

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee
INITIATED BY



Annette Mikula, HR Director
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

October 21, 2015
DATE DRAFTED

**AUTHORIZE THE OVERLAP OF SPECIALIZED TRANSIT SCHEDULER/CLERK FOR
THE COUNCIL ON AGING**

- 1 **WHEREAS**, the incumbent in the position of Specialized Transit Scheduler/Clerk for the Council on Aging is
- 2 currently on an extended leave of absence; and
- 3
- 4 **WHEREAS**, given the critical nature of the specialized transit program at the Council on Aging, it is
- 5 imperative that the County staff the position; and
- 6
- 7 **WHEREAS**, providing the ability to recruit and fill the position during this leave of absence will provide the
- 8 level of services that are necessary to perform this specialized work; and
- 9
- 10 **WHEREAS**, the Council on Aging has sufficient funds available through the Elderly and Handicapped
- 11 transportation trust fund for this position;
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 14 2nd day of November, 2015 hereby authorizes the overlap of a Specialized Transit Scheduler/Clerk
- 15 during the duration of this approved leave of absence.

15-11A-404

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilini
J. Russell Podzilini, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Eva Arnold
Eva Arnold

Henry Brill
Henry Brill

Betty Jo Bussie
Betty Jo Bussie

Absent
Mary Mawhinney

Louis Peer
Louis Peer

Absent
Alan Sweeney

Terry Thomas
Terry Thomas

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Rick Richard, Chair

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Edwin Nash

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Norvain Pleasant

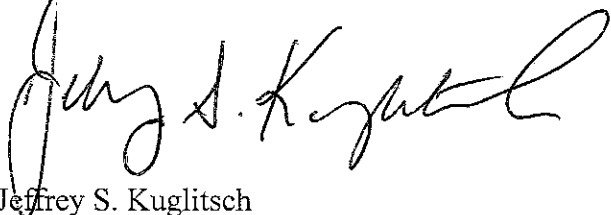
Kathy Schulz
Kathy Schulz

AUTHORIZE THE OVERLAP OF SPECIALIZED TRANSIT SCHEDULER/CLERK FOR THE COUNCIL ON AGING

Page 2

LEGAL NOTE:

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



Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

Sufficient funds are available in the Elderly and Handicapped Transportation trust fund and grant for the cost of this position.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

Executive Summary

The Council on Aging provides services that help preserve the independence of older residents of Rock County. Rock County Transit (RCT) provides transportation services for use by individuals at least 55 years of age or disabled persons. To schedule this service residents, or caregivers of residents contact the Council of Aging's transportation services. The Specialized Transit Scheduler/Clerk takes and records the transportation requests, enters the data into the RouteMatch system, schedules daily bus trips, and dispatches specialized transit drivers throughout the day to ensure an efficient flow of transportation. This position is defined by the Department of transportation and the Federal Transit Authority as a "safety sensitive" position and is required to be included in the Council on Aging's alcohol and controlled substance testing program, limiting the ability to assign others into this position.

The current employee is on an extended leave of absence. The Council on Aging has been shifting the remaining workforce to keep up with the day to day operations. This is not a long term solution.

Personnel Ordinance 18.309 requires approval of the governing committee and the County Board for an overlap of positions beyond one pay period. This request would allow the County to advertise and fill the position while the current employee is out on the approved leave of absence.

The Council on Aging has funds available through the Elderly and Handicapped Transportation Fund to cover the cost of this overlap for this position.