



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE  
MONDAY, NOVEMBER 2, 2015 - 8:30 A.M.  
JURY DELIBERATION ROOM, FOURTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

Agenda

**NOTE: Date  
Location & Time**

1. Call to Order
2. Approval of Agenda
3. **EXECUTIVE SESSION:** Per Section 19.85(1)(g), Wis. Stats. – Confer with Legal Counsel Regarding Possible Litigation  
  
Reconvene at approximately 8:45 A.M.
4. Approval of Minutes – October 20, 2015
5. Citizen Participation, Communications, Announcements, Information
6. Transfers
7. A. Bills/Encumbrances  
B. Pre-Approved Encumbrance Amendments
8. Resolution  
A. Authorize the Overlap of Specialized Transit Scheduler/Clerk for the Council on Aging
9. Adjournment

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**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 \_\_\_\_\_ day of \_\_\_\_\_, 2015 hereby authorizes the overlap of a Specialized Transit Scheduler/Clerk
- 15 during the duration of this approved leave of absence.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilini  
J. Russell Podzilini, Chair

Absent  
Mary Mawhinney

Sandra Kraft  
Sandra Kraft, Vice Chair

Louis Peer  
Louis Peer

Eva Arnold  
Eva Arnold

Absent  
Alan Sweeney

Henry Brill  
Henry Brill

Terry Thomas  
Terry Thomas

Betty Jo Bussie  
Betty Jo Bussie

EDUCATION, VETERANS AND AGING SERVICES COMMITTEE

\_\_\_\_\_  
Rick Richard, Chair

\_\_\_\_\_  
Norvain Pleasant

\_\_\_\_\_  
Jeremy Zajac, Vice Chair

\_\_\_\_\_  
Kathy Schulz

\_\_\_\_\_  
Edwin Nash

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

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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:

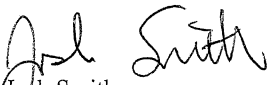
Sufficient funds are available in the Elderly and Handicapped Transportation trust fund and grant for  
the cost of this position.



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.