



**COUNTY BOARD STAFF COMMITTEE**  
**Minutes – June 27, 2017**

**Call to Order.** Chair Podzilni called the meeting of the County Board Staff Committee to order at 4:00 P.M. in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

**Committee Members Present:** Supervisors Podzilni, Bussie, Thomas, Brill, Mawhinney and Peer.

**Committee Members Excused:** Supervisors Arnold, Kraft and Sweeney.

**Staff Members Present:** Josh Smith, County Administrator; Nick Osborne, Assistant to the County Administrator; Jeff Kuglitsch, Corporation Counsel; Annette Mikula, Human Resources Director; Sherry Oja, Finance Director; Phil Boutwell, Human Services Deputy Director; and Lance Horozewski, Human Services Children Youth & Families Division Manager.

**Others Present:** Supervisor Knudson.

**Approval of Agenda.** Supervisor Peer moved approval of the agenda as presented, second by Supervisor Mawhinney. ADOPTED.

**Citizen Participation, Communications and Announcements.** Supervisor Bussie said, at that morning's Public Works Committee meeting, Mr. Burdick, Airport Director, gave an update on the runway lights. She would like this handed out to the County Board for their information.

**Transfers.** None.

**Review of Payments.** The Committee accepted the report.

**Resolutions.**

**Recognizing Deputy John R. Paulson**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_ day \_\_\_\_\_, 2017, does hereby recognize Deputy John R. Paulson for his over 26 years of faithful service and recommends that a sincere expression of appreciation be given to Deputy John R. Paulson along with best wishes for the future.”

Supervisor Mawhinney moved approval of the above resolution, second by Supervisor Peer. ADOPTED.

**Reclassifying Position from Bachelor's Level Crisis Worker to Master's Level Behavioral Health Clinician**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2017 does hereby reclassify the 1.0 FTE Bachelor's Level Crisis Worker to a Maser's Level Behavioral Health Clinician based on the recommendation of the Human Services Director and authorizes the Human Services Department to fill the position.”

Supervisor Thomas moved approval of the above resolution pending Human Services Board approval, second by Supervisor Mawhinney. ADOPTED.

**Creating a .04 FTE Administrative Assistant for Treatment Court**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2017 does hereby add the 0.4 FTE Administrative Assistant position based on the recommendation of the Human Services Director and authorizes the Human Services Department to fill the position.”

Supervisor Thomas moved approval of the above resolution contingent on Human Services Board approval, second by Supervisor Peer. ADOPTED.

**Discussion and Possible Action on Rock County Policy and Procedure Manual – Policy 5.31 – Overtime, Flex and after Hours Payments.** Supervisor Brill moved approval of the changes to Policy 5.31, second by Supervisor Bussie.

Ms. Mikula explained there have been several changes due to the wage survey.

ADOPTED.

**Discussion and Possible Action on Donations Policy.** Supervisor Thomas moved the topic for discussion, second by Supervisor Bussie.

Mr. Smith explained during the last budget cycle this was discussed and the request was to bring it back to the Committee as part of the pre-budget process to create a more formal policy. He went over the proposed policy and options with the Committee. The Committee felt option 3 (under V.) would be the best option. The Committee liked having a list of the agencies receiving donations and felt this would be helpful to have each year.

Moved by Chair Podzilni to have Mr. Smith work on the policy for determining the allocation of donations, to bring it back to this Committee for further action, and to have the list come before the Committee prior to the recommended budget each year, second by Supervisor Bussie. ADOPTED.

Supervisor Brill said the amounts donated to the agencies should not be a given and should be subject to change.

**Adjournment.** Supervisor Brill moved adjournment at 4:45 P.M., second by Supervisor Peer. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**