

ROCK COUNTY, WISCONSIN



**PUBLIC SAFETY & JUSTICE COMMITTEE
MONDAY – JUNE 17, 2019 - 4:00 P.M.
LARGE CONFERENCE ROOM
SHERIFF'S OFFICE**

Agenda

1. Call to Order
2. Adoption of Agenda
3. Citizen Participation, Communications, Announcements, Information
4. Approval of Minutes – June 3, 2019
5. Consent Calendar
 - A. Transfers
 - B. Review of Payments
6. Resolutions and Committee Approval
 - A. Confirmation of Appointment of Child Support Director
 - B. Creating a 1.0 FTE Collections/Accounts Specialist Position and Deleting Two 1.0 FTE Deputy Clerk of Court Positions
 - C. Authorizing Double Fill of Five Deputy Sheriff Positions
 - D. Request for Purchase – Vendor for DVR In-Squad Camera System
7. Committee Requests and Motions
8. Tour of Jail and Sheriff's Office
9. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.



PUBLIC SAFETY & JUSTICE COMMITTEE
Minutes – June 3, 2019

Call to Order. Chair Beaver called the meeting of the Public Safety and Justice Committee to order at 4:00 P.M. in Conference Room N-1, Fifth Floor, Courthouse East.

Committee Members Present: Supervisors Beaver, Owens, Fell and Knudson.

Committee Members Absent: Supervisor Hawes.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator; Annette Mikula, Human Resources Director; Kathy Sukes, Communications Center Director; Melissa Wittwer, Interim Child Support Director; Belem Regan, Mediation and Family Court Services Manager.

Others Present: Supervisor Podzilni.

Adoption of Agenda. Supervisor Owens moved approval of the agenda as presented, second by Supervisor Fell. ADOPTED.

Citizen Participation, Communications, Announcement, Information. Chair Beaver reminded everyone the June 17, 2019 meeting will be held at the Sheriff's Office.

Adoption of Minutes. Supervisor Knudson moved approval of the minutes of May 20, 2019 as presented, second by Supervisor Owens. ADOPTED.

Consent Calendar.

Transfers None.

Review of Payments None.

Committee Requests and Motions. None.

Executive Session. Supervisors Owens and Knudson moved to go into Executive Session at 4:01 P.M. per Section 19.85(1) (c), Wis. Stats. – Interviews of Finalists for Child Support Director. ADOPTED on a roll call vote with the following: AYES – Supervisors Beaver, Fell, Knudson and Owens. ABSENT – Supervisor Hawes.

Supervisor Owens moved to go out of Executive Session at 5:45 P.M., second by Supervisor Knudson. ADOPTED.

Adjournment. Supervisor Owens moved adjournment at 5:45 P.M., second by Supervisor Knudson. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF MAY 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
21-2100-0000-61920	PHYSICALS					
		P1900388	05/02/2019	MERCY HEALTH SYSTEM	PREEMPLOYMENT PHYSICALS	3,627.92
		P1900398	05/23/2019	STANARD AND ASSOCIATES INC	PSYCH EVALS	5,046.40
		P1901556	05/30/2019	BELOIT HEALTH SYSTEM	BORGWARDT AUDIO TEST	38.45
21-2100-0000-62122	ATTORNEY FEES					
		P1901562	05/30/2019	VON BRIESEN AND ROPER SC	LEGAL FEES	2,310.00
21-2100-0000-62210	TELEPHONE					
		P1900354	05/30/2019	CHARTER COMMUNICATIONS	MAY INTERNET	332.06
21-2100-0000-62400	R & M SERV					
		P1900399	05/30/2019	OFFICE PRO INC	SHREDDING	61.62
21-2100-0000-62410	R & M-VEHICLES					
		P1900345	05/23/2019	BEE LINE ALIGNMENT INC	ALIGN #42	80.00
		P1900352	05/02/2019	DAVIS CITGO SERVICE INC	TOW EVIDENCE	542.50
		P1900353	05/02/2019	CITY LOCK AND KEY INC	TRANSPONDER KEY	28.50
		P1900360	05/30/2019	CARQUEST AUTO PARTS	OIL STABILIZER	560.22
		P1900362	05/30/2019	FRANK BOUCHER CHRYSLER DODGE J	#12 FIX BROKEN WIRE	197.08
		P1900375	05/23/2019	MENARDS	SHOP SUPPLIES	156.37
		P1900380	05/23/2019	POMPS TIRE SERVICE INC	LOF #73	13,333.02
		P1900391	05/16/2019	US BANK	Lights for MFF trailer	9.60
		P1900804	05/23/2019	GENERAL COMMUNICATIONS INC	CHECK RADIOS HDS	465.00
		P1901524	05/30/2019	BOB CLAPPER AUTOMOTIVE INC	HANDLE #44	729.34
21-2100-0000-62420	MACH & EQUIP RM					
		P1900391	05/16/2019	US BANK	Repair/inspect air tanks	515.32
		P1900804	05/30/2019	GENERAL COMMUNICATIONS INC	CHECK RADIOS 6, 7, 22	210.00
21-2100-0000-63100	OFC SUPP & EXP					
		P1900341	05/23/2019	ARAMARK UNIFORM SERVICES INC	2019 BLANKET PURCHASE ORDER	19.20
		P1900391	05/16/2019	US BANK	Foot switch	501.72
21-2100-0000-63101	POSTAGE					
		P1900358	05/30/2019	FEDERAL EXPRESS CORP	POSTAGE	88.88
		P1900397	05/30/2019	UPS STORE,THE	APRIL POSTAGE	110.17
21-2100-0000-63200	PUBL/SUBCR/DUES					
		P1900391	05/16/2019	US BANK	Gazette monthly charge	24.50
21-2100-0000-63405	SECURITY SUPPL					
		P1900908	05/16/2019	MIDWEST DEFENSE SOLUTIONS	SURVIVAL ARMOR ULW-2 WITH HARD	2,896.00

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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
21-2100-0000-63407	COMPUTER SUPPL					
		P1900391	05/16/2019	US BANK	Toner	1,292.64
21-2100-0000-63409	CRIME SCENE SUPP					
		P1900378	05/23/2019	SIRCHIE FINGER PRINT LABORATOR	DRUG KITS	388.18
21-2100-0000-63501	GAS & FUELS					
		P1900371	05/16/2019	KWIK TRIP EXTENDED NETWORK	APRIL FUEL	19,327.03
		P1900391	05/16/2019	US BANK	Fuel	95.18
21-2100-0000-63900	AMMO/RANGE SUPPL					
		P1900375	05/30/2019	MENARDS	SNIPER HIDE ITEMS	42.27
		P1900391	05/16/2019	US BANK	Gun bore shine	1,313.59
		P1901104	05/02/2019	JP ENTERPRISES INC	SHIPPING	308.49
		P1901540	05/30/2019	VORTEX OPTICS	RED DOT MOUN 45 DEGREES 45RDM	1,007.95
21-2100-0000-63904	POLICING/1ST AID					
		P1900371	05/16/2019	KWIK TRIP EXTENDED NETWORK	APRIL CAR WASHES	45.00
		P1900373	05/09/2019	KENLYN KENNELS INC	SASHA, CASH BOARDING	300.00
		P1900375	05/09/2019	MENARDS	SIU TARP, WIPES, CLEANER	63.36
		P1900377	05/16/2019	JOHN WICKHEM AGENCY	JACOBSON NOTARY	30.00
		P1900389	05/02/2019	WISCONSIN DEPARTMENT OF FINANC	JACOBSON NOTARY	20.00
		P1900391	05/16/2019	US BANK	Rifle sights	726.60
		P1901364	05/09/2019	PULSE TECHNOLOGY PARTNERS LLC	SHIPPING	650.00
		P1901466	05/23/2019	BRAVO COMPANY USA INC	SHIPPING	2,140.00
		P1901467	05/16/2019	VORTEX OPTICS	RAZOR RED DOT R2R-2001	1,079.97
21-2100-0000-63905	PISTOL RANGE/CO					
		P1900335	05/16/2019	ACE PORTABLES INC	TOILET/HANDWASH	150.00
21-2100-0000-63908	INVESTIG.EXPENSE					
		P1901519	05/23/2019	SPRINT CORP SECURITY	TOWER SEARCH	100.00
21-2100-0000-64200	TRAINING EXP					
		P1900391	05/16/2019	US BANK	Woerth - Sniper - tuition	2,648.86
		P1901542	05/23/2019	JEFFERSON COUNTY SHERIFFS DEPA	DONATION DIVE CLASS	100.00
21-2100-0000-64205	STAFF EDUC					
			05/09/2019	BARR,ANTHONY	TUITION, BOOKS	2,543.00
			05/09/2019	DOUGLAS,BEAU	TUITION	1,990.66
			05/09/2019	LOCHNER,CHRIS	TUITION	957.00
			05/30/2019	EGGER,TROY R	BOOKS	3,113.81

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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
			05/16/2019	WESTNESS,GREG	BOOKS	1,075.81
21-2100-0000-64424	EMPLOYEE RECOGN.					
		P1901468	05/09/2019	JAX CUSTOM PRINTING INC	AWARD PROGRAM PRINTING	112.50
		P1901505	05/16/2019	VOGUE CLEANERS	CLEAN LINEN	75.00
21-2100-0000-64904	SUNDRY EXPENSE					
		P1900391	05/16/2019	US BANK	Explorers duty belt	848.23
		P1901394	05/09/2019	UNIFORM DEN EAST	EMBROIDERED NAME TAGS	204.90
21-2100-0000-67105	MOTOR VEHICLES					
		P1900359	05/09/2019	GENERAL COMMUNICATIONS INC	#16 CHANGEOVER	12,537.75
		P1901561	05/30/2019	HARLEY DAVIDSON OF MADISON	CHANGEOVER #19	1,865.86
21-2100-0000-67120	CAP ASSETS					
		P1900985	05/09/2019	HARBOR RECREATION INC	2019 CRESTLINER 2070 RETRIEVER	11,295.00
21-2100-0000-67160	CA \$500-\$4,999					
		P1802628	05/09/2019	SAGE CONTROL ORDNANCE INC	SHIPPING	1,696.00
SHERIFF PROG TOTAL						102,028.51
21-2120-2019-69501	AID TO LOCALITIE					
		P1900347	05/09/2019	BELOIT POLICE DEPARTMENT	MARCH SEATBELT	1,176.13
		P1900369	05/09/2019	JANESVILLE POLICE DEPARTMENT	MARCH SEATBELT	2,332.97
		P1900393	05/09/2019	TOWN OF TURTLE	MARCH SEATBELT	949.66
		P1900394	05/09/2019	TOWN OF MILTON POLICE DEPARTME	MARCH SEATBELT	712.52
		P1900395	05/09/2019	TOWN OF FULTON POLICE DEPARTME	MARCH SEATBELT	630.32
		P1900396	05/09/2019	TOWN OF BELOIT POLICE DEPARTME	MARCH SEATBELT	946.14
2019 Highway Safety Grant PROG TOTAL						6,747.74
21-2140-2019-64200	TRAINING EXP					
		P1900391	05/16/2019	US BANK	Wenger - tolls - DEA	252.15
HIDTA GRANT PROG TOTAL						252.15
21-2142-0000-63110	ADMIN.EXPENSE					
		P1901543	05/30/2019	PROJECT LIFESAVER INC	SHIPPING	782.28
PROJECT LIFESAVER PROG TOTAL						782.28

**COMMITTEE REVIEW REPORT
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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
21-2167-0000-62119	OTHER SERVICES					
		P1900355	05/16/2019	CESA 2	APR TREATMENT COUNSELOR	8,920.11
21-2167-0000-64904	SUNDRY EXPENSE					
		P1900335	05/23/2019	ACE PORTABLES INC	RECAP TOILET	75.00
		P1900391	05/16/2019	US BANK	Hats for garden inmates	126.76
		P1900693	05/02/2019	JW JUNG SEED COMPANY	SEEDS	93.45
		P1900809	05/02/2019	PINETREE GARDEN SEEDS	SHIPPING	114.20
		P1900822	05/30/2019	JACK AND DICKS FEED AND GARDEN	SEED ORDER	186.16
		P1901504	05/16/2019	BAKER CREEK HEIRLOOM SEED CO L	SEEDS ORDER # 100565489	139.25
RECAP OPERATIONS PROG TOTAL						9,654.93
21-2200-0000-62119	OTHER SERVICES					
		P1900346	05/23/2019	BI INC	APRIL MONITORING	40,685.52
21-2200-0000-62161	HOUSEHOLD SERV					
		P1900336	05/02/2019	AMERCARE PRODUCTS INC	SOAP	399.50
		P1900341	05/23/2019	ARAMARK UNIFORM SERVICES INC	MAT	182.40
		P1900350	05/09/2019	DE VERE COMPANY INC	CHEMICALS	308.56
		P1900367	05/30/2019	JAYS BIG ROLLS INC	TOILET PAPER	1,932.00
		P1900375	05/23/2019	MENARDS	LAUNDRY SOAP	19.94
		P1900391	05/16/2019	US BANK	Trash bags, napkins	474.57
		P1900399	05/23/2019	OFFICE PRO INC	GLOVES	2,078.10
21-2200-0000-62163	LAUNDRY					
		P1900341	05/30/2019	ARAMARK UNIFORM SERVICES INC	LAUNDRY 05/17	10,027.20
21-2200-0000-62170	PHYSICIAN/OTHER					
		P1900334	05/09/2019	ADVANCED CORRECTIONAL HEALTHCA	JUNE MENTAL HEALTH SRVS	82,424.06
21-2200-0000-62420	MACH & EQUIP RM					
		P1900343	05/30/2019	BANDT COMMUNICATIONS INC	CHECK RADIO	225.00
21-2200-0000-63100	OFC SUPP & EXP					
		P1900391	05/16/2019	US BANK	Office supplies	346.81
		P1900399	05/23/2019	OFFICE PRO INC	GLOVE HOLDER	53.04
21-2200-0000-63300	TRAVEL					
		P1900382	05/16/2019	PTS OF AMERICA LLC	DAVENPORT, JACOB TRANSPORT	2,800.00
21-2200-0000-63406	CLOTHING/UNIFORM					
			05/02/2019	MOREHEAD, TYLER	2019 UNIFORM ALLOWANCE	1,000.00

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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
			05/02/2019	DEROSIER,MICHAEL	2019 UNIFORM ALLOWANCE	1,000.00
			05/02/2019	LUCAS,JENISE	2019 UNIFORM ALLOWANCE	1,000.00
			05/02/2019	MORALES ALVARADO,OMAR	2019 UNIFORM ALLOWANCE	1,000.00
			05/23/2019	TAZELAAR,NICHOLAS M	2019 CO CLOTHING ALLOWANCE	1,000.00
21-2200-0000-64125	BD OF PRISONERS					
		P1900339	05/16/2019	ARAMARK CORRECTIONAL SERVICES	APRIL INMATE MEALS	41,986.94
21-2200-0000-64200	TRAINING EXP					
		P1900391	05/16/2019	US BANK	Miller/Schilt - Pepperball tui	1,215.00
		P1901419	05/02/2019	LUSTER,DENNIS	NON COUNTY EMPLOYEE MEAL	31.11
		P1901471	05/09/2019	FOX VALLEY TECHNICAL COLLEGE	GARETSON LEAP	180.40
		P1901472	05/09/2019	FOX VALLEY TECHNICAL COLLEGE	HOLMBERG LEAP	235.00
		P1901542	05/23/2019	JEFFERSON COUNTY SHERIFFS DEPA	DONATION DIVE CLASS	100.00
21-2200-0000-64904	SUNDRY EXPENSE					
		P1900342	05/30/2019	ASSOCIATED BAG COMPANY	SACKS	94.13
		P1900343	05/02/2019	BANDT COMMUNICATIONS INC	BATTERIES, CHARGER	646.70
		P1900349	05/02/2019	BLACKHAWK TECHNICAL COLLEGE	GED TESTING	1,418.75
		P1900354	05/09/2019	CHARTER COMMUNICATIONS	MAY CABLE	363.07
		P1900375	05/30/2019	MENARDS	EXTENSION CORD	37.64
		P1900376	05/09/2019	MERCY ASSISTED CARE INC	OXYGEN	55.65
		P1900386	05/09/2019	PHOENIX SUPPLY LLC	INTAKE KITS	693.40
		P1900391	05/16/2019	US BANK	Workender supplies	324.89
		P1900392	05/09/2019	UNIFORMS MANUFACTURING INC	INMATE UNIFORM SHIRTS	1,878.90
		P1901166	05/02/2019	HENRICKSEN	TASKCHAIR(7) HON HVL220.VA10	1,213.07
		P1901168	05/09/2019	PIN PEOPLE LLC,THE	SHIPPING	292.50
		P1901423	05/02/2019	STRIKE INDUSTRIES INC	SHIPPING	458.64
		P1901503	05/16/2019	JANESVILLE TRANSIT SYSTEM	JANESVILLE BUS PASSES	100.00
		P1901558	05/30/2019	PHOENIX TEXTILE CORP	RAZORS	388.62
CORRECTIONAL FACILITY PROG TOTAL						198,671.11
21-2500-0000-64200	TRAINING EXP					
		P1900391	05/16/2019	US BANK	Kettleson - EM conf tuition	90.00
		P1901585	05/30/2019	CLINTON POLICE DEPARTMENT	KOHLER REGISTRATION	50.00

COMMITTEE REVIEW REPORT
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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
EMERGENCY MANAGEMENT PROG TOTAL						140.00

I have reviewed the preceding payments in the total amount of **\$318,276.72**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF MAY 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
22-1200-0000-62122	ATTORNEY FEES					
		P1900897	05/09/2019	JOOS,ATTY MELISSA BROOKE	APRIL 2019 GAL CONTRACT	4,314.00
		P1900899	05/16/2019	MONAHAN AND JOHNSON SC	APRIL 2019 GAL CONTRCT	4,314.00
		P1900900	05/16/2019	OTHROW,RANDI L	APRIL 2019 GAL CONTRACT	4,314.00
		P1900901	05/09/2019	NASH ELLIOTT,ATTY JENNIFER L	APRIL 2019 GAL CONTRACT	4,314.00
22-1200-0000-63100	OFC SUPP & EXP					
		P1900161	05/23/2019	OFFICE PRO INC	30 CASES PAPER FOR COURTS	960.00
		P1901155	05/02/2019	HENRICKSEN	HON HIWMC.A.H.M.NR10.T.SB	742.56
		P1901350	05/16/2019	HENRICKSEN	H2191-OP19-C CHAIR JUDGE GRUBB	453.19
22-1200-0000-63200	PUBL/SUBCR/DUES					
		P1900160	05/23/2019	STATE BAR OF WISCONSIN	JEFFREY KUGLITSCH 2020 BAR DUE	1,534.10
22-1200-0000-63202	LAW BOOKS					
		P1900159	05/09/2019	STATE BAR OF WISCONSIN	WI CHILDREN'S CODE 2019	72.35
22-1200-0000-63300	TRAVEL					
		P1900156	05/16/2019	US BANK	COURTS OFFICE SUPPLIES	570.62
22-1200-0000-64200	TRAINING EXP					
		P1900156	05/16/2019	US BANK	CREDIT 01-30-19 RESERVATION	243.95
		P1901568	05/23/2019	WISCONSIN FAMILY COURT COMMISS	REGISTRATION: JODI TIMMERMAN	360.00
CIRCUIT COURTS PROG TOTAL						22,192.77
22-1209-0000-63100	OFC SUPP & EXP					
		P1900156	05/16/2019	US BANK	COC OFFICE SUPPLIES	198.04
		P1900161	05/02/2019	OFFICE PRO INC	COC SHREDDING 04-10-19	33.22
		P1901209	05/02/2019	HENRICKSEN	GLIDES FOR HON CHAIR MODEL H40	90.00
CLERK OF COURTS PROG TOTAL						321.26

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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of **\$22,514.03**

Date:

Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
22-1201-0000-62119	OTHER SERVICES					
		P1900556	05/16/2019	RAMSEY,TONYA	CONTRACT SERVICES - TR	800.00
22-1201-0000-63100	OFC SUPP & EXP					
		P1900552	05/16/2019	E AND D WATER WORKS INC	MONTHLY COOLER RENT	8.00
		P1900555	05/09/2019	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	21.12
		P1901380	05/16/2019	TAB PRODUCTS CO LLC	UPS GROUND SHIPPING	228.84
22-1201-0000-64200	TRAINING EXP					
		P1900156	05/16/2019	US BANK	BELEM REGAN CONFERENCE	164.00
MEDIATION/FAMILY COURT SERVICE PROG TOTAL						1,221.96

I have reviewed the preceding payments in the total amount of **\$1,221.96**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
23-2400-0000-62119	OTHER SERVICES					
		P1900134	05/30/2019	OCCUPATIONAL HEALTH CENTER	NEW HIRE PHYSICAL-N WELCH	50.00
		P1900135	05/16/2019	MARKLEY INVESTIGATIONS INC	NEW HIRE BCKGRND CHK-N WELCH	306.00
23-2400-0000-62217	TELETYPE SERV					
		P1900903	05/23/2019	CITY OF JANESVILLE	REIMBURSEMENT FOR DEPARTMENT O	1,224.00
23-2400-0000-62218	DATA COMMUNICTN.					
		P1900139	05/16/2019	CHARTER COMMUNICATIONS	INTERNET CHARGES	209.09
23-2400-0000-62400	R & M SERV					
		P1901300	05/16/2019	XYBIX SYSTEMS INC	DISPATCH CONSOLE EXTENDED WARR	8,540.59
		P1901302	05/02/2019	XYBIX SYSTEMS INC	PARTS NEEDED FOR CONSOLE	1,327.23
23-2400-0000-62420	MACH & EQUIP RM					
		P1901435	05/02/2019	FERRELLGAS LP	PROPANE FILL AT NEW TOWER	81.97
		P1901522	05/16/2019	FERRELLGAS LP	PROPANE FILL AT OLD TOWER	211.95
23-2400-0000-63100	OFC SUPP & EXP					
		P1900137	05/16/2019	US BANK	MISC. SUPPLIES-DISPATCH & OFF.	330.09
23-2400-0000-63200	PUBL/SUBCR/DUES					
		P1901566	05/23/2019	ILLINOIS POLICE ACCREDITATION	2019-2020 MEMBERSHIP DUES	100.00
23-2400-0000-64200	TRAINING EXP					
		P1901521	05/16/2019	BELOIT POLICE DEPARTMENT	FOR B BECKER-TRAINING	150.00
		P1901552	05/23/2019	VICKERS,MICHAEL	EMD CLASS INSTRUCTION	100.00
23-2400-0000-65321	BLDG/OFC LEASE					
		P1900138	05/16/2019	GLOBAL TOWER ASSETS LLC	AVON TOWER RENT	923.68
23-2400-0000-67125	CAPITAL ASSETS					
		P1900957	05/09/2019	GENERAL COMMUNICATIONS INC	ANTENNA SYSTEM-30% DOWN PYMT	202,017.31
911 PROJECT OPERATIONS PROG TOTAL						215,571.91

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<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Inv/Enc Amt</u>
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I have reviewed the preceding payments in the total amount of **\$215,571.91**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
24-1610-0000-62124	CRIMINAL INVEST					
		P1900568	05/23/2019	WISCONSIN STATE LABORATORY OF	EXPERT WITNESS FEE	44.05
		P1901333	05/09/2019	COLUMBIA COUNTY CLERK OF COURT	CERTIFIED DOCUMENTS	7.50
24-1610-0000-62126	OFFICER FEES					
		P1900567	05/23/2019	SOUTHEAST WISCONSIN PROCESS LL	PAPER SERVICE	990.00
24-1610-0000-62501	REPORTER FEES					
		P1900574	05/02/2019	SELF RPR CSR,MALISSA J	TRANSCRIPT	8.00
		P1900749	05/23/2019	MORGAN,ANNE	TRANSCRIPT	371.25
		P1900752	05/23/2019	WILLIAMS,JEANNE	TRANSCRIPT	247.50
		P1900764	05/23/2019	LUBKEMAN,JODI L	TRANSCRIPT	136.00
		P1900818	05/23/2019	BARKLEY,MICAL	TRANSCRIPT	14.00
		P1901330	05/23/2019	KOLNIK,LAURA	TRANSCRIPT	240.50
		P1901449	05/09/2019	LINDBLOOM,MARY T	TRANSCRIPT 2018CF890 11-26-18	32.00
		P1901541	05/23/2019	HARRELSON,PHILIP C	TRANSCRIPT	17.50
24-1610-0000-63100	OFC SUPP & EXP					
		P1900566	05/16/2019	US BANK	OFFICE SUPPLIES	1,766.81
24-1610-0000-63200	PUBL/SUBCR/DUES					
		P1901499	05/23/2019	WDAA	WDAA DUES	290.00
24-1610-0000-63202	LAW BOOKS					
		P1900754	05/02/2019	STATE BAR OF WISCONSIN	LAW BOOK	146.79
24-1610-0000-63300	TRAVEL					
			05/23/2019	DIRKS,SCOTT H	MILEAGE REIMBURSEMENT	3.48
			05/23/2019	NIEDFELDT,DANIEL D	MILEAGE REIMBURSEMENT	122.96
			05/23/2019	OLEARY,DAVID J	MILEAGE REIMBURSEMENT	288.76
		P1901332	05/02/2019	KALAHARI RESORT CONVENTION CEN	2019 WATCP CONFERENCE	246.00
24-1610-0000-64200	TRAINING EXP					
		P1901331	05/02/2019	WISCONSIN DEPARTMENT OF JUSTIC	SPRING SPET CONFERENCE	680.00
		P1901334	05/02/2019	WATCP	2019 WATCP CONFERENCE	300.00
DISTRICT ATTORNEY PROG TOTAL						5,953.10
24-1611-0000-62503	INTERPRETER FEES					
		P1900710	05/02/2019	GONZALEZ,VICTOR M	INTERPRETER SERVICES	40.00
24-1611-0000-63100	OFC SUPP & EXP					
		P1900725	05/02/2019	US BANK	OFFICE SUPPLY ORDERS	189.48

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF MAY 2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
DEF PROSC-DOMESTIC VIOLENCE PROG TOTAL						229.48
24-1612-0000-63100	OFC SUPP & EXP	P1901277	05/16/2019	US BANK	2019 BLANKET PURCHASE ORDER	41.65
24-1612-0000-63200	PUBL/SUBCR/DUES	P1901486	05/09/2019	WISCONSIN VICTIM WITNESS PROFE	2019 WVWP MEMBERSHIP	105.00
VICTIM/WITNESS PROG TOTAL						146.65

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF MAY 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of **\$6,329.23**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF MAY 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
28-2650-0000-61920	PHYSICALS					
		P1901458	05/02/2019	MERCY HEALTH SYSTEM	PHYSICAL AND DRUG SCREEN	102.00
28-2650-0000-62100	CONTRACTED SERV					
		P1900564	05/30/2019	ADECCO EMPLOYMENT SERVICES INC	WEEK END 5/12/2019 NIETZOLD	1,683.00
28-2650-0000-62170	PHYSICIAN/OTHER					
		P1900320	05/30/2019	AXIS FORENSIC TOXICOLOGY INC	DESIGNER OPIOIDS PANEL 19-3270	1,775.40
		P1900322	05/16/2019	LB MEDWASTE SERVICES	38 GAL BOX TICKET 134242	63.87
		P1900323	05/30/2019	SSM HEALTH CARE OF WISCONSIN I	ADJUSTMENTS	322.40
		P1900330	05/16/2019	DANE COUNTY MEDICAL EXAMINERS	21 SKELETAL SURVEY 18-3936	3,076.00
28-2650-0000-63100	OFC SUPP & EXP					
		P1900326	05/30/2019	OFFICE PRO INC	6 CASES COPY PAPER	192.00
MEDICAL EXAMINER PROG TOTAL						7,214.67

I have reviewed the preceding payments in the total amount of **\$7,214.67**

Date: _____ Dept Head _____
 Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF MAY 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
34-3850-0000-44169	GENETIC TESTING		05/02/2019	ASHFORD,DOMINIC D	REFUND-DOMINIC D. ASHFORD	60.00
34-3850-0000-62119	OTHER SERVICES					
		P1900103	05/30/2019	GREGG INVESTIGATIONS INC	CORY M BRUUN	3,094.00
		P1900105	05/30/2019	DNA DIAGNOSTICS CENTER	HENDRICKSON/KRAMER/KRAMER	1,260.00
		P1900109	05/30/2019	VITAL RECORDS	AMLORIZ/SIEFERT	226.00
34-3850-0000-62126	OFFICER FEES					
		P1900103	05/30/2019	GREGG INVESTIGATIONS INC	JORDAN M HARDY	733.00
		P1901516	05/16/2019	CRAWFORD COUNTY	JOHN QUACKENBUSH	60.00
		P1901549	05/23/2019	STEPHENSON COUNTY SHERIFFS DEP	BRIANNA BLOYER	47.00
		P1901550	05/23/2019	SEARCH INVESTIGATIONS INC	CRISTOFER D LEMON	65.00
		P1901565	05/23/2019	RACINE COUNTY SHERIFFS OFFICE	RIK THOMAS	60.00
34-3850-0000-62210	TELEPHONE					
		P1900107	05/30/2019	LANGUAGE LINE SERVICES	APRIL ACTIVITY	192.24
34-3850-0000-62503	INTERPRETER FEES					
		P1900104	05/16/2019	BILINGUAL TRAINING CONSULTANTS	MARTINEZ-PALOMARES	40.00
34-3850-0000-63100	OFC SUPP & EXP					
		P1900108	05/16/2019	US BANK	APRIL SUPPLIES	241.46
		P1901313	05/16/2019	HENRICKSEN	HMH01-MM10-C BODA HIGH BACK WO	1,474.20
		P1901455	05/02/2019	WEST BEND MUTUAL INSURANCE COM	CHANDRA GODENIUS	20.00
34-3850-0000-63300	TRAVEL					
		P1900108	05/16/2019	US BANK	2019 DIRECTORS DIALOGUE LODGIN	328.00
CHILD SUPPORT PROG TOTAL						7,900.90

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF MAY 2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of **\$7,900.90**

Date: _____ Dept Head _____
Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Public Safety and Justice Committee
INITIATED BY



Amy Spoden, Asst. Human Resource Dir.
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

June 6, 2019
DATE DRAFTED

**CONFIRMATION OF APPOINTMENT OF
CHILD SUPPORT DIRECTOR**

- 1 **WHEREAS**, the former Child Support Director resigned on April 26, 2019; and,
- 2
- 3 **WHEREAS**, the County has conducted a recruitment effort to fill the job of Child Support Director;
- 4 and,
- 5
- 6 **WHEREAS**, the candidates were screened with the most qualified being interviewed; and,
- 7
- 8 **WHEREAS**, the County Administrator has appointed Melissa Wittwer, who has been recommended by
- 9 the Public Safety and Justice Committee; and,
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled
- 12 this _____ day of _____, 2019, confirms the appointment of Melissa Wittwer, as Child
- 13 Support Director in accordance with the attached conditions of employment.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

PUBLIC SAFETY & JUSTICE COMMITTEE

J. Russell Podzilni, Chair

Mary Beaver, Chair

Mary Mawhinney, Vice Chair

Phillip Owens, Jr, Vice Chair

Richard Bostwick

Terry Fell

Henry Brill

Kara Hawes

Betty Jo Bussie

Brian Knudson

Louis Peer

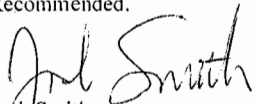
Alan Sweeney

Terry Thomas

Bob Yeomans

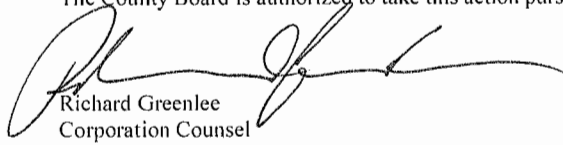
ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

LEGAL NOTE:

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


Richard Greenlee
Corporation Counsel

FISCAL NOTE:

Sufficient funds for the Child Support Director position were included in the 2019 budget.


Sherry Oja
Finance Director

ROCK COUNTY, WISCONSIN



Human Resources Dept.
Rock County Courthouse
51 South Main Street
Janesville, WI 53545
(608)757-5520
FAX (608)757-5512

June 6, 2019

Ms. Melissa Wittwer
1758 S. Crosby Ave
Janesville WI 53546

Dear Melissa:

This will confirm the County Administrator's offer of employment to you of the position of Rock County Child Support Director. This appointment is contingent on confirmation of the County Board of Supervisors. We anticipate this will occur on June 27, 2019. This offer is based on the following conditions:

- Date of Employment: April 29, 2019 (date was placed in acting status).
- Salary: \$33.10 (Step 1, Pay Range 26)
- Fringe Benefits: All benefits granted employees covered by the Unilateral Pay Plan in accordance with the Rock County Personnel Ordinance.

I would appreciate receiving a written acceptance of the above conditions at your earliest convenience. I hope you enjoy your new position with Rock County.

Sincerely,

A handwritten signature in cursive script that reads "Amy Spoden".

Amy Spoden
Asst. Human Resource Director

cc: Personnel File
Payroll
Josh Smith, County Administrator

1 COUNTY OF ROCK, WISCONSIN

2
3 Employment Services Agreement

4
5 THIS AGREEMENT, made and entered into by and between the County of Rock (hereinafter
6 referred to as "EMPLOYER") and Melissa Wittwer (hereinafter, "EMPLOYEE"),
7

8 WITNESSETH:
9

10 WHEREAS EMPLOYER whose address is c/o County Administrator, 51 South Main Street,
11 Janesville, WI 53545, desires to obtain the services of Melissa Wittwer to serve as Child Support
12 Director,
13

14 WHEREAS EMPLOYEE, whose current address is 1758 S. Crosby Ave, Janesville, WI, 53546 is
15 able and willing to serve as Child Support Director;
16

17 NOW, THEREFORE, in consideration of the promises and the mutual covenants of the parties
18 hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself,
19 EMPLOYER and EMPLOYEE do agree as follows:
20

21 1. CONDITIONS OF EMPLOYMENT; GENERAL PROVISIONS. Employment of EMPLOYEE
22 is subject to the general supervision and shall be conducted pursuant to the orders, advice and
23 direction of the County Administrator and be governed by the terms and conditions of Chapter 18 of
24 the Rock County Ordinance, except as to the terms and conditions that are herein modified.
25 Employment is further subject to EMPLOYEE's compliance with and implementation of policies
26 established from time to time by EMPLOYER in the exercise of its lawful authority. EMPLOYEE
27 shall perform such other duties as are customarily performed by one holding the same or similar
28 positions in other governmental organizations or businesses which provide similar services.
29 EMPLOYER reserves to the County Administrator the right to require EMPLOYEE to render such
30 other and unrelated services and duties as may be assigned from time to time by the County
31 Administrator.
32

33 2. DUTIES OF EMPLOYEE; GENERAL PROVISIONS. EMPLOYEE agrees to perform
34 lawfully, faithfully, industriously, competently, dutifully and to the best of EMPLOYEE's ability, all of
35 the duties that may be required of EMPLOYEE pursuant to the express or implied terms of this
36 agreement, to the level of satisfaction that the County Administrator may reasonably require.
37

38 3. DUTIES OF EMPLOYEE; JOB DESCRIPTION. The duties of EMPLOYEE shall include but
39 not be limited to those expressly stated or implied in the job description for the position, as may be
40 revised from time to time by EMPLOYER as circumstances change, and as set forth in applicable
41 state statutes. This paragraph is further subject to the right of assignment reserved to the County
42 Administrator, as set forth in paragraph 1 hereof.
43

44 4. DUTIES OF EMPLOYEE; OFFICIAL ACTS OF COUNTY BOARD. The duties of
45 EMPLOYEE shall also include but not be limited to those expressly stated or implied in the
46 ordinances, resolutions or motions of EMPLOYER's county board or any of its committees acting
47 within the scope of their lawful authority.
48

49 5. DUTIES OF EMPLOYEE; DIRECTIVES OF COUNTY ADMINISTRATOR. The duties of
50 EMPLOYEE shall also include but not be limited to those expressly stated or implied in orders,
51 directives, or rules of the County Administrator.
52

53 6. TERM OF AGREEMENT. The term of this agreement shall be a period of 1 year,
54 commencing on Monday, April 29, 2019, and expiring as of 11:59pm, April 28, 2020, unless earlier
55 terminated under other provisions of this agreement or by operation of law.
56

57 7. NONRENEWAL OF AGREEMENT. At its expiration this agreement shall not be considered
58 renewed unless extended in writing by mutual agreement of the parties. If it is the County
59 Administrator's intention not to renew this agreement, the County Administrator will attempt to give
60 EMPLOYEE three (3) months advance written notice of the intent not to renew this agreement,
61 provided, however, that failure to give such notice shall create no obligation on EMPLOYER to
62 continue EMPLOYEE's employment beyond the expiration date of this agreement. The County
63 Administrator may extend EMPLOYEE's employment on a month-to-month basis for a period not to
64 exceed 3 months, pending renewal of this agreement.
65

66 8. EMPLOYEE'S RESPONSIBILITIES; ETHICAL CONSIDERATIONS. EMPLOYEE shall at
67 all times observe and comply with all ethical obligations imposed or required by constitution, statute,
68 ordinance or other provision of law and shall at all times conduct EMPLOYEE's personal affairs in
69 such a manner as to avoid a conflict of interest or appearance of conflict and in accordance with the
70 duties and responsibilities of public officials. During normal work hours EMPLOYEE shall at all times
71 devote all of EMPLOYEE's time, attention, knowledge and skills solely to the interests of the
72 EMPLOYER, and EMPLOYEE shall never use EMPLOYEE's position or confidential information
73 gained in such work position for EMPLOYEE's personal gain, either directly or indirectly.
74

75 9. EMPLOYEE'S RESPONSIBILITIES; CONFIDENTIAL INFORMATION. EMPLOYEE shall
76 not at any time or in any manner, either during the term of this agreement or thereafter, either directly
77 or indirectly divulge, disclose or communicate to any person any confidential information gained in
78 the performance of EMPLOYEE's duties except as otherwise required or compelled by law.
79

80 10. EMPLOYEE'S RESPONSIBILITIES; EXCLUSIVE EMPLOYMENT. EMPLOYEE agrees to
81 remain in the exclusive employ of EMPLOYER throughout the term of this agreement. The term
82 "exclusive employ" shall not be construed to prohibit occasional teaching, writing or consulting which
83 is performed on EMPLOYEE's time off and which does not affect EMPLOYEE's job performance,
84 subject to prior approval of the County Administrator.
85

86 11. HOURS OF WORK. The usual and customary hours of business of EMPLOYER are from
87 8:00 a.m. to 5:00 p.m., Monday through Friday, however, as a managerial employee, EMPLOYEE
88 shall have as a condition of employment a job to perform and shall work such hours as are
89 necessary to accomplish the tasks assigned to EMPLOYEE.
90

91 12. EVALUATION AND GOALS. At least annually, the County Administrator or his or her
92 designee shall meet with EMPLOYEE to discuss job performance and to define goals and objectives
93 for both EMPLOYEE and EMPLOYER.
94

95 13. EMPLOYEE'S DUTIES; LIMITED CONTRACTING AUTHORITY. EMPLOYEE shall not
96 have the right to make contracts or commitments for or on behalf of EMPLOYER except as expressly
97 authorized in advance by statute, ordinance, or express written consent of EMPLOYER.
98

99 14. COMPENSATION OF EMPLOYEE; BASE COMPENSATION. EMPLOYER shall pay
100 EMPLOYEE, and EMPLOYEE shall accept from EMPLOYER in payment for EMPLOYEE's services,
101 direct compensation at a rate provided for in the Unilateral Pay Plan for the position occupied by the
102 EMPLOYEE.
103

104 15. COMPENSATION OF EMPLOYEE; COMPENSATION FOR EXPENSES. EMPLOYER
105 shall reimburse EMPLOYEE for all necessary expenses incurred in the service of EMPLOYER, in
106 accordance with Rock County ordinances and regulations on reimbursement of expenses, provided
107 that EMPLOYEE complies with all applicable provisions of law and Rock County ordinances and
108 procedures prior to incurring or claiming reimbursement for such expenses. It is expressly

109 understood that prior approval of the County Administrator is required for attendance at conferences
110 held outside of Wisconsin and that attendance is further subject to the rules, regulations and
111 ordinances applicable to managerial employees employed by the EMPLOYER.
112

113 16. COMPENSATION OF EMPLOYEE; FRINGE BENEFITS. Except as otherwise set forth in
114 this agreement, and in addition to the monetary compensation set forth above EMPLOYEE shall
115 receive fringe benefits as are enumerated from time to time in resolutions and general ordinances of
116 EMPLOYER, on the same terms as these are made available to non-represented managerial and
117 professional employees of EMPLOYER.
118

119 17. VACATION. EMPLOYEE shall receive twenty (20) days of vacation annually on
120 anniversary date, December 9. Carry-over of unused vacation shall be allowed under such
121 conditions as are contained in the Rock County Personnel Policy.
122

123 18. COMPENSATION OF EMPLOYEE; TREATMENT OF DIRECT COMPENSATION FOR
124 TAX PURPOSES. The direct financial compensation paid EMPLOYEE under this Agreement shall
125 be treated as wages for federal and state tax purposes and for purposes of allowing EMPLOYEE to
126 participate in the Wisconsin retirement system. EMPLOYEE recognizes that EMPLOYER will
127 withhold taxes, Social Security and the like from direct compensation. EMPLOYEE shall be allowed
128 to participate in EMPLOYER's deferred compensation program(s) and Section 125 Flexible
129 Spending Account, at EMPLOYEE's option and to the extent permitted by law.
130

131 19. TERMINATION OF AGREEMENT BY EMPLOYEE; NOTICE REQUIRED FOR
132 RESIGNATION. This agreement may be terminated by EMPLOYEE on 30-days' written notice to
133 the County Administrator. Any such notice, once accepted by the County Administrator, may not be
134 withdrawn or rescinded. The fact that the County Administrator has asked EMPLOYEE for
135 EMPLOYEE's resignation shall not invalidate any such resignation once tendered to, and accepted
136 by, the County Administrator. Accrued but unused vacation and holiday time shall be paid out to
137 EMPLOYEE upon resignation, provided sufficient notice as required above is received.
138

139 20. TERMINATION OF AGREEMENT BY EMPLOYER; EMPLOYER'S RIGHT TO
140 TERMINATE AT WILL. This agreement may be terminated, or any obligation of EMPLOYER under
141 this agreement may be suspended, by the County Administrator at any time during its term, in the
142 sole discretion of the County Administrator. EMPLOYEE shall be deemed to be an at-will employee
143 of EMPLOYER who shall have no remedy or recourse in the event of disciplinary action, up to and
144 including discharge.
145

146 21. TERMINATION OF AGREEMENT BY EMPLOYER; DISCIPLINARY ACTION;
147 PROCEDURE FOR DISCIPLINARY ACTION. All disciplinary action shall originate from the County
148 Administrator and be accomplished by the County Administrator.
149

150 22. EMPLOYER TO INDEMNIFY AND DEFEND EMPLOYEE FOR OFFICIAL ACTS.
151 EMPLOYER shall indemnify, defend and hold harmless EMPLOYEE, in accordance with the
152 requirements of s. 895.46, Wis. Stats. EMPLOYER reserves the right to compromise or settle any
153 such litigation in any fashion deemed advantageous to EMPLOYER, regardless of whether
154 EMPLOYEE consents thereto.
155

156 23. CONSTRUCTION OF AGREEMENT; NO ASSIGNMENT. EMPLOYEE shall not assign or
157 transfer any interest or obligation in this Agreement, whether by assignment or novation. It is
158 expressly understood EMPLOYER will not consent to any assignment of EMPLOYEE's duties and
159 obligations.
160

161 24. CONSTRUCTION OF AGREEMENT; SEVERABILITY. All parts of this agreement are
162 severable from all other parts and invalidity of any part shall not operate to invalidate any other part.
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25. CONSTRUCTION OF AGREEMENT; WISCONSIN LAW CONTROLS. It is expressly understood and agreed that in the event of any dispute between the parties, arising under this agreement, Wisconsin law shall control to the extent that it is not superseded by any applicable federal law.

26. CONSTRUCTION OF AGREEMENT; ENTIRE AGREEMENT. This Agreement constitutes the entire agreement of the parties and supersedes any and all negotiations of the parties relating to the subject matter hereof. Any prior employment agreement between the parties, together with any extension or renewal of such agreement, is likewise terminated and superseded by this Agreement. All of EMPLOYEE's rights, of any nature whatsoever, arising from, by or under any prior employment agreement between the parties are hereby compromised in their entirety.

IN WITNESS WHEREOF, EMPLOYER and EMPLOYEE have executed this agreement effective as of the day and date by which EMPLOYER's authorized representative and EMPLOYEE have affixed their respective signatures, as indicated below.

FOR EMPLOYER:

Date: _____

Josh Smith, Rock County Administrator

BY EMPLOYEE:

Date: _____

Melissa Wittwer, Child Support Director

WITNESS:

Date: _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Jacki Gackstatter
INITIATED BY



Jacki Gackstatter
DRAFTED BY

Public Safety & Justice
SUBMITTED BY

May 20, 2019
DATE DRAFTED

**CREATING A 1.0 FTE COLLECTIONS/ACCOUNTS SPECIALIST POSITION
AND DELETING TWO 1.0 FTE DEPUTY CLERK OF COURT POSITIONS**

1 **WHEREAS**, the 2019 Circuit Court Budget includes funding for 26.0 FTE Deputy Clerk of Court
2 positions and 2.0 FTE Collections/Accounts Specialists to support the Office of the Clerk of Circuit
3 Court; and,
4
5 **WHEREAS**, changes in debt collections for Arrest Warrants/Commitments (AWC) and the addition of
6 the State Debt Collection as a collection program will increased debt collections efforts and the need for
7 the addition of a 1.0 FTE Collections/Accounts Specialist position; and,
8
9 **WHEREAS**, the implementation of eFile has reduced the need for two 1.0 FTE Deputy Clerk of Court
10 positions; and,
11
12 **WHEREAS**, the shift in job duties from a Deputy Clerk of Court position to a Collections/Accounts
13 Specialist will better serve the Circuit Court and citizens of Rock County; and,
14
15 **WHEREAS**, the Office of the Clerk of Circuit Court has two vacant Deputy Clerk of Court positions
16 at a starting salary of \$37,440 each; and,
17
18 **WHEREAS**, the starting salary for the Collections/Accounts Specialist is \$39,332.80; and,
19
20 **WHEREAS**, the Department compared the costs of the two Deputy Clerk of Court positions and one
21 Collections/Accounts Specialist and determined by eliminating two Deputy Clerk of Court positions to
22 create one Collections/Accounts Specialist a savings of \$35,547.20 in salaries in addition to cost savings
23 from eliminating benefits for one position would be applied to the 2019 Budget; and,
24
25 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
26 this _____ day of _____, 2019 does hereby approve the creation of a 1.0 FTE
27 Collections/Accounts Specialist position and the deletion of two 1.0 FTE Deputy Clerk of Court positions
28 in the Circuit Court budget.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE BOARD

Mary Beaver, Chair

Phillip Owens, Vice Chair

Terry Fell

Kara Hawes

Brian Knudson

Creating a 1.0 FTE Collections/Accounts Specialist Position and Deleting two 1.0 FTE Deputy Clerk of Court Positions.

Page 2

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

FISCAL NOTE:

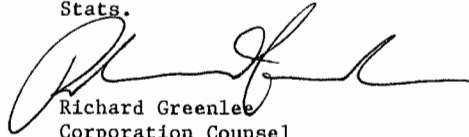
This resolution saves the County money by eliminating 2.0 FTE Deputy Clerk positions and adding 1.0 FTE Collections/Accounts Specialist position.



Sherry Oja
Finance Director

LEGAL NOTE:

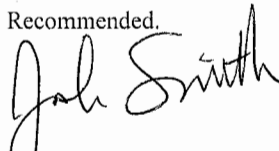
The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

ADDING A 1.0 FTE COLLECTIONS/ACCOUNTS SPECIALIST POSITION AND DELETING TWO 1.0 FTE DEPUTY CLERK OF COURT POSITIONS

This resolution changes a 1.0 FTE Deputy Clerk of Court position to a 1.0 FTE Collections/Accounts Specialist position and eliminates a 1.0 FTE Deputy Clerk of Court in the Clerk of Circuit Court Office.

The 2019 Clerk of Circuit budget included funding for a 26.0 FTE Deputy Clerk of Court positions and 2.0 FTE Collections/Accounts Specialists positions. Upcoming changes in debt collections for Arrest Warrants/Commitments (AWC) and the addition of the State Debt Collection as a collection program will shift work load duties from a Deputy Clerk of Court position to a Collections/Accounts Specialist position. With the implementation of eFile, new processes have made it possible for a Deputy Clerk of Court position to be eliminated to offset the wage increase from changing from a Deputy Clerk of Court position to a Collections/Accounts Specialist position. The duties of a Collections/Accounts Specialist are in more demand than the duties of a Deputy Clerk of Court and better serves the Circuit Court and the public.

The Department compared the costs of the positions and determined that increase in wages from a Deputy Clerk of Court position to a Collections/Accounts Specialist position will be offset by a savings of \$35, 547.20 with the elimination of a Deputy Clerk of Court position for the 2019 Budget.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy J. Knudson
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

June 11, 2019
DATE DRAFTED

Authorizing Double Fill of Five Deputy Sheriff Positions

- 1 **WHEREAS**, the Rock County Sheriff's Office has been in a continual hiring process for the rank of
- 2 Deputy Sheriff and has been conducting ongoing recruiting; and,
- 3
- 4 **WHEREAS**, in order to be fully staffed and fully trained in the Deputy Sheriff positions, the Sheriff's
- 5 Office must pre-emptively hire Deputy Sheriffs; and,
- 6
- 7 **WHEREAS**, the Deputy Sheriff hiring and training process is lengthy and includes written exam, oral
- 8 interview, background check, psychological test, second oral interview, medical physical, and successful
- 9 completion of physical readiness test for admission into the Wisconsin Law Enforcement Academy; and,
- 10
- 11 **WHEREAS**, the entire hiring and training process takes a minimum of forty weeks; and,
- 12
- 13 **WHEREAS**, the Sheriff's Office recommends hiring five additional Deputies above the authorized
- 14 budgeted headcount; and,
- 15
- 16 **WHEREAS**, there are sufficient funds in the Sheriff's Office's Law Enforcement and Correctional Facility
- 17 personnel budgets to pay for five double fill Deputy Sheriff positions.
- 18
- 19 **NOW, THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled
- 20 this ____ day of _____ 2019, does hereby authorize the temporary double fill of five Deputy
- 21 Sheriff positions.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

Russ Podzilni, Chair

Terry Fell

Mary Mawhinney, Vice Chair

Kara Hawes

Richard Bostwick

Brian Knudson

Henry Brill

Phillip Owens

Betty Jo Bussie

Louis Peer

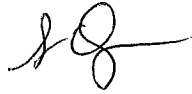
Alan Sweeney

Terry Thomas

Bob Yeomans

FISCAL NOTE:

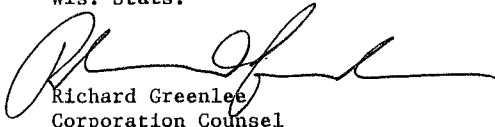
These positions will be funded by vacancies in the Sheriff's LES and Corrections divisions.



Sherry Oja
Finance Director

LEGAL NOTE:

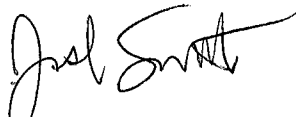
The County Board is authorized to take this action pursuant to §59.22(2),
Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Authorizing Double Fill of Five Deputy Sheriff Positions

Executive Summary

The Rock County Sheriff's Office has been in a continual hiring process for the rank of Deputy Sheriff. For several months in 2019, the Sheriff's Office has been conducting ongoing recruiting. During the first half of 2019, the Sheriff's Office completed eleven personnel actions related to the position of Deputy Sheriff. It is a critical matter of public safety that the Deputy Sheriff positions are fully staffed. In order to be fully staffed and fully trained in the Deputy Sheriff positions, the Sheriff's Office must pre-emptively hire Deputy Sheriffs.

The Rock County Sheriff's Office is currently recruiting for five open Deputy Sheriff Positions. The Sheriff's Office's command staff anticipates that six additional openings, for Deputy Sheriffs, will occur due to retirements and promotions in 2019.

The Deputy Sheriff hiring process is lengthy. The process includes written exam, oral interview, background check, psychological test, second oral interview, medical physical, and successful completion of physical readiness test for admission into the Wisconsin Law Enforcement Academy. Once a Deputy Sheriff is hired, the Deputy will go through one week of orientation, seventeen weeks of Wisconsin Law Enforcement Academy training, and fifteen weeks of the Police Training Officer (PTO) programing. The entire hiring and training process takes a minimum of forty weeks.

The Sheriff's Office intends to hire six fully certified deputies who will be ready to enter the fifteen week PTO program. The Sheriff's Office recommends hiring five additional Deputies above the authorized budgeted headcount. The goal is to have these five additional Deputies attend the Wisconsin Law Enforcement Academy from August 12, 2019 to December 13, 2019. These five Deputies will be certified prior to the anticipated retirements and promotions that will occur by December 31, 2019.

There are sufficient funds in the Sheriff's Office's Law Enforcement and Correctional Facility personnel budgets to pay for five double fill Deputy Sheriff positions.

Request for Purchase

Vendor for DVR In-Squad Camera System

Funds are included in the 2019 Rock County Sheriff's Office's budget for the purchase of DVR in-squad cameras. The in-squad cameras are scheduled to be replaced on an annual rotation cycle, with the oldest cameras being replaced first.

In 2014 the Board of Supervisors approved the purchase of a DVR in-squad camera system from the vendor WatchGuard Video, of Allen, TX. WatchGuard Video will still honor the pricing from bid #2014-54.

The Sheriff's Office received a quote, from WatchGuard Video, for three in-squad camera systems. The quote amount was \$15,585 (\$5,195 per camera).

The Rock County Information Technology Department will submit a purchase request to the Rock County Purchasing Department to order three in-squad camera systems from WatchGuard Video.