

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Brent Sutherland –
Director of Facilities Management
DRAFTED BY

August 25, 2016
DATE DRAFTED

Authorizing Approval to Double Fill Rock Haven Administrative Assistant Position for Facilities Management

- 1 **WHEREAS**, Kris Mills Administrative Assistant at Rock Haven/HCC announced on August 9,
- 2 2016 she is resigning; and
- 3
- 4 **WHEREAS**, her last day of work is December 30, 2016; and
- 5
- 6 **WHEREAS**, Kris has worked for Rock County for the past 35 years; and
- 7
- 8 **WHEREAS**, Kris manages the State required documentation of the Rock Haven Facilities
- 9 Management Department; and
- 10
- 11 **WHEREAS**, Kris also serves many roles for the entire Rock Haven facilities; and
- 12
- 13 **WHEREAS**, there is a training need to overlap Kris with the new Administrative Assistant for
- 14 30 days; and
- 15
- 16 **WHEREAS**, there is enough money currently in 2016 employee wages to cover the cost.
- 17
- 18 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 19 assembled this 8th day of September, 2016 does hereby approve and authorize double
- 20 filling the Administrative Assistant position for Rock Haven/ HCC buildings.

Respectfully Submitted,

GENERAL SERVICES COMMITTEE

Henry Brill
Henry Brill, Chair

Jason Heidenreich
Jason Heidenreich, Vice Chair

Bob Yeomans
Bob Yeomans

David Homan
David Homan

Jeremy Zajac
Jeremy Zajac

16-9A-112

Authorizing Approval to Double Fill Rock Haven Administrative Assistant Position
for Facilities Management

Page 2

FISCAL NOTE:

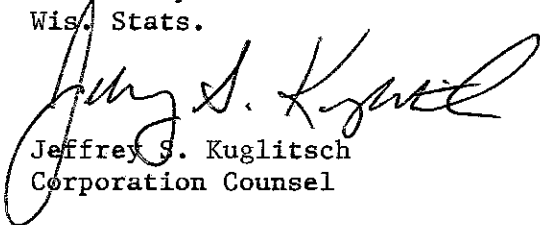
Sufficient funds are available in the HCC Facilities Maintenance account to double fill the
Administrative Assistant position for 30 days.



Sherry Oja
Finance Director

LEGAL NOTE:

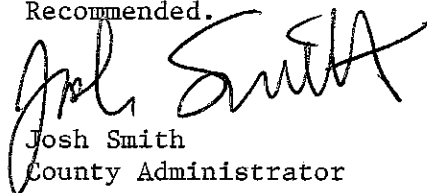
The County Board is authorized to take this action pursuant to § 59.22(2),
Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

Requesting to Double Fill the Administrative Assistant Position at Rock Haven-HCC Facilities Management Department

Rock Haven/Health Care Center, Administrative Assistant, Kris Mills announced her resignation on August 9, 2016 after 35 years of service. Her last day of work will be December 30, 2016. I am requesting approval to double fill this position for 30 days to allow for training. Kris manages many functions for Rock Haven/Health Care Center complex. There are enough funds in the 2016 employee wages to cover this additional cost.