representatives from the Towns of Turtle, Beloit, and Rock, and the City of Beloit have agreed to provide representatives to a Technical Advisory Committee that will oversee the planning process.
RESOLUTION NO. 12-11D-166  

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS  

INITIATED BY  

Joyce Lubben  
DRAFTED BY  
October 19, 2012  
DRAFTED BY  

AMENDING THE 2012 COUNCIL ON AGING BUDGET TO ADJUST FOR  
NUTRITION SERVICES INCENTIVE PROGRAM ALLOCATION

WHEREAS, the Council on Aging receives Nutrition Services Incentive Program (NSIP) funds that are estimated in the budget preparation process; and,

WHEREAS, the NSIP grant provides funding for the Congregate Nutrition Program; and,

WHEREAS, the NSIP contract period is October 1, 2011 through September 30, 2012; and,

WHEREAS, the final 2011-2012 allocation for the NSIP grant has been received.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this day of ______ day of __________, 2012 does hereby amend the Adopted 2012 Rock County Council on Aging budget as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget at 10/01/2012</th>
<th>Increase (Decrease)</th>
<th>Amended Budget</th>
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</thead>
<tbody>
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<td>Nutrition Program</td>
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</tr>
<tr>
<td>30-3903-0000-42102</td>
<td>37,175</td>
<td>9,265</td>
<td>46,440</td>
</tr>
<tr>
<td>Source of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Aid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Funds</td>
<td>97,206</td>
<td>9,265</td>
<td>106,471</td>
</tr>
<tr>
<td>Other Contracted Services</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Respectfully submitted,

Education, Veterans & Aging Services

Terry Thomas, Chair

Finance Committee Endorsement

Reviewed and approved on a vote of ______

Dave Brown

Mary Mawhinney, Chair

Wayne Gustina

Steve Howland

Edwin Nash
FISCAL NOTE:

This resolution amends the Council on Aging's 2012 budget to accept an additional $9,265 in Federal Aid for the Nutrition Program. No County matching funds are required.

Sherry Ota
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 2012 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.

Craig Eckson
County Administrator
EXECUTIVE SUMMARY

The Council on Aging receives a “Nutrition Services Incentive Program” grant from the U.S. Department of Agriculture. The grant rewards Older Americans Act-funded nutrition programs that efficiently deliver nutritious meals to older adults. The State determines each county’s allocation based on the percentage of meals the County provides compared to the State as a whole. The Council on Aging uses its allocation to support the congregate nutrition program.

No county tax levy is required.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY

Sara Moore
DRAFTED BY

November 1, 2012
DATE DRAFTED

Amending the 2012 Human Services Department Budget to Accept
Additional Funding for Disproportionate Minority Contact

WHEREAS, the Human Services Department has received grant funding from both the John D. and
Catherine T. MacArthur Foundation and the Wisconsin Office of Justice Assistance to address issues of
disproportionate minority contact in the juvenile justice system; and,

WHEREAS, the MacArthur Foundation awarded the Department $580,000 in funding over a four year
period from 2007 through 2011; and,

WHEREAS, the MacArthur Foundation agreed to extend the grant period through 2012 to allow the
Department to expend $148,787 of unspent funds from the previously awarded grant allocations; and,

WHEREAS, the Wisconsin Office of Justice Assistance agreed to allow the Department to carry forward
an additional $22,518 in previously awarded grant funds into 2012; and,

WHEREAS, these funds have continued to be used in 2012 to promote juvenile justice system reform by
further implementing best practices and providing staff and system partner training.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
this _____ day of __________, 2012, does hereby accept $171,305 in additional funds and
amend the 2012 Rock County Human Services Department budget as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Source of Funds</th>
<th>Budget 11/1/12</th>
<th>Increase (Decrease)</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>36-3659-0000-42100</td>
<td>Federal Aid</td>
<td>$22,823</td>
<td>$22,518</td>
<td>$45,341</td>
</tr>
<tr>
<td>36-3659-0000-46002</td>
<td>Other Grants and Contracts</td>
<td>$0</td>
<td>$148,787</td>
<td>$148,787</td>
</tr>
<tr>
<td>Use of Funds</td>
<td>36-3659-0000-63300</td>
<td>$0</td>
<td>$308</td>
<td>$308</td>
</tr>
<tr>
<td>Travel</td>
<td>36-3659-0000-62119</td>
<td>$14,823</td>
<td>$48,489</td>
<td>$63,312</td>
</tr>
<tr>
<td>Other Contracted Services</td>
<td>36-3659-0000-64604</td>
<td>$8,000</td>
<td>$37,499</td>
<td>$45,499</td>
</tr>
<tr>
<td>Program Expense</td>
<td>36-3659-0000-68205</td>
<td>$0</td>
<td>$85,009</td>
<td>$85,009</td>
</tr>
<tr>
<td>Allocated JJS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Amending the 2012 Human Services Department Budget to Accept Additional Funding for Disproportionate Minority Contact

Respectfully submitted,

Human Services Board

______________________________
Brian Knudson, Chair

______________________________
Sally Joan Weaver-Landers, Vice Chair

______________________________
Terry Fell

______________________________
William Grahn

______________________________
Ashley Kleven

______________________________
Phillip Owens

______________________________
Terry Thomas

______________________________
Shirley Williams

______________________________
Marvin Wopat

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

______________________________
Mary Mawhinney, Chair

ADMINISTRATIVE NOTE:

Recommended

______________________________
Craigudson
County Administrator

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of $171,305 in combined Federal Aid and MacArthur Foundation funds for the Human Services Department's Disproportionate Minority Contact program. No County matching funds are required.

______________________________
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(3)(a), Wis. Stats.

______________________________
Jeffrey B. Kuglitsch
Corporation Counsel
Executive Summary

Amending the 2012 Human Services Department Budget to Accept Additional Funding for Disproportionate Minority Contact

The Human Services Department has received funding in past years from both the John D. and Catherine T. MacArthur Foundation and the Wisconsin Office of Justice Assistance to address issues of disproportionate minority contact in the juvenile justice system.

MacArthur funding began in October 2007 and was originally scheduled to end September 30, 2011. The Department received four separate one-year awards during this time totaling $580,000. Through negotiations with MacArthur representatives in 2012 the Department was allowed to expend $148,787 in unspent funds from these allocations.

The Wisconsin Office of Justice Assistance (OJA) also agreed to allow the Department to carry forward an additional $22,518 in previously awarded grants funds into 2012.

Funds from both MacArthur and OJA have continued to be used in 2012 to promote juvenile justice system reform by further implementing best practices and providing staff and system partner training.

No additional county funds are required.

Thank you for your consideration.
RESOLUTION NO. 12-11D-175

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY
Gordon Beyerlein,
DPW Accounting Supervisor
DRAFTED BY
October 17, 2012
DATE DRAFTED

Public Works Committee
SUBMITTED BY

Amending the 2012 Motor Pool Budget and Purchase Authorization

WHEREAS, the Rock County Board of Supervisors approves an annual budget for a pool of vehicles used by various Rock County departments; and,

WHEREAS, the Human Services Division has requested that Motor Pool acquire a replacement vehicle equipped with all wheel drive to be available for the upcoming winter season to be purchased utilizing the state bid program, then having necessary items added after delivery.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of __________, 2012 does hereby amend the Department of Public Works 2012 Budget as follows:

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Description</th>
<th>Budget at 10/01/12</th>
<th>Increase/Decrease</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>41-4290-4290-67105</td>
<td>Motor Vehicles</td>
<td>103,500</td>
<td>10,000</td>
<td>113,500</td>
</tr>
<tr>
<td>41-4290-4290-68109</td>
<td>Allocated Capital Acquisitions</td>
<td>(103,500)</td>
<td>(10,000)</td>
<td>(113,500)</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that a Purchase Order be issued as follows for the purchase of one motor pool vehicle:

Ewald Automotive Group $25,478 for the purchase of one 2013 Chevrolet Traverse AWD 4-Door LS

BE IT FURTHER RESOLVED that payment be made to the vendor for this vehicle upon receipt and acceptance by the Public Works Director.
Amending the 2012 Motor Pool Budget and Purchase Authorization
Page 2

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis Yankee, Chair

Beverly Jo Bussie, Vice Chair

Eva Arnold

Brent Fox

Dave Brown

Purchasing Procedural Endorsement & FINANCE COMMITTEE APPROVAL:
Reviewed and approved on a vote of _________________.

Mary Mawhinney, Chair Date

ADMINISTRATIVE NOTE:
Recommended.

Craig Vintson
County Administrator

FISCAL NOTE:

This resolution amends the Motor Pool budget and authorizes the purchase of an all wheel drive vehicle for use by the Human Services Department. Motor Pool funding comes from per mile chargebacks to departments using the Motor Pool vehicles.

Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. As an amendment to the adopted 2012 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
Executive Summary
Amending the 2012 Motor Pool Budget and Purchase Authorization

The purpose of this Resolution is to amend the Motor Pool (MP) budget to authorize the purchase of one additional vehicle.

Authority to purchase one replacement vehicle is requested for use by Human Services, which needs a full-size AWD vehicle to allow for separators between the front and rear seats and the all wheel drive for winter service. The amount of the budget amendment is less than the full purchase price because there were savings on other MP vehicles purchased previously in 2012 that are being applied to this purchase. This vehicle will be acquired from the current best bid on the state vehicle bid program, Ewald Automotive Group.

Respectfully submitted,

Benjamin J. Coopman, Jr.

Benjamin J. Coopman, Jr., P.E.
Public Works Director
RESOLUTION NO. 12-11D-168 AGENDA NO. ________________

INITIATED: FINANCE DIRECTOR

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON Nov 1, 2012, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Fund Name</th>
<th>Department Name</th>
<th>Program Name</th>
<th>Amount</th>
<th>Claim Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTERPRISE SYSTEMS GROUP</td>
<td>ISF-CS</td>
<td>INFORMATION T IT CAPITAL PR S041726-IN</td>
<td></td>
<td>29,817.42</td>
<td>29,817.42</td>
</tr>
</tbody>
</table>

CLAIMS IN THE AMOUNT OF 29,817.42

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

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

JEFFREY S. KOGLITSCHEK CORPORATION COUNSEL

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OJA
FINANCE DIRECTOR

ADMINISTRATIVE NOTE
RECOMMENDED

CRAIG NICHOLSON COUNTY ADMINISTRATOR
PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

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

DATE 10/30/12

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

AMOUNT OF INCREASE $100,558.76

INCREASE FROM $16,974,135.19 TO $17,074,693.95

ACCOUNT BALANCE AVAILABLE $565,985.77 SB 10/31/12

REASON FOR AMENDMENT CHANGE ORDER #19

_________________________________________________________________

APPROVALS

GOVERNING COMMITTEE Chair 11/01/12 Date

FINANCE COMMITTEE Chair Date

(If over $10,000)

COUNTY BOARD Resolution # Adoption Date

(If over $10,000)
Rock County

51 South Main Street
Janesville, WI 53545

Phone: 608.757.5543

TITLE: Program Request # 17
PROJECT: Rock Haven Health Care Facility
TO: Attn: Jeff Kenley
C. G. Schmidt
10 East Doty Street
Madison, WI 53703

CHAGE ORDER
No. 00019

DATE: 8/24/2012
JOB: 6637

CONTRACT NO: 1

DESCRIPTION OF CHANGE

Acceptance of this Change order will alter the contract value, and scope of work between Rock County and C.G. Schmidt as outlined in the line item descriptions noted below. (Reference Rock County PO # P1103172 and associated contract for Rock County Project # 2011-53).

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Stock #</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Tax Rate</th>
<th>Tax Amount</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>X 10422</td>
<td>PCO #052 pertains to RFI #098 PiprLouls-Neighborhood.</td>
<td>100</td>
<td>100</td>
<td>$3,500.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$3,500.00</td>
<td></td>
</tr>
<tr>
<td>X 10542</td>
<td>PCO #053 pertains to RFI #149 Power for Same Operated Panels.</td>
<td>100</td>
<td>100</td>
<td>$18,297.49</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$18,297.49</td>
<td></td>
</tr>
<tr>
<td>X 10502</td>
<td>PCO #101R pertains to RFI #000 Location of Foundation Insulation.</td>
<td>100</td>
<td>100</td>
<td>$8,596.59</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$8,596.59</td>
<td></td>
</tr>
<tr>
<td>X 10503</td>
<td>PCO #13 pertains to RFI #291 Stodd Haring Room Door Consecurity.</td>
<td>100</td>
<td>100</td>
<td>$3,701.50</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$3,701.50</td>
<td></td>
</tr>
<tr>
<td>X 10522</td>
<td>PCO #114 pertains to RFI #296 Neighborhood Nase Cell Station Lights</td>
<td>100</td>
<td>100</td>
<td>$5,795.90</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$5,795.90</td>
<td></td>
</tr>
<tr>
<td>X 10516</td>
<td>PCO #118 pertains to RFI #299 Common Connector Type “OF” Presence</td>
<td>100</td>
<td>100</td>
<td>$11,674.30</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$11,674.30</td>
<td></td>
</tr>
<tr>
<td>$ 10657</td>
<td>PCO #130 pertains to RFI #302 Euro__.__ Entry-Village Commuin.</td>
<td>1000</td>
<td>1000</td>
<td>$278.77</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$278.77</td>
<td></td>
</tr>
<tr>
<td>$ 10758</td>
<td>PCO #122 pertains to RFI #327 Connector Exterior light Cirecuits.</td>
<td>1000</td>
<td>1000</td>
<td>$547.80</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$547.80</td>
<td></td>
</tr>
</tbody>
</table>

The Original Contract Sum was $25,685,006.00

Net Change by Previously Authorized Requests and Changes ($8,710,864.81)

The Contract Sum Prior to This Change Order was $16,974,135.19

The Contract Sum Will be Increased $100,558.76

The New Contract Sum Including This Change Order $17,074,693.95

The Contract Time Will Not Be Changed

The Date of Substantial Completion as of this Change Order Therefore is

<table>
<thead>
<tr>
<th>ACCEPTED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. G. Schmidt</td>
</tr>
<tr>
<td>By: Jeff Kenley</td>
</tr>
<tr>
<td>Date: 8/25/2012</td>
</tr>
</tbody>
</table>

| The Samuels Group, Inc. |
| By: Randolph Terronez |
| Date: 8/27/2012 |

| Kevin C. Higgs |
| Date: 8/24/2012 |
Rock County

51 South Main street
Janesville, WI 53545

Phone: 608.757.5543

TITLE: Program Request # 17
PROJECT: Rock Haven Health Care Facility
TO: Attn: Jeff Kenley
C. G. Schmidt
10 East Doty Street
Madison, WI 53703

CHANGE ORDER
No. 00019

DATE: 8/24/2012
JOB: 6637

DESCRIPTION OF CHANGE

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Stock#</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Tax Rate</th>
<th>Tax Amount</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4604</td>
<td>PC01 #123 posted to RPM # 330 Fire Alarm Review Comments</td>
<td></td>
<td>1 000</td>
<td>2D</td>
<td>$16.67</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$16.67</td>
</tr>
<tr>
<td>4605</td>
<td>PC01 #126 posted to RPM # 328 Type &quot;DF&quot; Base Detail</td>
<td></td>
<td>1 000</td>
<td></td>
<td>($6.25)</td>
<td>0.00%</td>
<td>$0.00</td>
<td>($6.25)</td>
</tr>
<tr>
<td>4606</td>
<td>PC01 #126 posted to Construction Bulletin # 19 Revised Location for ST Cabin</td>
<td></td>
<td>1 000</td>
<td></td>
<td>$32.12</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$32.12</td>
</tr>
</tbody>
</table>

Unit Cost: $100,558.76
Unit Tax: $0.00
Total: $100,558.76

The Original Contract Sum was $25,685,000.00
Net Change by Previously Authorized Requests and Changes ($8,710,864.81)
The Contract Sum Prior to This Change Order was $16,974,135.19
The Contract Sum Will be Increased $100,558.76
The New Contract Sum Including This Change Order $17,074,693.95
The Contract Time Will Not Be Changed
The Date of Substantial Completion as of this Change Order Therefore is

ACCEPTED:

C. G. Schmidt
By: Jeff Kenley
Date: 8/25/2012

Rock County
By: Randolph Terrone
Date: 8/27/2012

The Samuels Group, Inc.
By: Kevin C. Higgs
Date: 8/24/2012
PURCHASE ORDER NUMBER P1103172 PEID 051278

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

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

DATE 10/30/12

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

AMOUNT OF INCREASE $22,171.50

INCREASE FROM $17,074,693.95 TO $17,096,865.45

ACCOUNT BALANCE AVAILABLE $543,814.27 SB 10/31/12

REASON FOR AMENDMENT CHANGE ORDER #20

APPROVALS

GOVERNING COMMITTEE Chair 11/06/12

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

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

AMENDFORM 10/12
Rock County

51 South Main Street
Janesville, WI 53545

Phone: 608.757.5543

CHANGE ORDER
No. 00020

TITLE: PR # 11 (Resolved PCO's)

PROJECT: Rock Haven Health Care Facility

TO: Attn: Jeff Kenley
C. G. Schmidt
10 East Duty Street
Madison, WI 53703

DATE: 8/24/2012

JOB: 6637

CONTRACT NO: 1

DESCRIPTION OF CHANGE

Acceptance of this Change order will alter the contract value, and scope of work between Rock County and C.G. Schmidt as outlined in the line item descriptions noted below. (Reference Rock County PO # PO-03172 and associated contract for Rock County Project # 201-63).

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Stock#</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Tax Rate</th>
<th>Tax Amount</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>PCO #075 pertains to RFI #166</td>
<td>10001</td>
<td>1.000</td>
<td></td>
<td>$10,619.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$10,619.00</td>
</tr>
<tr>
<td>X</td>
<td>PCO #098 pertains to RFI #228</td>
<td>10002</td>
<td>1.000</td>
<td></td>
<td>$7,500.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>X</td>
<td>PCO #79 pertains to RFI #213, Kitchen Exhaust Fan Sturken (Program Request # 11)</td>
<td>10003</td>
<td>1.000</td>
<td></td>
<td>$3,391.20</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$3,391.20</td>
</tr>
<tr>
<td>X</td>
<td>PCO #660 pertains to RFI #234, AHU-C Recovery Wheel (Program Request # 11)</td>
<td>10004</td>
<td>1.000</td>
<td></td>
<td>$5,613.30</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$5,613.30</td>
</tr>
</tbody>
</table>

Unit Cost: $22,171.50
Unit Tax: $0.00
Total: $22,171.50

The Original Contract Sum was $25,685,000.00
Net Change by Previously Authorized Requests and Changes ($8,610,305.65)
The Contract Sum Prior to this Change Order was $17,074,693.95
The Contract Sum Will be Increased $22,171.50
The New Contract Sum Including this Change Order $17,096,865.45
The Contract Time Will Not Be Changed

The Date of Substantial Completion as of this Change Order Therefore is

ACCEPTED:

C. G. Schmidt
By: [Signature]
Date: 8/24/2012

Rock County
By: [Signature]
Date: 8/24/2012

The Samuels Group, Inc.
By: [Signature]
Date: 8/27/2012

Kevin C. Higgs
By: [Signature]
Date: 8/24/2012
PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

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

DATE 10/30/12

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDs DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

AMOUNT OF INCREASE $40,103.04

INCREASE FROM $17,106,163.75 TO $17,146,266.79

ACCOUNT BALANCE AVAILABLE $494,412.93 SB 10/31/12

REASON FOR AMENDMENT CHANGE ORDER #22

APPROVALS

GOVERNING COMMITTEE

Chair

Date 11/6/12

FINANCE COMMITTEE

(If over $10,000)

Chair

Date

COUNTY BOARD

(If over $10,000)

Resolution #

Adoption Date

AMENDFORM 10/12
**Rock County**

5 South Main Street  
Janesville, WI 53545  
Phone: 608.757.5543

**CHANGE ORDER**  
No. 00022

**DATE:** 8/24/2012

**PROJECT:** Rock Haven Health Care Facility

**TO:** Attn: Jeff Kenley  
C. G. Schmidt  
10 East Doty Street  
Madison, WI 53703

**CONTRACT NO:**

**DESCRIPTION OF CHANGE**

Acceptance of this Change order will alter the contract value, and scope of work between Rock County and C.G. Schmidt as outlined in the line item descriptions noted below. (Reference Rock County PO # P103172 and associated contract for Rock County Project # 2011-63).

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Stock#</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Tax Rate</th>
<th>Tax Amount</th>
<th>Net Amount</th>
</tr>
</thead>
</table>
| 00001 | PCO #800 pending to RFI #164 &  
Product: Shear Wall/Thickness of  
Shear wall  
| 1000 | 1000 | $14,590.16 | 0.00% | $0.00 | $14,590.16 |
| 00002 | PCO #904 pending to RFI #271,  
Kitchen/Sterilization Area Wall  | 1000 | 1000 | $25,122.88 | 0.00% | $0.00 | $25,122.88 |

**Unit Cost:** $40,103.04

**Unit Tax:** $0.00

**Total:** $40,103.04

The Original Contract Sum was $25,685,000.00

Net Change by Previously Authorized Requests and Changes ($8,578,836.25)

The Contract Sum Prior to This Change Order was $17,106,163.75

The Contract Sum Will be Increased $40,103.04

The New Contract Sum Including This Change Order $17,146,266.79

The Contract Time Will Not be Changed

The Date of Substantial Completion as of this Change Order Therefore is

**ACCEPTED:**

C. G. Schmidt  
By:  
Date: 8/24/2012

Rock County  
By:  
Date: 8/27/2012

The Samuels Group, Inc.  
By: Kevin C. Higgs  
Date: 8/24/2012

Randolph Terronez  
By:  
Date: 8/27/2012
PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

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

DATE 10/30/12

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUND DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

AMOUNT OF INCREASE $201,080.80

INCREASE FROM $17,146,558.29 TO $17,347,639.09

ACCOUNT BALANCE AVAILABLE $293,040.63 SB 10/31/12

REASON FOR AMENDMENT CHANGE ORDER #24

APPROVALS

GOVERNING COMMITTEE Chair 11/16/12

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

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

51 South Main Street  
Janesville, WI 53545  

Phone: 608.757.5543

**CHANGE ORDER**  
No. 00024

**TITLE:** Program Request # 16 Soils  
**DATE:** 8/25/2012

**PROJECT:** Rock Haven Health Care Facility  
**JOB:** 6637

**TO:**  
Attn: Jeff Kenley  
C. G. Schmidt  
10 East Doray Street  
Madison, WI 53703  

**CONTRACT NO:**

---

**DESCRIPTION OF CHANGE**

Acceptance of this Change order will alter the contract value, and scope of work between Rock County and C.G. Schmidt as outlined in the line item descriptions noted below. (Reference Rock County PO # P#103172 and associated contract for Rock County Project # 20:1-63).

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Stock#</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Tax Rate</th>
<th>Tax Amount</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PCO #102R: Increase contract value based on unit pricing for</td>
<td>10071</td>
<td>1.000</td>
<td></td>
<td>$23,128.40</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$23,128.40</td>
</tr>
<tr>
<td></td>
<td>quantity identified in PCO #102R for soil remediation as directed by</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSI on site soils technician</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PCO #104R: Increase contract value based on unit pricing for</td>
<td>10072</td>
<td>1.000</td>
<td></td>
<td>$65,121.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$65,121.00</td>
</tr>
<tr>
<td></td>
<td>quantity identified in PCO #104R for soil remediation as directed by</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSI on site soils technician</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PCO #106R: Increase contract value based on unit pricing for</td>
<td>10073</td>
<td>1.000</td>
<td></td>
<td>$32,371.20</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$32,371.20</td>
</tr>
<tr>
<td></td>
<td>quantity identified in PCO #106R for soil remediation as directed by</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSI on site soils technician</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PCO #108R: Increase contract value based on unit pricing for</td>
<td>10074</td>
<td>1.000</td>
<td></td>
<td>$32,335.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$32,335.00</td>
</tr>
<tr>
<td></td>
<td>quantity identified in PCO #108R for soil remediation as directed by</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSI on site soils technician</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

The Original Contract Sum was $25,685,000.00  
Net Change by Previously Authorized Requests and Changes $75,358,441.71  
The Contract Sum Prior to This Change Order was $17,146,558.29  
The Contract Sum Will be Increased $201,080.80  
The New Contract Sum Including This Change Order $17,347,639.09  
The Contract Time Will Not Be Changed

The Date of Substantial Completion as of this Change Order Therefore is

---

**ACCEPTED:**  
C. G. Schmidt  
By: [Signature]  
Date: 8/25/2012

Rock County  
By: [Signature]  
Date: 8/27/2012

The Samuels Group, Inc.  
By: [Signature]  
Date: 8/25/2012
Rock County
51 South Main Street
Janesville, WI 53545
Phone: 608.757.5543

CHANGE ORDER
No. 00024

TITLE: Program Request # 16 Soils
DATE: 8/25/2012
PROJECT: Rock Haven Health Care Facility
JOB: 6637
TO: Attn: Jeff Kenley
C. G. Schmidt
10 East Doye Street
Madison, WI 53703
CONTRACT NO: 1

DESCRIPTION OF CHANGE

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Stock#</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Tax Rate</th>
<th>Tax Amount</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66021</td>
<td>PCT# (97R), Increase contract volume based on site pricing for quantities identified w/PCT 20/10R for soil remediation as directed by PSI on site with equipment.</td>
<td>1000</td>
<td>1.000</td>
<td>$22.324.20</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$22.324.20</td>
<td></td>
</tr>
</tbody>
</table>

Unit Cost: $201,080.80
Unit Tax: $0.00
Total: $201,080.80

The Original Contract Sum was $25,685,000.00
Net Change by Previously Authorized Requests and Changes $(8,538,441.71)
The Contract Sum Prior to This Change Order was $17,146,558.29
The Contract Sum Will be Increased $201,080.80
The New Contract Sum Including This Change Order $17,347,639.09
The Contract Time Will Not Be Changed
The Date of Substantial Completion as of this Change Order Therefore is

ACCEPTED:
C. G. Schmidt  Rock County  The Samuels Group, Inc.
By: Jeff Kenley  By: Randolph Teronez  By: Kevin C. Higgs
Date: 8/25/2012  Date: 8/27/2012  Date: 8/25/2012
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY
Diana Ames
DRAFTED BY
Finance Committee
SUBMITTED BY
October 24, 2012
DATE DRAFTED

Authorizing Purchase of Personal Computers in the 2012 Budget

WHEREAS, the Rock County Information Technology Department is authorized to purchase computer equipment on behalf of the County; and,

WHEREAS, the Information Technology Director and staff did review equipment available on the State of Wisconsin Contract #15-20400-905 and chose and configured equipment from this contract; and,

WHEREAS, the 2012 Budget did designate funds for the purchase of these personal computers.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ________ day of __________, 2012 that a Purchase Order be issued to HP Direct, C10GM, 10810 Farnam Drive, Omaha NE, 68114 for 72 HP Compaq Pro 6300 personal computers in the amount of $35,640.00.

Respectfully submitted,

Finance Committee

Mary Mawhinney, Chair
Sandra Kraft, Vice Chair
J. Russell Podzlin

Mary Beaver
Brent Fox

PURCHASING PROCEDURAL ENDORSEMENT

Reviewed and approved on a vote of 5-0.

Mary Mawhinney, Chair
FISCAL NOTE:

Sufficient funding is available in the various departmental budgets for the cost of this technology equipment.

By

Sherry Oja
Finance Director

LEGAL NOTE:

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

By

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

By

Craig Mattson
County Administrator
Executive Summary for Authorizing Purchase of 2012 Budgeted Personal Computers

This resolution is to authorize the purchase of budgeted desktop computers for the Health Department, General Services, Human Services, Rock Haven, Sheriff and E-911. All of the PCs in this resolution represent replacements for obsolete equipment or equipment for new employees. The IT Department specified the desktop computers based on the application and operational needs of the above County departments. The items to be purchased are:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>72</td>
<td>HP Compaq e6300 desktop PCs ($495.00 ea.)</td>
<td>$35,640.00</td>
</tr>
</tbody>
</table>

Pricing for these items is based on terms specified by the State of Wisconsin Contract (WSCA) #15-20400-500.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY
Diana Arneson
DRAFTED BY
October 24, 2012
DATE DRAFTED

Finance Committee
SUBMITTED BY

RESOLUTION

Authorizing Purchase of Computer Equipment in the 2012 Budget

WHEREAS, the Rock County Information Technology Department is authorized to purchase computer equipment on behalf of the County; and,

WHEREAS, the Information Technology Director and staff did review equipment available on the Wisconsin Counties Association Computer Contract number WCA1-100103D and chose and configured equipment from this contract; and,

WHEREAS, the 2012 Budget did designate funds for the purchase of this computer equipment.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this day of , 2012 that a Purchase Order be issued to CDW Government, 230 North Milwaukee Ave., Vernon Hills, IL 60061 for 40 19” LCD monitors, 18 Wyse X90M7 mobile thin clients, 21 Wyse desktop thin clients, 1 HP Laserjet M602dn printer with extra tray, 9 HP Laserjet M401dn printers, 2 HP Laserjet P1606dn portable printers, 1 HP Color Laserjet M451dn printer, 19 Targus messenger bags, 21 HP Port replicators, 2 HP SB 8570P laptops, 1 HP SB 8570W laptop, and 2 HP docking stations in an amount not to exceed $35,241.53.

Respectfully submitted,

Finance Committee

Mary Mawhinney, Chair
Sandra Kraft, Vice Chair
J. Russell Podzilni

Mary Beaver
Brent Fox

PURCHASING PROCEDURAL ENDORSEMENT

Reviewed and approved on a vote of 5-0

Mary Mawhinney, Chair

Mary Beaver
FISCAL NOTE:

Sufficient funding is available in the various departmental budgets for the cost of this technology equipment.

Sherry Oja
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Irwin
County Administrator
Executive Summary for Authorizing Purchase of 2012 Budgeted Computer Equipment

This resolution is to authorize the purchase of budgeted computer equipment for the Human Services department and E-911. All of the computer equipment in this resolution represents replacements for obsolete equipment. The IT Department specified the computer equipment based on the application and operational needs of the above County departments. The items to be purchased are:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>Acer monitors ($98.47 ea)</td>
<td>$3938.80</td>
</tr>
<tr>
<td>18</td>
<td>Wyse X90M7 Mobile Thin Clients ($753.91 ea)</td>
<td>13570.38</td>
</tr>
<tr>
<td>21</td>
<td>Wyse C10LE Desktop Thin Clients ($268.96 ea)</td>
<td>5648.16</td>
</tr>
<tr>
<td>1</td>
<td>HP M602dn printer w/extra tray ($1457.42 ea)</td>
<td>1457.42</td>
</tr>
<tr>
<td>9</td>
<td>HP M401dn printers ($398.99 ea)</td>
<td>3590.91</td>
</tr>
<tr>
<td>2</td>
<td>HP P1606dn portable printers ($208.99 ea)</td>
<td>417.98</td>
</tr>
<tr>
<td>1</td>
<td>HP Color Laserjet M451dn ($498.99 ea)</td>
<td>498.99</td>
</tr>
<tr>
<td>19</td>
<td>Targus messenger bags ($18.17 ea)</td>
<td>345.23</td>
</tr>
<tr>
<td>21</td>
<td>HP 2005PR port replicators ($89.78 ea)</td>
<td>1885.38</td>
</tr>
<tr>
<td>2</td>
<td>HP SB 8570P laptops (975.00 ea)</td>
<td>1950.00</td>
</tr>
<tr>
<td>1</td>
<td>HP SB 8570W laptop ($1572.00 ea)</td>
<td>1572.00</td>
</tr>
<tr>
<td>2</td>
<td>HP SB docking stations ($183.14 ea)</td>
<td>366.28</td>
</tr>
</tbody>
</table>

Total Authorized Purchase: $35241.53

Pricing for these items is based on terms specified by the Wisconsin Counties Association contract# WCASI-100103D.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Public Safety & Justice Committee

Jodi Mills, Purchasing
DRAFTED BY

Public Safety & Justice Committee

October 18, 2012
DATE DRAFTED

AWARDING CONTRACT FOR FOOD SERVICE AT THE ROCK COUNTY JAIL

WHEREAS, the Rock County Jail provides an estimated 457,000 meals each year; and,

WHEREAS, the Rock County Purchasing Division did solicit qualifications from firms experienced in correctional food service with two firms responding (results attached); and,

WHEREAS, Sheriff’s Department and Purchasing staff did review both submittals received and recommend awarding the contract to Aramark Correctional Services, the most qualified, lowest cost response; and,

WHEREAS, Aramark Correctional Services has significant expertise and experience in delivering high quality, cost effective, secure correctional food service operations for jails, including the Rock County Jail since September of 2003.

NOW, THEREFORE BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this day of , 2012, that a contract be awarded to Aramark Correctional Services of Oak Brook Terrace, Illinois for comprehensive food service operations for the Rock County Jail.

RESPECTFULLY SUBMITTED

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins, Chair
Mary Beaver
Henry Brill
Brian Knudsen
Larry Wiedenfeld

FINANCE COMMITTEE
PURCHASING PROCEDURAL ENDORSEMENT

Mary Mawhinney, Chair

Vote
Date
FISCAL NOTE:

Funding has been included in the Correction’s Board of Prisoners account, A/C 21-2200-0000-64125, for this service.

Sherry Oja  
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson  
County Administrator
EXECUTIVE SUMMARY

AUTHORING FOOD SERVICE CONTRACT
FOR ROCK COUNTY JAIL

In 2003, the Sheriff's department began contracting out the food service operation at the Jail. Rock County has been able to realize significant cost savings by contracting out the food service operations while maintaining good quality management and services.

Rock County Purchasing solicited Requests for Qualifications and Cost Proposals from qualified firms and corporations to provide Correctional Food Services at the Jail. Two firms submitted qualifications and cost proposals.

Billing for food services is based on "cost per meal". Rock County's cost would be calculated based on the actual number of meals served. This will be a four year contract (2013-2016) with the option to renew for two additional one-year periods (2017 and 2018). Prices during the first year cannot be changed. Price increases in subsequent years of the contract will be based on the annual percentage increase in the Consumer Price Index, U.S. City Average, Food Away from Home Index as published by the U.S. Department of Labor.

Sheriff's Department and Purchasing staff did review both Qualifications and Cost Proposals submitted and recommend awarding the contract to Aramark as the most responsive and responsible firm. Aramark has extensive experience in providing food services for correctional facilities throughout Wisconsin that are approximately the same size (and much larger than) the Rock County Jail. They also have experience in training and supervision of inmate kitchen workers. Currently 15 inmates assist in food preparation at the Jail.
COUNTY OF ROCK

PROPOSAL SUMMARY FORM

PROJECT: CONTRACTED FOOD SERVICES
PROJECT #: 2013-06
PROPOSAL DUE DATE: OCTOBER 8, 2012 – NOON
DEPARTMENT: SHERIFF’S OFFICE

<table>
<thead>
<tr>
<th></th>
<th>ARAMARK</th>
<th>A’VIANDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COST PER MEAL BASED</td>
<td>1.069</td>
<td>1.069</td>
</tr>
<tr>
<td>ON AVERAGE NUMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OF INMATES (417)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RATER #1</td>
<td>288</td>
<td>269</td>
</tr>
<tr>
<td>RATER #2</td>
<td>307</td>
<td>299</td>
</tr>
<tr>
<td>RATER #3</td>
<td>320</td>
<td>265</td>
</tr>
<tr>
<td>TOTAL SCORE</td>
<td>915</td>
<td>833</td>
</tr>
</tbody>
</table>

Proposals were evaluated on the following criteria (maximum score 325 points):
- PROPOSED APPROACH - Statement of qualifications explaining firm believes it is especially qualified to undertake this project.
- NOT TO EXCEED COST - Incremental cost-per-meal format for inmates and staff meals as outlined on cost worksheets.
- STAFFING & MANAGEMENT EXPERIENCE
- REFERENCES
- QUALITY ASSURANCE PROGRAM
- CORPORATE FINANCIAL STRENGTH & PROCEDURES

Request for Proposals was advertised in the Janesville Gazette and on the Internet. Six additional vendors were solicited that did not respond.
PREPARED BY: JODI MILLIS
Purchasing Manager

Department Head Recommendation: ARAMARK Food Services

Signature: [Signature]
Date: 10-19-12

Governor Committee Approval:
Chair: [Name]
Vote: 5-0
Date: 11-5-2012

Purchasing Procedural Endorsement:
Chair: [Name]
Vote: [Vote]
Date: [Date]
RESOLUTION NO. 12-11D-173

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee INITIATED BY
Finance Committee SUBMITTED BY

Diana Arneson DRAFTED BY

October 15, 2012 DATE DRAFTED

Authorizing Purchase of CareTracker Software System for Rock Haven

1. WHEREAS, the Rock Haven project plan includes the implementation of CareTracker, a computerized charting and documentation system; and,

2. WHEREAS, Cerner Corporation is the sole source provider of the CareTracker computerized charting and documentation system; and,

3. WHEREAS, the funding for this system is included in the Rock Haven Construction Project budget account number 18-18150000-67200; and,

4. WHEREAS, the Information Technology department has reviewed the system specifications and confirms the CareTracker system conforms to the networking and security requirements of Rock County.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ______ day of __________, 2012 that a Purchase Order for CareTracker software be issued to Cerner Corporation, 140 S. Friendship Dr., New Concord, OH 43762 in the amount of $37,613.85.

Respectfully submitted,

GENERAL SERVICES COMMITTEE
Phil Owens, Chair
Henry Brill, Vice Chair
Iven Collins

PURCHASING PROCEDURAL ENDORSEMENT
Reviewed and approved on a vote of

Mary Mawhinney, Chair
Edwin Nash
Absent
Jason Heidlereich
FISCAL NOTE:
Sufficient funds are available in the Rock Haven Building Project capital account, A/C 18-1851-0000-67200, for the cost of this purchase.

Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.81, Wis. Stats. Cerner Corporation is the sole source provider and, therefore, this action is appropriate.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Craig Knutson
County Administrator
Executive Summary for the Purchase of the CareTracker Software System for Rock Haven

The purchase of the CareTracker software system for Rock Haven is the first step toward computerized charting for the entire Rock Haven facility. The CareTracker system will allow for an easy, touch screen data entry display that will improve the efficiency of the Rock Haven staff by allowing for electronic documentation of treatment plans and results. Additionally, the CareTracker system will interface with the Melyx system, Rock County’s current patient records software, to offer a more comprehensive patient care record.

The following are the system components included in the CareTracker installation:

- 16 Posiflex CECK1501 Kiosks and Appliances for data entry ($30,115.00);
- On Site Training and Implementation Fees ($4,200.00).

The following fees will be billed on a quarterly basis:

- Posiflex Hotswap Fee ($425.00);
- CareTracker Software Maintenance Fee ($3,456.00)
- Less 15% Commitment Fee* ($582.15) for a total Quarterly Fee of ($3298.85).

*Commitment Fee is for an initial term of 5 years

The total implementation cost including the first quarter’s maintenance fee is $37,613.85 and the purchase will be made from Cerner Corporation, a sole source vendor.
October 16, 2012

Ms. Diana Arneson  
Information Technology Department  
Rock County, WI

Dear Diana,

Cerner CareTracker software is proprietary software solely owned by Cerner Corporation. Licensed Software Support fees for Cerner CareTracker software cover many aspects of support which include enhancements to our proprietary software and therefore only Cerner can provide such support services.

If you have further questions or concerns, please contact us.

Yours truly,

Cerner Corporation
# Sales Order

**Sold To:** Rock Haven  
Sherry Gunderson  
3418 N City Trk Hwy F  
PO Box 351  
Janesville, WI 53547  
**Ship To:** Rock Haven  
Sherry Gunderson  
3418 N City Trk Hwy F  
PO Box 351  
Janesville, WI 53547  
**Quote #:** 0045511 - CareTracker Proposal: 128 Residents / 16 kiosks  

**Salesperson:** Wendy Edgar  
**Preparation Date:** 10/15/2012  
**Expiration Date:** 12/31/2012

## Hardware Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>List Price</th>
<th>Qty.</th>
<th>Allowance</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>27120-POS-0000</td>
<td>Posiflex EPOS1501 Kiosk</td>
<td>$1,795.00</td>
<td>16</td>
<td>0%</td>
<td>$28,720.00</td>
</tr>
<tr>
<td>27620-POS-0000</td>
<td>Posiflex Appliance</td>
<td>$1,395.00</td>
<td>1</td>
<td>0%</td>
<td>$1,395.00</td>
</tr>
</tbody>
</table>

## Training and Implementation Services

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>List Price</th>
<th>Qty.</th>
<th>Allowance</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>51000-TRAI-0000</td>
<td>Misc. Travel Expenses/Implementation</td>
<td>Varies</td>
<td>1</td>
<td>0%</td>
<td>Billed Later</td>
</tr>
<tr>
<td>50400-TRAI-0000</td>
<td>On Site Training</td>
<td>$1,400.00</td>
<td>2</td>
<td>0%</td>
<td>$2,800.00</td>
</tr>
<tr>
<td>11500-CARE-0000</td>
<td>Implementation Fees</td>
<td>$1,400.00</td>
<td>1</td>
<td>0%</td>
<td>$1,400.00</td>
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</table>

## Quarterly Recurring Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>List Price</th>
<th>Qty.</th>
<th>Allowance</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>80925-CARE-0000</td>
<td>Posiflex Hotswap Fee/Quarterly</td>
<td>$25.00</td>
<td>17</td>
<td>0%</td>
<td>$425.00</td>
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<tr>
<td>95005-SAAS-0000</td>
<td>CareTracker PPD</td>
<td>$27.00</td>
<td>128</td>
<td>0%</td>
<td>$3,456.00</td>
</tr>
</tbody>
</table>

**Number of Quarters**: 1  
**Commitment allowance**: 15%  
**Total Quarterly Fees**: $3,296.85

---

*By signing this agreement you are committing to an initial term of 5 years for CareTracker. You will be billed on a quarterly basis.*

---

Deposit required. Amount varies depending on credit application.  
Payment terms are net 30 with approved credit application.  
**Total Cost:** $37,613.85

---

To obtain a system schedule for signature, please contact your Client Executive.

---

Cerner Corporation / 140 S. Friendship Dr. / New Concord, OH 43762 / 800.338.3661 / www.resource systems.net
RESOLUTION NO. 12-11D-174

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY

Finance Committee
SUBMITTED BY

Mickey Crittenden, IT Director
DRAFTED BY

November 6, 2012
DATE DRAFTED

Authorizing Purchase of Hitachi Data Systems Expansion Tray and Disk Drives

WHEREAS, the Information Technology Department manages the data storage needs for all County systems and applications; and

WHEREAS, the 2012 Information Technology Department operational Computer Hardware Account (07-1450-0000-67131) includes funding for adding disk storage to the County’s existing storage area network (SAN); and,

WHEREAS, the Information Technology Department has specified the necessary rack-mounted Expansion Tray and disk drives for adding data storage capacity; and,

WHEREAS, the specified SAN Expansion Tray and associated disk drives will be purchased using the terms and conditions of the UW Contract 10-2052.

NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of ____, 2012 that a Purchase Order for a SAN Expansion Tray and Disk Drives is issued to AE Business Solutions in the amount of $12,588.00.

Respectfully submitted,

Finance Committee

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

J. Russell Podzilni

Mary Beaver

Brent Fox

PURCHASING PROCEDURAL ENDORSEMENT

Reviewed and approved on a vote of

__________________________

Mary Mawhinney, Chair
FISCAL NOTE:

Sufficient funding is available in the IT department’s computer hardware account, A/C 07-1430-0000-67131, for the cost of this purchase.

Sherry Oje
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.11, Wis. Stat.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Anderson
County Administrator
Executive Summary

Purchase of a Hitachi Data Systems SAN Expansion Tray and Disk Drives

As part of managing the information storage for all County departments, the Information Technology Department’s 2012 operational Computer Hardware Account (1430-0000-67131) includes funding for adding storage capacity to the County’s Hitachi Data Systems storage area network (SAN). The additional storage capacity is needed in order to meet the increasing data storage requirements for all County systems and applications.

The following are the data storage components related to this purchase:

- One Modular 2U SAS Storage Expansion Tray ($3,810.98);
- 10 Modular 600GB SAS 10K RPM Disk Drives ($7,182.05);
- Cables and Mounting Rail Kit ($102.36);
- Installation Services ($381.54), and
- 2 Years Maintenance Support ($1,111.07).

The total cost is $12,588.00, and the purchase will be made from AE Business Solutions of Madison under pricing and terms of the UW Madison Contract #10-2052.
RESOLUTION NO. 12-11D-176

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Behavioral Health Redesign Steering Committee

INITIATED BY

Human Services Board and Public Safety & Justice Committee

SUBMITTED BY

Elizabeth Pohlmann McQuillen
DRAFTED BY

November 1, 2012
DATE DRAFTED

AUTHORIZING CONTRACT FOR JAG CRIMINAL JUSTICE COORDINATING COUNCILS (2010) GRANT CONSULTANT

1. WHEREAS, in August 2012, the Wisconsin Office of Justice Assistance awarded Rock County a $50,000 JAG Criminal Justice Coordinating Councils (2010) Grant; and,

2. WHEREAS, the grant will be used to hire a consultant to assist the Behavioral Health Redesign Steering Committee (BHRSC) develop a strategic plan and implementation processes to improve the County’s mental health and AODA systems, thereby improving the justice system by reducing incarceration and promoting more successful recovery outcomes for residents with mental health and/or substance abuse conditions; and

3. WHEREAS, in September 2012, an official Request for Qualifications was released by Rock County for the aforementioned services; and,

4. WHEREAS, three proposals were received and evaluated by five members of the BHRSC and these evaluators recommended Rock County contract with Zia Partners and TriWest Group for services; and,

5. WHEREAS, the full BHRSC endorses the recommendation of the five evaluators and in turn is recommending that the County enter into a contractual agreement with Zia Partners and TriWest Group in an amount not to exceed $50,000 for the aforementioned services.

6. NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this day of November 2012 does hereby authorize a contract with Zia Partners and TriWest Group to assist the Behavioral Health Redesign Steering Committee develop a strategic plan and specific implementation processes to improve the County’s mental health and AODA systems, thereby improving the justice system by reducing incarceration and promoting more successful recovery outcomes for residents with mental health and/or substance abuse conditions, in an amount not to exceed $50,000. All funding is contingent upon the necessary state and federal agency approvals.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins, Chair

Henry Brill, Vice Chair

Mary Beaver

Brian Knudson

Larry Wiedenfeld

PURCHASING PROCEDURAL ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair
HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice-Chair

Terry Fell

Billy Bob Grahn

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marv Wopat

FISCAL NOTE:
The County has been awarded $50,000 in federal aid to cover the cost of this contract. Funding is contingent upon state and federal approval of the contract.

Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52(29), Stats.

Jeffrey L. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Craig Knudson
County Administrator
Executive Summary

AUTHORIZING CONTRACT FOR JAG CRIMINAL JUSTICE COORDINATING COUNCILS (2010) GRANT CONSULTANT

In August 2012, Rock County was awarded a $50,000 Jag Criminal Justice Coordinating Councils (2010) Grant by the Wisconsin Office of Justice Assistance. The grant will allow Rock County to hire a consultant to assist in the development of a strategic plan and implementation processes to improve the County’s public and private mental health and AODA systems, thereby improving the justice system by reducing incarceration and promoting more successful recovery outcomes for residents with mental health and/or substance abuse conditions.

An improved behavioral health system overall will assure that those individuals needing mental health/AODA services will not only receive the most appropriate and effective treatment, but will receive it as early as possible, when such an intervention is most effective. To accomplish this endeavor, the consultant will work collaboratively with the Behavioral Health Redesign Steering Committee (BHRSC) and utilize the comprehensive needs and resource assessment report borne out of the CJCC’s Justice and Mental Health Collaboration Planning Grant initiative.

In September 2012, through the County’s Purchasing Manager, a Request for Qualifications was issued to find the aforementioned consultant. In addition to publicizing the solicitation as required by County policy, it was also sent to several additional consultants that were recommended to the BHRSC.

In October 2012, three proposals were received that met the requirements of the solicitation. The proposals were thoroughly evaluated by five members of the BHRSC and they recommended hiring Zia Partners and TriWest to undertake this project. These are the same consultants that worked with the Justice and Mental Health Ad Hoc Committee in conducting the extensive Needs and Resource Assessment in 2011. The recommendation to hire Zia Partners and TriWest was taken to the full BHRSC on November 1, 2012, and the Committee unanimously approved this recommendation and is now sending this endorsement to the County Board.

All funds for this project will come from the JAG Criminal Justice Coordinating Councils (2010) Grant and will not exceed $50,000. There is no match requirement for the grant and the grant period runs through June 30, 2013, with an extension allowable through September 2013. All funding is contingent upon the necessary state and federal agency approvals.
PROPOSAL SUMMARY FORM

PROPOSAL NUMBER:  2012-73
PROPOSAL NAME:  BEHAVIORAL HEALTH CONSULTANT
PROPOSAL DUE DATE:  OCTOBER 16, 2012 – 12:00 NOON
DEPARTMENT:  ADMINISTRATION

<table>
<thead>
<tr>
<th></th>
<th>ZIA PARTNERS TRI-WEST</th>
<th>COLLABORATIVE RESEARCH CHICAGO IL</th>
<th>HUMAN SERVICES RESEARCH CAMBRIDGE MA</th>
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<tr>
<td>RATER 1</td>
<td>95</td>
<td>57</td>
<td>80</td>
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<td>RATER 3</td>
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<td>60</td>
</tr>
<tr>
<td>RATER 4</td>
<td>99</td>
<td>92</td>
<td>90</td>
</tr>
<tr>
<td>RATER 5</td>
<td>95</td>
<td>78</td>
<td>37</td>
</tr>
<tr>
<td>TOTAL SCORE</td>
<td>464</td>
<td>371</td>
<td>348</td>
</tr>
<tr>
<td>TOTAL COST</td>
<td>$ 50,000.00</td>
<td>$ 49,500.00</td>
<td>$ 50,000.00</td>
</tr>
</tbody>
</table>

Proposals were evaluated based on the following criteria:
- Understanding of consulting services to be provided. **maximum 25 points**
- Personnel, training and corporate support. **Maximum 25 points**
- History, financial status, knowledge, experience, and qualifications in conducting strategic plans and implementation processes for behavioral health systems as demonstrated by current or past contracts of a similar size and scope. **Maximum 25 points**
- Cost Proposal. **Maximum 25 points**

Request for Qualifications and Cost Proposal advertised in the Janesville Gazette and on the Internet. Three additional agencies were solicited that did not respond.

PREPARED BY:  JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION:  ZIA PARTNERS / TRI-WEST

SIGNATURE:  [Signature]
DATE:  [Date]

GOVERNING COMMITTEE APPROVAL:  [Signature]  5-0  [Date]

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR:  [Signature]  VOTE:  [Vote]  DATE:  [Date]
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY

Timothy Zaehlke
HSD Controller
DRAFTED BY

November 1, 2012
DATE DRAFTED

Awarding Contract for Courier Services

WHEREAS, funds have been incorporated into the 2013 Human Services Budget to contract with a private firm for courier services; and,

WHEREAS, Rock County requested sealed proposals from qualified vendors to provide courier services for the delivery of all departmental mail for all Rock County departments, with one vendor responding; and,

WHEREAS, the request for proposals required respondents to submit a proposal to provide courier services along with the necessary capital and equipment to carry out the provisions of the contract; and,

WHEREAS, the proposal from Package Pro met the required specifications of RFP #2013-05; and,

NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors, duly assembled this day of 2013, that a contract for Courier services commencing January 1, 2013, be awarded to Package Pro of Janesville, Wisconsin in the amount of $28,980 based on the terms and conditions set forth in the contract; and,

BE IT FURTHER RESOLVED, that it be a three-year contract with an option for two, one-year annual extensions upon the approval of the Human Services Board.

Respectfully submitted,

Human Services Board

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice-Chair

Terry Pelt

William Grahn

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

PURCHASING PROCEDURAL ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair
Awarding Contract for Courier Services
Page 2

FISCAL NOTE:

This resolution authorizes a contract with Package Pro for courier services. The contract will be
administered by the Human Services Department with costs allocated to various departments. Sufficient
funding has been included in the various departments' 2013 budgets for the cost of this contract.

[Signature]
Sherry Oli
Finance Director

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

[Signature]
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

[Signature]
Craig E. Eiteman
County Administrator
Executive Summary

The purpose of this resolution is to authorize a contract with Package Pro for courier services for the delivery of all departmental mail for Rock County. The contract will be overseen by the Human Services Department with costs allocated out to all departments that utilize the service.

During budget, it was decided that due to the construction of the new Rock Haven nursing home and the distance they will be from the Health Care Center, Human Services would oversee the day-to-day operations of mail delivery. The current Rock Haven position handling the mail delivery will be re-deployed to another position in 2013 and the services of the contracted courier will be utilized.

Because the contracted courier has the ability to modify their current route to provide services to Rock County, the cost of the contract will be significantly less than the current way we provide mail delivery. There will be a cost savings to the county of approximately $30,000.
PROPOSAL SUMMARY FORM

<table>
<thead>
<tr>
<th>PROJECT NUMBER</th>
<th>#2013-05</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT NAME</td>
<td>COURIER SERVICES</td>
</tr>
<tr>
<td>PROPOSAL DUE DATE</td>
<td>OCTOBER 1, 2012 – 12:00 NOON</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>HUMAN SERVICES</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>PACKAGE PRO</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANESVILLE WI</td>
<td></td>
</tr>
</tbody>
</table>

|                                |             |
|                                |             |
| DAILY RATE TO PROVIDE COURIER SERVICES 2013-2015 | $115.00 PER DAY |
| DAILY RATE 2016          | $126.50   |
| DAILY RATE 2017          | $139.15   |
| OTHER COURIER SERVICES   | $40.00/HOUR RUSH SERVICE OR OTHER STOP AS NEEDED |

Request for Proposals was advertised in the Janesville Gazette.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: [Signature]

SIGNATURE: [Signature] DATE: 11/6/12

GOVERNING COMMITTEE APPROVAL:

CHAIR: VOTE: DATE:

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR: VOTE: DATE:
RESOLUTION NO. 12-119-178

ROCK COUNTY BOARD OF SUPERVISORS

JIM STUTE
INITIATED BY

AGRICULTURE & EXTENSION
EDUCATION COMMITTEE
SUBMITTED BY

JIM STUTE
DRAFTED BY

NOVEMBER 5, 2012
DATE DRAFTED

AWARDING CONTRACT FOR CROPLAND LEASE AT ROCK COUNTY FARM

1 WHEREAS, the County of Rock leased 392 acres of cropland at the Rock County Farm for the past nine
2 years; and,
3
4 WHEREAS, the current lease will expire on December 31, 2012; and,
5
6 WHEREAS, the Rock County Agriculture and Extension Education Committee has deemed it in the best
7 interest of the County to continue to lease the approximately 392 acres of crop land; and,
8
9 WHEREAS, proposals were received from four (4) area farms; and,
10
11 WHEREAS, the proposals were evaluated based on proposal bid per acre (summary attached), past
12 farming experience, and financial stability; and,
13
14 WHEREAS, the recommendation is to accept the most responsive and responsible proposal based on the
15 above facts.
16
17 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
18 assembled on this _____ day of ______, 2012 awards the contract for the lease of
19 approximately 392 acres of cropland located at the Rock County Farm to Badgerland Grain Farms, LLC-
20 Nick Viney, 21 Garfield Street, Edgerton, Wisconsin 53534 in the amount of $357.14 per acre in each of
21 the years – 2013, 2014 and 2015; and,
22
23 BE IT FURTHER RESOLVED, that one half (1/2) of the total annual lease payment will be made by
24 Badgerland Grain Farms LLC to Rock County on or before March 1st, and the balance paid on or before
25 October 15th each year.

Respectfully submitted,

Agriculture & Extension Education Committee

Richard Bostwick, Chair

Purchasing Procedural Endorsement

Reviewed and approved on a vote of

Eva Arnold, Vice Chair

Mary Mawhinney, Chair

Deloyde Sanders

Alan Sweeney

Larry Wiedenfeld
AWARDING CONTRACT FOR CROP LAND LEASE AT ROCK COUNTY FARM

Page 2

FISCAL NOTE:

Lease payments are credited to Farm Fees, A/C 56-5625-0000-44100.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.52(6), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended

Craig Warnson
County Administrator
Executive Summary

Awarding Contract for Crop Land Lease at the Rock County Farm

The County of Rock discontinued the Rock County Farm operation in 2003. For the past nine years, the County has leased out 392 acres of crop land. Crop land is leased by a three year contract to a local producer. The current three year lease expires on December 31, 2012.

Bids for the next three year contract have been accepted in October 2012. The contract will run from January 1, 2013 through December 31, 2015. The bids have been submitted based on dollars per acre for each of the next three years. Proposals are evaluated based on proposed cost per acre, past farming experience and financial stability of applicants.

The Agriculture and Extension Education Committee is recommending the high bid of $357.14 per acre for the 392 acres submitted by Badgerland Grain Farms, LLC. The total bid is $139,999 for each of the next three years. One half of the total annual lease payment is made on or prior to March 1st, and the remaining balance is paid no later than October 15th each year. Tenant is required to develop and follow a Nutrient Management Plan based on the State’s 590 Nutrient Management Specifications and Conservation Plan for the Rock County Farm Property.

Respectfully submitted,

James K. Stute
UW-Extension Department Head
**PROPOSAL SUMMARY FORM**

**PROJECT NUMBER** #2013-10  
**PROJECT NAME** CROP LAND LEASE  
**PROJECT DUE DATE** OCTOBER 15, 2012 – 12:00 NOON  
**DEPARTMENT** ROCK COUNTY FARM

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<tr>
<th>392 ACRES</th>
<th>BADGERLAND GRAIN MADISON WI</th>
<th>DOUDLAH FARMS EVANSVILLE WI</th>
<th>DARREN DEMMIN EVANSVILLE WI</th>
<th>JIM QUADE MILTON WI</th>
</tr>
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<tbody>
<tr>
<td>2013 TOTAL BID</td>
<td>140,000.00</td>
<td>127,991.92</td>
<td>121,128.00</td>
<td>98,392.00</td>
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<tr>
<td>2014 TOTAL BID</td>
<td>140,000.00</td>
<td>127,991.92</td>
<td>121,128.00</td>
<td>98,392.00</td>
</tr>
<tr>
<td>2015 TOTAL BID</td>
<td>140,000.00</td>
<td>127,991.92</td>
<td>121,128.00</td>
<td>98,392.00</td>
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<tr>
<td>TOTAL 3 YEAR BID</td>
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<td>$383,975.76</td>
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<td>$295,176.00</td>
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Proposal was advertised in the Janesville Gazette and on the Internet. Twelve additional vendors were solicited that did not respond.

**PREPARED BY:** JODI MILLIS, PURCHASING MANAGER

**DEPARTMENT HEAD RECOMMENDATION:** Badgerland Grain

**SIGNATURE**  
**DATE** 10/19/2012

**GOVERNING COMMITTEE APPROVAL:**

**PURCHASING PROCEDURAL ENDORSEMENT:**
RESOLUTION NO. 12-11D-187
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY
Finance Committee
SUBMITTED BY

APPROVING REINSURANCE CONTRACT FOR STOP-LOSS COVERAGE

1 WHEREAS, Willis of Wisconsin, Inc., Rock County’s Insurance Consultant, solicited proposals from Stop-loss carriers; and,
2 WHEREAS, Zurich is the most competitive option for Stop-Loss coverage for Rock County; and,
3 WHEREAS, the Finance Committee has reviewed the options and selected a Stop-Loss retention level of $175,000 for monthly premiums of $25.02 per single plan and $76.77 for a family plan;
4 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this day of __________, 2012 hereby authorizes the execution of a contract with Zurich for administration of the County’s Stop-Loss Coverage effective January 1, 2013.

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair
Sandra Kraft, Vice Chair
Mary Beaver
Brent Fox
J. Russell Podzilni

FISCAL NOTE:
Sufficient funds are available in the 2013 Budget for administering the County’s self-insurance health plan and specific stop-loss coverage. Based upon the current census of 259 Single Plans and 226 Family Plans, the annual stop-loss premium would be $868,730.40.

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. Kuglisch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended

Craig Knutson
County Administrator
## County of Rock
### SELF-FUNDED MEDICAL BENEFIT/COST ANALYSIS
#### Effective: 01/01/2013

<table>
<thead>
<tr>
<th>Medical Administrator</th>
<th>Current PBA</th>
<th>Renewal PBA</th>
<th>Option 1 PBA</th>
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<tr>
<td>Medical Administration</td>
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<tr>
<td>COBRA</td>
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<td>PPO Liaison Fee</td>
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<td>$0.40</td>
<td>$0.40</td>
</tr>
<tr>
<td>Annual Maintenance and Compliance Fee</td>
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<td>$1,000.00</td>
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<td><strong>$17,873.93</strong></td>
<td><strong>$17,873.93</strong></td>
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<td><strong>Percent of Cost Difference</strong></td>
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<td>5.1%</td>
<td>5.1%</td>
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<table>
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<tr>
<th><strong>SPECIFIC STOP LOSS</strong></th>
<th>Medical/Rx</th>
<th>Medical/Rx</th>
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<td>12/18</td>
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</tr>
<tr>
<td><strong>Specific Deductible</strong></td>
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<td>$175,000</td>
<td>$175,000</td>
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<td><strong>Specific Annual Maximum</strong></td>
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<td>$2,000,000</td>
<td>$2,000,000</td>
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<tr>
<td>Retiree Inclusion</td>
<td>Included</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td><strong>Specific Premium</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single</td>
<td>$28.05</td>
<td>$39.20</td>
<td>$25.02</td>
</tr>
<tr>
<td>Family</td>
<td>$72.11</td>
<td>$101.31</td>
<td>$76.77</td>
</tr>
<tr>
<td><strong>Total Annual Stop Loss Costs</strong></td>
<td><strong>$842,324.16</strong></td>
<td><strong>$1,182,509.16</strong></td>
<td><strong>$875,779.56</strong></td>
</tr>
<tr>
<td><strong>Percent of Cost Difference</strong></td>
<td>40.4%</td>
<td>40.4%</td>
<td>40.4%</td>
</tr>
</tbody>
</table>

**A. Total Annual Fixed Costs**  
$1,046,498.16  
$1,396,996.36  
$1,090,266.76  
**Percent of Cost Difference**  
33.5%  
42%  

### NOTES:  
1 Please review medical summary plan description to ensure that the annual maximum matches up with the carrier annual maximum. Failing to do so could result in a Vendors may charge or passthrough additional fees as required or related to PPACA. These fees are not represented in the costs above.

This comparison is intended to illustrate the carrier's proposed services and rates and should not be relied upon to fully determine benefits and rates. Refer to carrier's renewal/proposal for a complete representation of coverage terms and conditions.

Willis  
12.D.9.(2)
RESOLUTION NO. 12-11D-179

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

JAMES OTTERSTEIN
INITIATED BY

JEFFREY S. KUGLITSCH
DRAFTED BY

COUNTY BOARD STAFF
COMMITTEE

OCTOBER 30, 2012
DATE DRAFTED

SUBMITTED BY

AUTHORIZATION TO APPROVE THE GOEX CORPORATION OPTION TO PURCHASE 5 ACRES OF THE ROCK COUNTY FARM

1 WHEREAS, the County of Rock owns approximately 55 acres of vacant farm land on the south side of
2 USH 14 (commonly referenced as Rock County Farm South), in the City of Janesville; and,
3
4 WHEREAS, this land is adjacent to privately held property, which is positioned to have future railroad
5 access off of an existing main railroad line; and,
6
7 WHEREAS, the GOEX Corporation is currently land-locked and lacks the ability to access railroad
8 service; thereby, restricting the company’s ability to expand and add jobs at its current City of Janesville
9 location; and,
10
11 WHEREAS, a parcel owned by Rock County containing approximately 5 acres (MOL) in the far eastern
12 portion of that part of the Rock County Farm South, adjacent to the 24.4 acres already under the control of
13 the company’s ownership, is the optimum available land to facilitate this economic development project;
14 and,
15
16 WHEREAS, the GOEX Corporation is interested in purchasing the said 5 acre (MOL) parcel to relocate,
17 expand and sustain their operations locally; and,
18
19 WHEREAS, this multi-million dollar economic development project is expected to retain 130 existing,
20 as well as create up to 70 new jobs.
21
22 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
23 this 15th day of November, 2012, that GOEX Corporation is given an option, to be exercised no later than
24 December 31, 2013 to purchase 5 acres (MOL) of the Rock County Farm South (more completely
25 described on the attached exhibit which is incorporated herein by reference) at a price of $46,000 per acre
26 and such other terms and conditions as shall be agreed upon at time of sale.
27
28 BE IT FURTHER RESOLVED that the County be assured of an easement across the demised
29 premises, at no cost to the County, securing access to the future rail spur that will connect back to the
30 existing main railroad line.
31
32 BE IT FURTHER RESOLVED that if this transaction is completed within the appropriate timeframes,
33 the County will place the purchase price of $46,000 per acre in the PDR/PACE Program Account.

RESPECTFULLY SUBMITTED:
COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold
AUTHORIZATION TO APPROVE WITH GOEX CORPORATION OPTION TO PURCHASE 5 ACRES OF THE ROCK COUNTY FARM

Page 2

Henry Brill

Betty Jo Bussie

Marilyn Jensen

Mary Mawhinney

Louis Peer

Kurtis L. Yankees

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sec. 59.52(6)(c), Wis. Stats.

Jeffrey K. Kuglitsch
Corporation Counsel

FISCAL NOTE:

This resolution authorizes the sale of 5 acres of the Rock County Farm to GOEX Corporation. Proceeds of the sale will be assigned for future use by PDR/PACE Program.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Craig Edelson
County Administrator

Farm Goex Purchase 2012 res
AUTHORIZATION TO APPROVE THE GOEX CORPORATION 
OPTION TO PURCHASE 5 ACRES OF THE ROCK COUNTY 
FARM

EXECUTIVE SUMMARY

GOEX Corporation (hereinafter GOEX) is a privately held, leading manufacturing of quality printable plastic sheet, based in Janesville, WI. Established over 20 years ago, the company operates out of a 75,000 SF production facility and it has a staff of 130 employees. In 1999, the County of Rock entered into an agreement with the City of Janesville to sell GOEX a 24-acre parcel from the property commonly referred to as Rock County Farm South. Due to unforeseen circumstances, that development project did not materialize and the proposed relocation of GOEX from 2532 Foster Avenue to its proposed USH 14 location did not occur.

During the last decade, GOEX has continued to grow its customer base; increase its market share; and expand operations locally. Consequently, GOEX has maximized its present location to the point where it is landlocked. More importantly, economic and supply chain considerations are now requiring GOEX to incorporate rail service into their business model. To meet the demands of existing, as well as prospective, customers GOEX must operate from a more cost-effective, efficient and functional, rail-served real estate location.

Per the Resolution, GOEX is requesting an Option to Purchase a five (5) acre parcel from the Rock County Farm South. This additional acreage is required to meet the future expansion plans of GOEX (beyond its initial relocation and expansion project), as well as accommodate infrastructure right-of-way considerations, local site plan and state building code requirements. This project involves a capital investment estimated between $12MM and $15MM dollars; a new 150,000 SF +/-, rail served facility; the retention of 130 jobs; and the creation of up to 70 new jobs. Prent Corporation, which shares ownership and supply chain connections with GOEX, intends to occupy/redevelop the 2532 Foster Avenue property following the GOEX relocation.

The Resolution authorizes the County of Rock to enter into an Option to Purchase with GOEX – to facilitate the aforementioned development project. GOEX will have until December 31, 2013 to execute this Option. Per an October 2012 appraisal commissioned by the County, the property is priced at $46,000 per acre. Other terms and conditions associated with the sale of this property will be agreed upon and articulated within the future Sale Agreement.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

COUNTY BOARD STAFF
INITIATED BY

COUNTY BOARD STAFF
SUBMITTED BY

Nick Osborne, Assistant to the County Administrator
DRAFTED BY

November 6, 2012
DATE DRAFTED

APPROVING EASEMENT WITH ALLIANT ENERGY ON COUNTY FARM PROPERTY

WHEREAS, Alliant Energy is rebuilding electrical lines and poles along State Highway 14 this winter; and,

WHEREAS, to avoid long outages for their customers near the northwest side of the intersection of Highway 14 and Highway 51, Alliant Energy wishes to reconstruct a 3 phase line to serve businesses; and,

WHEREAS, Alliant Energy is requesting an 8’x10’ easement to install an anchor for this 3 phase line on the county owned land; and,

WHEREAS, Alliant Energy has agreed to pay Rock County a fee of $440 for this easement; and,

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ______ day of ____________, 2012, approves the Alliant Energy easement request.

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

J. Russell Podziml, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Marilynn Jensen

Mary Mawhinney

Louis Peer

Kurtis Yankee
AGRICULTURE AND EXTENSION COMMITTEE

Richard Bostwick, Chair

Eva Arnold, Vice Chair

Deloyde Sanders

Alan Sweeney

Larry Wiedenfeld

FISCAL NOTE:
This revenue will be deposited into the Farm's rental fee account, A/C 56-5625-0000-44100.

Sincerely,
Sherri Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to sections 59.01, 59.11 and 59.52(6), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Craig Amundson
County Administrator
EXECUTIVE SUMMARY

The American Transmission Company (ATC) is rebuilding their overhead line along State Highway 14 this winter. Alliant Energy/Wisconsin Power and Light will also be rebuilding their lines on their poles. To avoid long outages for Alliant customers, they are building some new and temporary lines before ATC starts their work. Alliant is rebuilding their line on the northeast side of the intersection of State Highway 14 and State Highway 51. They are also rebuilding a 3-Phase line to feed across to the business on the west side of the intersection to give them a looped system so the business has access to more reliable power and outages are kept to a minimum during construction. To serve them with the new line, Alliant is asking for permission to place an anchor into the field on the northeast corner of the intersection. This would extend approximately nine feet beyond the right of way and occupy a total of 80 square feet of County Farm land.

Mr. James Stute from UW Extension anticipates this would take approximately 200 square feet out of production for agricultural purposes. Using the current UW Farm lease rate of $357 per acre and noting how this small unusable area affects larger farm production value, Rock County proposes an easement fee of $440.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

INITIATED BY
Randy Terronez

DRAFTED BY
Randy Terronez

GENERAL SERVICES
COMMITTEES

SUBMITTED BY

APPROVING ADDITIONAL CONTINGENCY FUNDING FOR
ROCK HAVEN FACILITY REPLACEMENT PROJECT

WHEREAS, the County awarded the Rock Haven Facility Replacement Project to C. G. Schmidt, Inc. and established contingency funds to cover unforeseen conditions and necessary changes that may arise throughout the course of the project as contained in Resolution #11-9A-455; and,

WHEREAS, two separate contingency funds were established, one to address the soil conditions in the amount of $515,900, and the other to address unforeseen conditions and owner-directed changes in the amount of $773,850; and,

WHEREAS, various change orders have been approved which resulted in the Contingency balance at $64,574.54; and,

WHEREAS, the new facility is scheduled for completion in January 2013; and,

WHEREAS, a pending change order in the amount of $96,416.44 will result in a need for additional funding in the amount of $31,841.90; and,

WHEREAS, both contingency accounts have been depleted and the Samuels Group acting as the Owner’s Representative recommends replenishing the Contingency; and,

WHEREAS, funding is available from unallocated funds in the Rock Haven Project budget.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ______ day of _______________ 2012, does hereby increase the project contingency in the amount of $31,841.90 with funds to come from the unallocated funds in the Rock Haven Project budget.

BE IT FINALLY RESOLVED, that the General Services Committee be delegated the authority to approve all change orders for the Rock Haven Facility Replacement Project and report any change orders over $10,000 to the Rock County Board of Supervisors at its regularly scheduled meetings.

Respectfully Submitted,

General Services Committee:

Phillip Owens, Chair

Henry Brill, Vice Chair

Ivan Collins

Jason Heidenreich

Delwin Nash
LEGAL NOTE:

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

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

FISCAL NOTE:

This resolution increases the contingency funding allocation for the Rock Haven project. The funding is coming from project funds that are currently unallocated. The resolution does not increase the overall budget for the Rock Haven project.

Susan A. Balog
Sr. Accountant/Assistant to Finance Director
In September 2011 the County awarded the Rock Haven Facility Replacement project bid to C.G. Schmidt, Milwaukee, WI in the amount of $25,685,000 with funding from two separate bonds.

The resolution (#11-9A-455) awarding the project also established two contingency accounts. The Samuels Group suggested having two separate contingency funds to allow for better tracking of change orders, even though both were funded from the same project account. Use of the amounts was made via change order reviewed and approved or modified by the General Services Committee.

The first Contingency in the amount of $515,900 addressed the soil conditions and a second contingency in the amount of $773,850 addressed unforeseen conditions (other than soils) and necessary changes that were discovered throughout the course of the project recommended by the project team—including staff from Rock Haven and County Administration—that in their opinion were necessary to improve the project’s functionality.

Change orders approved by the General Services Committee have left the Contingency budget at $64,574.54.

Please note that the project to date has identified $191,000 in construction credits that have been applied back to the project.

The original project schedule had substantial completion at September 30, 2012 but due in part to coordination issues, substantial completion is now targeted at January 31, 2013.

A Change Order is pending in the amount of $96,416.44 that requires $31,841.90 in additional funding.

Funding is available from unallocated funds from the Rock Haven Capital project budget.

Approval of the request will increase the overall project contingency and this action is being requested.

Finally, this resolution continues the previously approved action that delegates authority to approve all change orders on this project to the General Services Committee of the Rock County Board of Supervisors. Current County Board Rules specify that the full County Board approve change orders over $10,000. However, in certain circumstances, such as those involving unsuitable soils as described above, a delay in approving change orders may have the effect of shutting the project down for a period. Delays of this type could have large cost implications for the overall cost of the project. The flexibility of convening a smaller committee to address change orders would allow the County to respond more quickly to unforeseen conditions and save overall construction costs. There may still exist credits that could be applied back to the project.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

PUBLIC WORKS COMMITTEE

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis J. Yankee, Chair
Betty Jo Bussie, Vice-Chair
Eva Arnold
Dave Brown
Brent Fox
COUNTY BOARD STAFF COMMITTEE

J. Russell Podzinski, Chair

Sandra Kraft, Vice-Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Marilynn Jensen

Mary Mawhinney

Louis Peer

Kurtis L. Yankee

FISCAL NOTE:
Sufficient funds are available in the DPW-Highways' 2012-2013 budgets for the cost of overlapping patrol worker positions.

Susan A Balog
Sr. Accountant/Assistant to Finance Director

LEGAL NOTE:
County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.

Jeffrey J. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Craig Knutson
County Administrator
- Executive Summary -

For the past several years, the Highway Division of the Public Works Department has been downsizing its staff through attrition. These have been done mostly in the "Patrolworker" position. There have also been employees who have become physically unable to work. Vacancies/absences at any one time can reach several employees.

It has been difficult at times to deploy a full complement of plow drivers in winter storms due to these absences, especially on the two Interstate Highways in the County. The Wisconsin Department of Transportation also expects that service on these two roads should be provided twenty-four hours per day during these storms. Temporary shifting of work hours among staff is regularly done to provide this service. This further reduces the available workforce for snow storms.

This situation is not anticipated to change for many weeks, surely throughout this winter. This resolution seeks to temporarily fill the gaps in covering these duties with new hires.
RESOLUTION NO. 12-11D-183

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Craig Knutson
INITIATED BY
Planning & Development Committee
SUBMITTED BY

Nick Osborne, Assistant to County Administrator
DRAFTED BY

November 2, 2012
DATE DRAFTED

Recognizing Don Barnes for His Service to Rock County

1 WHEREAS, Don Barnes has served the citizens of Rock County for the past 37 years as a dedicated
2 and valued Rock County employee in the position of Surveyor; and,
3
4 WHEREAS, in an office that extends back to 1837, Don is the longest tenured Surveyor; and,
5
6 WHEREAS, Don has diligently worked on the remonumentation process, replacing old land markers
7 with new ones throughout Rock County; and,
8
9 WHEREAS, Don has successfully integrated new surveying tools in Rock County such as Global
10 Positioning and Geographic Information System networks; and,
11
12 WHEREAS, Don has been a member of the American Congress on Surveying and Mapping, the
13 Wisconsin Society of Land Surveyors, and has served on the executive board for the Wisconsin County
14 Surveyors Association; and,
15
16 WHEREAS, Don's dedication to the profession, with eyes on both the past and future, has been
17 appreciated by the land surveying community and Rock County residents; and,
18
19 WHEREAS, Don's institutional knowledge of surveying in Rock County will be sorely missed as he
20 begins his retirement on December 3, 2012.
21
22 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly
23 assembled this _____ day of __________, 2012, does hereby recognize Don Barnes for his 37 years
24 of service to the citizens of Rock County and extends its best wishes to him in his future endeavors.
25
26 BE IT FINALLY RESOLVED that the County Clerk be authorized and directed to furnish a copy of
27 this resolution to Don Barnes.

Respectfully submitted,

PLANNING AND DEVELOPMENT COMMITTEE

Alan Sweeney, Chair

Mary Mowlimney, Vice Chair

Wayne Postina

Marilyn Jensen

Phillip Owens
Recognizing Don Barnes for His Service to Rock County
Page 2

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Marilynn Jensen

Mary Mawhinney

Louis Peer

Kurtis L. Yankee
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Lori Bierema
INITIATED BY
Pancreatic Cancer Action Network
DRAFTED BY

October 12, 2012
DATE DRAFTED

DECLARING THE MONTH OF NOVEMBER
"PANCREATIC CANCER AWARENESS MONTH" IN ROCK COUNTY

WHEREAS, in 2012, an estimated 43,920 people will be diagnosed with pancreatic cancer in the United States and 37,390 will die from the disease; and,

WHEREAS, pancreatic cancer is one of the deadliest cancers, is the fourth leading cause of cancer death in the United States, and is the only major cancer with a five-year relative survival rate in the single digits at just six percent; and,

WHEREAS, when symptoms of pancreatic cancer present themselves, it is usually too late for an optimistic prognosis, and 74 percent of pancreatic cancer patients die within the first year of their diagnosis while 94 percent of pancreatic cancer patients die within the first five years; and,

WHEREAS, of all the racial/ethnic groups in the United States, African Americans have the highest incidence rate of pancreatic cancer, between 34 percent and 70 percent higher than the other groups; and,

WHEREAS, approximately 760 deaths will occur in Wisconsin in 2012; and,

WHEREAS, there is no cure for pancreatic cancer and there have been no significant improvements in survival rates in the last 40 years; and,

WHEREAS, the Federal Government invests significantly less money in pancreatic cancer research than it does in any of the other leading cancer killers; and pancreatic cancer research constitutes only approximately 2 percent of the National Cancer Institute's federal research funding, a figure far too low given the severity of the disease, its mortality rate, and how little is known about how to arrest it; and,

WHEREAS, the Pancreatic Cancer Action Network is the first and only national patient advocacy organization that serves the pancreatic cancer community in Rock County and nationwide by focusing its efforts on public policy, research funding, patient services, and public awareness and education related to developing effective treatments and a cure for pancreatic cancer; and,

WHEREAS, the Pancreatic Cancer Action Network and its affiliates in Rock County support those patients currently battling pancreatic cancer, as well as to those who have lost their lives to the disease, and are committed to nothing less than a cure; and,

WHEREAS, the good health and well-being of the residents of Rock County are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes, and effective treatments; therefore be it,

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this day of , 2012, does hereby designate the month of November 2012 as "Pancreatic Cancer Awareness Month" in Rock County.

Respectfully submitted,
BOARD OF HEALTH

Sandra Kraft, Chair

Richard Bostwick

Dr. Aaron Best, M.D.

Dr. Connie Winter, DDS

James Rooney

Louis Peer, Vice Chair

Mike Rundie

Dr. Deah Peterson, DVM

Judith Wade

absent

Judith Wade
RESOLUTION NO. 12-11D-185

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY
Craig Knutson, County Administrator
DRAFTED BY
Finance Committee
SUBMITTED BY
November 8, 2012
DATE DRAFTED

Worker’s Compensation Loss Control Consulting Services for 2013 and 2014

1 WHEREAS, Willis of Wisconsin currently provides loss control consulting services to assist Rock
2 County in complying with safety regulations and reducing workers compensation losses; and,
3
4 WHEREAS, the Human Resources Department is charged with overseeing the County’s safety
5 compliance efforts as well as the workers compensation program; and,
6
7 WHEREAS, these activities require the assistance of consultants who possess particular expertise in
8 furthering such efforts; and,
9
10 WHEREAS, Willis of Wisconsin is willing to provide these services in 2013 and 2014 at the same
11 cost as 2012.
12
13 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
14 assembled this ____ day of ________, 2012, hereby contracts with Willis of Wisconsin for loss
15 control consulting services for 2013 and 2014 at the rate of $30,000 per year.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair
Sandra Kraft, Vice Chair
Mary Beaver
Brent Fox
J. Russell Podzilni

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair
Sandra Kraft, Vice Chair
Eva Arnold
Henry Brill
Betty Jo Bussie
Mary Mawhinney
Marilynn Jensen
Louis Peer
Kurtis Yankee
LEGAL NOTE:

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

Jeffrey S. Kluglitsch
Corporation Counsel

FISCAL NOTE:

Sufficient funding has been requested in the 2013 budget and will need to be included in the 2014 budget for the cost of this contract.

Sherry Oje
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Randy Terrence
INITIATED BY

Randy Terrence
DRAFTED BY

GENERAL SERVICES
COMMITTEES
SUBMITTED BY

AUTHORIZING FUNDING FOR UNIVERSITY OF WISCONSIN ROCK COUNTY
ENERGY CONSERVATION PROJECT

WHEREAS, the County funds capital projects for county-owned facilities at the University of Wisconsin Rock County; and,

WHEREAS, the State of Wisconsin through the Campus Improvement Energy Conservation Program funds energy conservation projects subject to the entity conducting a comprehensive energy conservation audit and provided that local match funds are committed; and,

WHEREAS, the University of Wisconsin Rock County underwent a comprehensive energy conservation audit that identified a variety of areas to improve the facilities heating, ventilation and air conditioning system at a total cost of $919,402; and,

WHEREAS, participation in the State’s program will require a County match of $380,073 with said funds available in the 2013 General Services Capital Projects - University of Wisconsin Rock County account.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board duly assembled this day of __________, 2012 does hereby authorize funding for the University of Wisconsin Rock County Energy Conservation Project in the amount of $380,073.

Respectfully Submitted

General Services Committee

Phillip Owens, Chair

Henry Brill, Vice Chair

Ivan Collins

Jason Heidenreich

Edwin Nash
FISCAL NOTE:

Sufficient funding is available in the U-Rock Capital Improvement account, A/C 18-1843-0000-67200, for the cost of the County match portion of this project.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.31 and 59.52(6) Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel
EXECUTIVE SUMMARY

This resolution would authorize 2013 funds as local match to allow University of Wisconsin Rock County to participate in a state energy conservation program. The Campus Improvement Energy Conservation Program funds energy conservation projects subject to the entity conducting a comprehensive energy conservation audit and provided that local match funds are committed.

A recently completed energy audit identified $919,402 in facility heating, ventilation and air conditioning system improvement work. The County’s match would be $380,073, which is available in the 2013 General Services Capital Projects - University of Wisconsin Rock County account.

The project will include replacing the 45-year-old steam boiler system with energy efficient hot water boilers along with required piping and ancillary components. Also included are certain building envelope improvements and modernizing the air handling units throughout the facilities.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Education, Veterans & Aging
Services Committee
INITIATED BY

Education, Veterans & Aging
Services Committee
SUBMITTED BY

Joyce Lubben
DRAFTED BY

November 12, 2012
DATE DRAFTED

APPROVAL OF REVISED ROCK COUNTY COUNCIL ON AGING DRUG AND ALCOHOL TESTING POLICY

1 WHEREAS, the Council on Aging contracts with the municipalities of Beloit and Janesville to provide complimentary transit services through the Rock County Specialized Transit Program for persons who are elderly and/or disabled; and

2 WHEREAS, the Council on Aging’s Specialized Transit Program, as a sub-contractor of the municipality transit programs receiving federal funds, is subject to the Federal Transit Administration’s mandated drug and alcohol testing program for safety sensitive positions; and

3 WHEREAS, findings of a recent audit by the Federal Transit Administration requires additional language in the Council on Aging’s Drug and Alcohol Testing Policy to comply with federal regulations.

4 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this __________ day of __________, 2012 does approve the revised Rock County Council on Aging’s Drug and Alcohol Testing Policy.

Respectfully submitted,

Education, Veterans & Aging Services Committee

Terry Thomas, Chair

Dave Brown

Wayne Gustina

Steve Howland

Edwin Nash
LEGAL NOTE:

The County Board is required to take this action pursuant to 49 Code of Federal Regulations (CFR) Parts 40, 653 and 654.

Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

No fiscal impact.

Shelby Osegui
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Craig Kauffman
County Administrator
EXECUTIVE SUMMARY

The transit systems of Beloit and Janesville contract with the Council on Aging to provide complementary paratransit services for persons who are elderly and/or disabled. As a sub-recipient of Federal Transit Administration funding, those persons engaged in safety sensitive positions with the Rock County Specialized Transit Program are subject to federal drug and alcohol testing policies. A recent audit by the Federal Transit Administration showed a few minor updates are needed in the policy to reflect changes in federal language.

It is required that the County Board of Supervisors approved the updated policy. The deadline for that approval is November 19, 2012. The added language is as follows:

1. A covered employee who has not performed a safety-sensitive function for 90 consecutive days or more and has not been in the Council on Aging random selection pool shall take a pre-employment drug test with a verified negative result before returning to safety-sensitive duties.
2. Substance Abuse Management, Inc. (SAMI), using a scientifically valid method shall administer the selection of employees for random testing. This method will be a computer software-based random selection program that is matched with employee social security numbers or payroll identification numbers. Under this selection process, each employee will have an equal chance of being tested each time selections are made. As a result, some employees may be tested more than once each year, while other employees may not be tested at all.

The following behaviors constitute refusals to submit to a test:

3. Failure to remain at the testing site until the testing process is complete.
4. Failure to undergo a medical examination or evaluation as directed by the MRO as part of the verification process, or as directed by the DER.
5. Failure to cooperate with any part of the testing process.
6. In a case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of the provision of a specimen.
7. For an observed collection, failure to follow the observers instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there is any type of prosthetic or other device that could be used to interfere with the collection process.
8. Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
9. Admitting the adulteration or substitution of a specimen to the collector or MRO.
10. Reporting by the MRO of a verified adulterated or substituted test result.
11. Refusal to sign the test form(s) will be regarded as a refusal to take the test.

No county tax levy is required.