ROCK COUNTY BOARD OF SUPERVISORS' MEETING
THURSDAY, MAY 24, 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 May 10, 2012
6. PUBLIC HEARING
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
   A. Appointments to Criminal Justice Coordinating Council
9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS
   A. Drug Court and Veterans Court Recognition
11. UNFINISHED BUSINESS
12. NEW BUSINESS
   A. Supplementary Appropriations and Budget Changes - Roll Call
   B. Bills Over $10,000 – No Roll Call
   C. Encumbrances Over $10,000 – Roll Call
   D. Contracts – Roll Call

1) Authorizing Easement to Charter communications to Cross Pelshek Tiffany Nature Trail

NOTE: Item 12.D.1. will be considered by the Public Works Committee on May 22, 2012 and County Board Staff Committee on May 24, 2012
ROCK COUNTY BOARD OF SUPERVISORS
May 24, 2012
Page 2

12. NEW BUSINESS

E. Recognizing Ruth Nordeng for Service to Health Care Center/Rock Haven
F. Proclaiming May 2012 Drug Court Month

NOTE: Item 12.F. will be considered by the Public Safety and Justice Committee on May 21, 2012

G. Upgrade One HSD Account Clerk Position to an Accountant Position

NOTE: Item 12.G. will be considered by the Human Services Board on May 23, 2012 and County Board Staff Committee on May 24, 2012

13. ADJOURNMENT
APPOINTMENTS TO THE CRIMINAL JUSTICE COORDINATING COUNCIL (CJCC)

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

AUTHORITY: County Board Resolution 06-5B-014

TERM: Three Years – 6/01/12 – 5/31/15

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

PRESENT MEMBER: Regina Dunkin
Alternate Robert Fizzell
Ed Pearson
Alternate Kenyata White
Marvin Wopat

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Regina Dunkin
Merrill Community Center
1428 Wisconsin Avenue
Beloit, WI 53511

Marvin Wopat
35 W. Maple Lane
Milton, WI 53563

Ed Pearson
Juvenile Detention Center
210 E. Hwy 14
Janesville, WI 53545

ALTERNATE APPOINTMENTS:

<table>
<thead>
<tr>
<th>CJCC Member</th>
<th>6/01/12 – 5/31/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Fizzell</td>
<td>Alternate</td>
</tr>
<tr>
<td>622 Harrison</td>
<td>Ed Pearson</td>
</tr>
<tr>
<td>Beloit, WI 53511</td>
<td>Amanda Galaviz</td>
</tr>
<tr>
<td></td>
<td>Juvenile Justice Youth Dev. &amp; Div.</td>
</tr>
<tr>
<td></td>
<td>Rock County Human Services Dept.</td>
</tr>
<tr>
<td>Tim Dregne</td>
<td>Marvin Wopat</td>
</tr>
<tr>
<td>35 W. Maple Lane</td>
<td></td>
</tr>
<tr>
<td>Milton, WI 53563</td>
<td></td>
</tr>
</tbody>
</table>

EFFECTIVE DATE: May 24, 2012
RESOLUTION NO. 12-5B-027  AGENDA NO. 12.B.(1)

INITIATED: FINANCE DIRECTOR

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON MAY 2, 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>BOARD OF REGENTS</td>
<td>GENERAL FUND</td>
<td>UW EXTENSION</td>
<td>U.W.EXTENSION EXT0192368</td>
<td>85,828.00</td>
<td>85,828.00</td>
</tr>
<tr>
<td>CESA 2</td>
<td>GENERAL FUND</td>
<td>SHERIFF</td>
<td>CORR.FACILITY 23295</td>
<td>15,828.58</td>
<td>15,828.58</td>
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<tr>
<td>HIGHLINE CORPORATION</td>
<td>ISF-CS</td>
<td>INFORMATION T</td>
<td>INFORMATION T 16078</td>
<td>34,520.00</td>
<td>34,520.00</td>
</tr>
<tr>
<td>MIDLAND HEALTH TESTING INC</td>
<td>ISF-SELF INS</td>
<td>NOT APPLICABL BAL.SHEET A/C 5000</td>
<td>50,897.25</td>
<td>50,897.25</td>
<td></td>
</tr>
</tbody>
</table>
CLAIMS IN THE AMOUNT OF $187,073.83

HAVE BEEN APPROVED AND
CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

[Signatures]

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

JEFFREY S. KUGLITSCH
CORPORATION COUNSEL

FISCAL NOTE
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

[Signature]
SHERRY QJAI
FINANCE DIRECTOR

[Signature]
CRAIG KNOTSON
COUNTY ADMINISTRATOR
RESOLUTION NO. 12-5B-028  
AGENDA NO. 12.C.(1) 

INITIATED: FINANCE DIRECTOR 

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

NOW, THEREFORE, BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON MAY 24, 2012, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Fund Name</th>
<th>Department Name</th>
<th>Program Name</th>
<th>PR Number</th>
<th>Claim Amount</th>
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<tbody>
<tr>
<td>PARTNERS IN PREVENTION</td>
<td>SRF-HUMAN SERVIC</td>
<td>HUMAN SERVICES</td>
<td>AODA INNER CITY</td>
<td>R1201998</td>
<td>39,961.86</td>
</tr>
</tbody>
</table>

CLAIMS IN THE AMOUNT OF 39,961.86 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

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

JEFFREY S. KUGLITSCHE
CORPORATION COUNSEL

FISCAL NOTE
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OJA
FINANCE DIRECTOR

FINANCE COMMITTEE

MAY 17, 2012

ADMINISTRATIVE NOTE

RECOMMENDED

CRAIG KNUTSON
COUNTY ADMINISTRATOR
PURCHASE ORDER NUMBER  PO903184    PEID  011824

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 send 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).

DEPARTMENT  Planning

COMMITTEE  Planning & Development

VENDOR NAME  City of Janesville

ACCOUNT NUMBER  64-6467- 0000- 64913

FUND'S DESCRIPTION  2009-12 Healthy Homes/Lead Hazard - Home Rehabilitation

AMOUNT OF INCREASE  $ 19,747.00

INCREASE FROM  $ 363,557.00 TO  $ 383,304.00

ACCOUNT BALANCE AVAILABLE  $ 334,929.13 SB 4/30/12

REASON FOR AMENDMENT  Adjusting project expense reimburseables to close out grant.

APPROVALS

GOVERNING COMMITTEE
Chair  ________________ Date  5/6/12

FINANCE COMMITTEE
(if over $10,000)  Chair  ________________ Date  5/31/12

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

WHITE - COMMITTEE
YELLOW- PURCHASING
PINK - DEPARTMENT

AMENDFORM 298
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 send 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).

DEPARTMENT: General Services

COMMITTEE: General Services

VENDOR NAME: CG Schmidt

ACCOUNT NUMBER: 18-1851-0000-67200

FUNDS DESCRIPTION: Rock Haven Project

AMOUNT OF INCREASE: $10,913.09

INCREASE FROM $16,655,997.50 TO $16,666,910.59

ACCOUNT BALANCE AVAILABLE: $3,350,920.65

REASON FOR AMENDMENT: Change Order #8

APPROVALS

GOVERNING COMMITTEE
Chair
Date

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

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

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

AMENDFORM 2/98
Rock County
51 South Main street
Janesville, WI 53545
Phone: 608.757.5543

CHANGE ORDER
No. 00008

TITLE: 08- Program Request #

PROJECT: Rock Haven Health Care Facility

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

DATE: 4/11/2012
JOB: 6637

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 # 2011-63).

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Stocked</th>
<th>Quantity</th>
<th>Unit</th>
<th>Price</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>PCO #012 pertains to RFI # 016 &amp; 016-1 Relocation of Sanitary Sewer.</td>
<td>1.000</td>
<td></td>
<td>($1,837.45)</td>
<td>0.00%</td>
<td>$0.00</td>
<td>($1,837.45)</td>
</tr>
<tr>
<td>00002</td>
<td>PCO #022 pertains to Construction Bulletin #2 Miscellaneous Structural Revisions,</td>
<td>1.000</td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>00003</td>
<td>PCO #023R pertains to Construction Bulletin #4 - Plumbing Revisions,</td>
<td>1.000</td>
<td></td>
<td>$4,875.64</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$4,875.64</td>
</tr>
<tr>
<td>00004</td>
<td>PCO #039 pertains to RFI # 016-1, 116-2, 116-3, &amp; 116-4, Steel Iraclon</td>
<td>1.000</td>
<td></td>
<td>$7,874.90</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$7,874.90</td>
</tr>
</tbody>
</table>

Unit Cost: $10,913.09
Unit Tax: $0.00
Total: $10,913.09

The Original Contract Sum was $25,685,000.90
Net Change by Previously Authorized Requests and Changes ($9,029,002.50)
The Contract Sum Prior to This Change Order was $16,656,997.50
The Contract Sum Will be Increased $10,913.09
The New Contract Sum Including This Change Order $16,666,910.59
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: 4/12/2012

Rock County
By: Randolph Terronez
Date: 4/13/2012

The Samuels Group, Inc.
By: Kevin C. Higgins
Date: 4/11/2012
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 send 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).

DEPARTMENT       General Services

COMMITTEE        General Services

VENDOR NAME      CG Schmidt

ACCOUNT NUMBER   18-1851-0000-67200

FUNDS DESCRIPTION Rock Haven Project

AMOUNT OF INCREASE $122,053.63

INCREASE FROM $16,666,910.59 TO $16,788,964.22

ACCOUNT BALANCE AVAILABLE $3,350,980.65 $3,561,12

REASON FOR AMENDMENT Change Order #9

APPROVALS

GOVERNING COMMITTEE
Chair
Date 5/15/12

FINANCE COMMITTEE
(if over $10,000)
Chair
Date 5/17/12

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

WHITE - COMMITTEE
YELLOW- PURCHASING
PINK - DEPARTMENT

AMENDFORM 2/98
Rock County

CHANGE ORDER
No. 00009

TITLE: 08- Program Request # 06
PROJECT: Rock Haven Health Care Facility
TO: Attn: Jeff Kenley
     C. G. Schmidt
     10 East Doty Street
     Madison, WI 53703

DATE: 4/11/2012
JOB: 6637

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 # 2011-63).

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Tax Rate</th>
<th>Tax Amount</th>
<th>Total Amount</th>
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</thead>
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<td>00001</td>
<td>PCO #024R2 pertains to Construction Bulletin # 63, Mezzanine Exit Revisions.</td>
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<td>$117,666.83</td>
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<td>$117,666.83</td>
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<tr>
<td>00002</td>
<td>PCO # 033 pertains to Construction Bulletin #5 HVAC Shop Drawing Revisions.</td>
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<td>($1,976.70)</td>
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<td>$0.00</td>
<td>($1,976.70)</td>
</tr>
<tr>
<td>00003</td>
<td>PCO #040R2 pertains to Proposal Request # 01- Reading System Upgrade - GAT System Plus Limited lifetime Warranty</td>
<td>1.000</td>
<td></td>
<td>$5,016.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$5,016.00</td>
</tr>
<tr>
<td>00004</td>
<td>PCO #047 pertains to Construction Bulletin #7 - Data Outlet Revisions.</td>
<td>1.000</td>
<td></td>
<td>$1,347.50</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$1,347.50</td>
</tr>
</tbody>
</table>

Unit Cost: $122,053.63
Unit Tax: $0.00
Total: $122,053.63

The Original Contract Sum was $25,685,600.00
Net Change by Previously Authorized Requests and Changes ($9,018,089.41)
The Contract Sum Prior to this Change Order was $16,666,910.59
The Contract Sum Will be Increased $122,053.63
The New Contract Sum Including This Change Order $16,788,964.22
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: 4/12/2012

Rock County
By: Randolph Terreorez
Date: 4/13/2012

The Samuels Group, Inc.
By: Kevin C. Higgs
Date: 4/11/2012
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Lori Williams
Initiated by
Public Works & Parks
Advisory Committee
Submitted by
Lori Williams, Park Director
Drafted by
April 30, 2012
Date Drafted

AUTHORIZING EASEMENT TO
CHARTER COMMUNICATIONS TO CROSS PELISHEK TIFFANY NATURE TRAIL.

WHEREAS, Rock County owns the Pelishek Tiffany Nature Trail (PTNT) extending from Clinton in Rock County to Allens Grove in Walworth County; and,

WHEREAS, Charter Communications, Janesville, desires to obtain an easement across a portion of the said property for the purpose of boring underneath the trail as part of a project to install fiber optic cable; and,

WHEREAS, a fee of $500 has been stipulated; and,

WHEREAS, because the project will have a potentially long-term effect on the trail, it will have to be approved by the appropriate committees and Rock County Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors assembled this __________ day of __________, 2012, that the County Board Chair and County Clerk are authorized to sign the agreement for right-of-way and easement with Charter Communications.

Respectfully submitted,

Public Works Committee

Kurtis Yankee, Chair
Betty Jo Bussie, Vice-Chair
Eva Arnold
Dave Brown
Brent Fox

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
FISCAL NOTE:

The $500 easement fee will be deposited into the Sale of County Property account, s/c 00-0000-0001-46200.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes section 59.52(6)(c).

Eugene R. Dumas
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Kustera
County Administrator
EXECUTIVE SUMMARY
AUTHORIZING EASEMENT TO
CHARTER COMMUNICATIONS TO CROSS PELISHEK TIFFANY NATURE TRAIL

Rock County has owned the 64.3 acres of the Pelishek Tiffany Nature Trail since September 26, 1995, and is working on continued development of this park property via a long-term partnership agreement with the PNT Foundation. Currently, the trail is open for winter snowmobile use and is open for hiking, bird watching, bicycle use and equestrian use in the summer.

Charter Communications, Janesville, has requested an easement to bore under the trail as part of a fiber optic cable project. A fiber optic cable will be installed in this bore hole to carry cable from one side of the trail to the other and distribute it to the desired client. They propose to cross the trail in the right of way on S. Summerville Road east of Clinton, WI. This preferred approach will cause the least amount of disruption and damage to the trail.

Because this project will have a potentially long-term effect on the trail, it needs to be approved by the appropriate committees and the Rock County Board of Supervisors. A fee of $500 has been stipulated in accordance with past easements of this nature.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

RECOGNIZING RUTH NORDENG FOR SERVICE TO HEALTH CARE CENTER/ROCK HAVEN

WHEREAS, Ruth Nordeng has served the citizens of Rock County over the past 31 years, 5 months as a dedicated and valued employee of Rock County; and,

WHEREAS, Ruth Nordeng began her career with Rock County Health Care Center as an Laundry Worker on January 6, 1981; and,

WHEREAS, Ruth Nordeng held that position until January 1, 1994 when she took a position as Food Service Worker; and,

WHEREAS, Ruth Nordeng worked in that capacity until taking a position as an Environmental Services Worker on February 30, 1992; and,

WHEREAS, Ruth Nordeng has worked diligently in that position until her retirement on June 1, 2012; and,

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

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors hereby recognize Ruth Nordeng for her 31 years, 5 months of service and extend their best wishes to her in her future endeavors; and,

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

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Betty Jo Busse, Chair

J. Russell Podzinski, Chair

Mary Beaver

Mary Kay Kraft, Vice/Chair

Terry Fell

Betty Jo Busse

Billy Bob Siefert

Eva Arnold

Steve Howland

Mary Mahlinsey

Marilyn Jensen

Kurt I. Yaakko

Steve Howland

Haakon Bjell

Steve Howland

Louis Peer

Louis Peer
RESOLUTION NO. 12-58-031

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Criminal Justice Coordinating Council
INITIATED BY
Public Safety & Justice Committee
SUBMITTED BY

Elizabeth Politan McQuillen/National Association of Drug Court Professionals (NADCP)
DRAFTED BY
May 17, 2012
DATE DRAFTED

PROCLAIMING MAY 2012 DRUG COURT MONTH

WHEREAS, Drug Courts are a proven budget solution that benefit all facets of society; and,

WHEREAS, Drug Courts are an essential component of our justice system which save vast criminal justice resources and keep individuals out of jail and engaged with their communities as productive tax-paying citizens; and,

WHEREAS, Drug Courts are the most effective tool in the criminal justice system for saving money, cutting crime and serving veterans; and,

WHEREAS, Results of more than 100 program evaluations and at least four meta-analytic studies have yielded definitive evidence that Drug Courts significantly improve substance-abuse treatment outcomes, substantially reduce drug abuse and crime, and do so at less expense than any other justice strategy; and,

WHEREAS, Drug Courts facilitate community-wide partnerships, bringing together public safety and public health professionals in the fight against drug abuse and criminality; and,

WHEREAS, the Drug Court movement has grown from 12 original Drug Courts in 1994 to over 2,600 operational Drug Courts; and,

WHEREAS, Drug Courts demonstrate that when one person rises out of drugs and crime, we ALL RISE; and,

WHEREAS, The time has come to put a Drug Court within reach of every eligible person in need; and,

WHEREAS, Rock County started its Drug Court in April 2007 and has had 167 successful graduations as of May 17, 2012; and,

WHEREAS, Rock County started its Veterans Court in September 2009 and has had five successful graduations as of May 17, 2012.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of _______, 2012 does hereby declare that a "Drug Court Month" be established during the month of May, 2012, recognizing the significant contributions that Drug Courts have made toward reducing substance abuse, crime and recidivism while saving valuable resources.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivaiz Collins, Chair

Brian Knudson

Henry Brill, Vice-Chair

Larry Wiedenfeld

Mary Beaver
RESOLUTION NO. 12-53-032

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sara Moore
INITIATED BY

Human Services Board
SUBMITTED BY

Sara Moore
DRAFTED BY

May 09, 2012
DATE DRAFTED

Upgrade One HSD Account Clerk Position to an Accountant Position

WHEREAS, the Human Services Department requests that the County Board upgrade a vacant HSD Account Clerk position assigned to the Fiscal Operations Division to an Accountant position; and,

WHEREAS, the Department believes there are operational advantages to Rock County by filling this position with a higher skill set employee; and

WHEREAS, this position currently plays an important role in the fiscal management of the Department and the Department believes the work required for this position is at the Accountant level; and,

WHEREAS, work activities will include: assisting in the preparation and monitoring of the annual HSD budget, completing monthly allocation reports and preparing journal entries, preparation of various performance tracking reports, staff time study tracking for multiple federal, state, and private grant awards, analysis of accounts, fiscal tracking, monitoring, and analysis for the Income Maintenance Consortium, and other duties as assigned; and,

WHEREAS, a cost analysis shows that this would be a budget neutral change in 2012 due to the amount of time the HSD Account Clerk position will be vacant.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this day of , 2012 does hereby upgrade the 1.0 FTE vacant HSD Account Clerk position to an Accountant and authorize the Human Services Department to fill this position.
Upgrade One HSD Account Clerk Position to an Accountant Position

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair
Sally Jean Weaver-Landers, Vice Chair
Terry Fell
William Grahn
Kathy Kelm
Phillip Owens
Terry Thomas
Shirley Williams
Marvin Wopat

COUNTY BOARD STAFF COMMITTEE

J. Russell Poczilni, Chair
Sandra Kraft, Vice Chair
Eva Arnold
Hank Brill
Betty Jo Bussie
Ivan Collins
Marilynn Jensen
Louis Peer
Kurtis Yankee

FISCAL NOTE:

This resolution upgrades a vacant Account Clerk position to an Accountant level position in Human Services. The upgrade will be funded by the vacancy savings.

Sherry Oje
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Mathson
County Administrator
Executive Summary

Upgrade One HSD Account Clerk Position to an Accountant Position

The Human Services Department requests that the County Board upgrade a vacant HSD Account Clerk position assigned to the Fiscal Operations Division to an Accountant position. The Department believes there are operational advantages to Rock County by filling this position with a higher skill set employee.

This position currently plays an important role in the fiscal management of the Department and the Department believes the work required in this position is at the Accountant level. This includes work already assigned to the HSD Account Clerk, as well as additional tasks at the Accountant level that would be assigned if the upgrade is approved.

Work activities will include: assisting in the preparation and monitoring of the annual HSD budget (approximately $55.5 million in expenditures), completing monthly allocation reports and preparing journal entries, preparation of various performance tracking reports, staff time study tracking for multiple federal, state, and private grant awards, analysis of accounts, fiscal tracking, monitoring, and analysis for the Income Maintenance Consortium, and other duties as assigned.

A cost analysis shows that this would be a budget neutral change in 2012 due to the amount of time the HSD Account Clerk position will be vacant. The difference in the annual starting salary between the two positions is approximately $1,500.