

ROCK COUNTY, WISCONSIN



Board of Supervisors  
51 South Main Street  
Janesville, WI 53545  
(608)757-5510

**NOTE: Date,  
Time, Location**

**COUNTY BOARD STAFF COMMITTEE  
THURSDAY – SEPTEMBER 24, 2015 – 5:30 P.M.  
JURY DELIBERATION ROOM – FOURTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order & Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Approval of Minutes – September 8, 2015
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolutions
  - A. Jury Appreciation Month
  - B. Recognizing Jason Dowd
  - C. Recognizing Alan Dransfield for Service to Rock County
  - D. Recognizing Kimberly Nyhus
  - E. Recognizing Laurinda Shelbourn
  - F. Delete the 1.0 FTE Senior Buyer Position and Create a 1.0 FTE Purchasing Specialist Position
6. Adjournment

## Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR      Date 9/15/15  
 Requested By Human Resources  
Department

Transfer No. 15-62  
Annette Mikula  
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 08-1420-0000-61100 Description: Regular Wages Current Balance: \$123,571	\$3,000.00	Account #: 08-1420-0000-67130 Description: Terminals and PCS	\$3,000.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Vacant Human Resources Director Position in 2015.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

New Level 1 PC - Human Resources Secretary \$534  
 New Level 1 PC - Human Resources Manager \$534  
 New Level 1 PC - Human Resources Manager \$534  
 New Monitor and Dual Monitor Stand - Human Resources Analyst \$175  
 New Human Resources Laptop \$840

**FISCAL NOTE:**

Sufficient funds are available for transfer. *8/9/15-15*

**ADMINISTRATIVE NOTE:**

Recommended *[Signature]* *9-16-15*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

Governing Committee \_\_\_\_\_

Finance Committee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PURCHASE ORDER NUMBER P1500824

PEID 052519

## PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting ([balog@co.rock.wi.us](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) **and** Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto:jodi@co.rock.wi.us)). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 9/9/15

DEPARTMENT Human Resources

COMMITTEE County Board Staff

VENDOR NAME JP Morgan

ACCOUNT NUMBER 081420000064200

FUNDS DESCRIPTION Training

AMOUNT OF INCREASE \$ 1500

INCREASE FROM \$ 3,000 TO \$ 4500

ACCOUNT BALANCE AVAILABLE \$ 15,040.30 SB 09/09/15

REASON FOR AMENDMENT Increase in training.

## APPROVALS

GOVERNING COMMITTEE \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_

FINANCE COMMITTEE \_\_\_\_\_  
(If over \$10,000) Chair \_\_\_\_\_ Date \_\_\_\_\_

COUNTY BOARD \_\_\_\_\_  
(If over \$10,000) Resolution # \_\_\_\_\_ Adoption Date \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Public Safety and Justice Committee  
INITIATED BY



Jacki Gackstatter  
DRAFTED BY

Public Safety and Justice Committee  
SUBMITTED BY

August 31, 2015  
DATE DRAFTED

**JURY APPRECIATION MONTH**

1 **WHEREAS**, the right to have a trial by fair and representative jury is an essential safeguard protected by both the  
2 Untied States and Wisconsin Constitutions; and,  
3

4 **WHEREAS**, service as a juror in the Rock County Circuit Court is, along with voting, one of the most important  
5 responsibilities of citizenship; and,  
6

7 **WHEREAS**, the Wisconsin State Court System, partnering with the State Bar of Wisconsin, has established  
8 September as Juror Appreciation Month, a time to publicly recognize the contribution of those who are summoned  
9 and serve.  
10

11 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this  
12 \_\_\_\_\_ day of \_\_\_\_\_, 2015:  
13

- 14 • Educate the public about jury duty and the importance of jury service; and,
- 15 • Applaud the efforts of jurors who fulfill their civic duty; and,
- 16 • Ensure that all jurors are treated with respect and that their service is not unduly  
17 burdensome.  
18

19 **BE IT FURTHER RESOLVED**, the Rock County Board of Supervisors extends its sincere thanks and  
20 appreciation to all employers who pay employees their normal wages while allowing them to serve as jurors,  
21 preventing financial hardship and fostering community strength.  
22

23 **BE IT FURTHER RESOLVED**, the Rock County Board Supervisors honors the service and commitment of  
24 citizens who perform jury duty, who by participating in the judicial process aid those elected to serve the citizens  
25 of Rock County by preserving the rule of law, the basis for a free society.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver  
Mary Beaver, Chair

\_\_\_\_\_  
J. Russell Podzilni, Chair

Henry Brill  
Henry Brill, Vice Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

Terry Fell  
Terry Fell

\_\_\_\_\_  
Eva Arnold

Brian Knudson  
Brian Knudson

\_\_\_\_\_  
Henry Brill

Larry Wiedenfeld  
Larry Wiedenfeld

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Terry Thomas

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

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

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

County Board Staff Committee  
INITIATED BY



Josh Smith, County Administrator  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

September 11, 2015  
DATE DRAFTED

**RECOGNIZING JASON DOWD**

1 **WHEREAS**, Jason Dowd was elected to the Rock County Board of Supervisors, representing District 16, in  
2 2014 - 2015; and,

3  
4 **WHEREAS**, Jason has devoted many hours to faithfully serve on the following:

- 5
- 6 Standing Committees:
- 7 Agriculture and Extension Education
- 8 Developmental Disabilities Board
- 9 Land Conservation

10  
11 **WHEREAS**, the Rock County Board of Supervisors recognizes Jason Dowd for his dedicated service to the  
12 citizens of Rock County and commends him for his contributions to the betterment of Rock County.

13  
14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
15 this \_\_\_\_\_ day of \_\_\_\_\_, 2015 does hereby recognize Jason Dowd for his service and extends best  
16 wishes in his future endeavors.

Respectfully submitted,

**COUNTY BOARD STAFF COMMITTEE**

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Thomas Sweeney

\_\_\_\_\_  
Betty Jo Bussie

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sherry Oja, Finance Director
INITIATED BY



Sherry Oja, Finance Director
DRAFTED BY

Finance Committee
SUBMITTED BY

August 24, 2015
DATE DRAFTED

Recognizing Alan Dransfield for Service to Rock County

1 WHEREAS, Alan Dransfield has served the citizens of Rock County for the past 28 years and 6 months
2 as a dedicated and valued employee; and,
3
4 WHEREAS, Alan Dransfield began his career with Rock County as the Senior Buyer in the Purchasing
5 Unit on March 2, 1987; and,
6
7 WHEREAS, Alan Dransfield has worked diligently and faithfully in that position until his retirement on
8 September 11, 2015; and
9
10 WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes
11 to recognize Alan Dransfield for his significant contributions to the County and to thank him for his
12 many years of faithful service.
13
14 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly
15 assembled this \_\_\_ day of \_\_\_, 2015, does hereby recognize Alan Dransfield for his 28 years
16 and 6 months of service to the citizens of Rock County and extends its best wishes to him in his future
17 endeavors.
18
19 BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of
20 this resolution to Alan Dransfield.

15-9A-375

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Absent
Mary Mawhinney, Chair

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Sandra Kraft, Vice Chair

Mary Beaver

Eva Arnold

Brent Fox

Henry Brill

J. Russell Podzilni

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Kathren Sukus  
INITIATED BY



Kathren Sukus, Director  
DRAFTED BY

Public Safety and Justice  
SUBMITTED BY

September 2, 2015  
DATE DRAFTED

**RECOGNIZING KIMBERLY NYHUS**

- 1 **WHEREAS**, Kimberly Nyhus has been a loyal and dedicated employee for Rock County for over twenty-
- 2 three (23) years; and,
- 3
- 4 **WHEREAS**, Kimberly Nyhus began her career as a dispatcher for the Rock County Sheriff's Office on
- 5 May 3, 1992; and,
- 6
- 7 **WHEREAS**, Kimberly Nyhus was hired as a telecommunicator for the newly formed county-wide
- 8 consolidated 911 Center on October 4, 1993; and,
- 9
- 10 **WHEREAS**, during her career, Kimberly received several commendations from her supervisors and user
- 11 agencies for her calm, professionalism during critical incidents; and,
- 12
- 13 **WHEREAS**, Kimberly Nyhus will retire from public service on October 9, 2015; and,
- 14
- 15 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 16 recognize Kimberly Nyhus for her valuable contributions to the citizens and public safety user agencies of
- 17 Rock County; and,
- 18
- 19 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 20 this \_\_\_\_\_ day of \_\_\_\_\_, 2015, does hereby recognize Kimberly Nyhus for her twenty-three
- 21 (23) years of service and wishes to express their sincere appreciation on behalf of Rock County along with
- 22 best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver  
Mary Beaver, Chair

Hank Brill  
Hank Brill, Vice Chair

Terry Fell  
Terry Fell

Brian Knudson  
Brian Knudson

Larry Wiedenfeld  
Larry Wiedenfeld

RECOGNIZING KIMBERLY NYHUS  
Page 2

COUNTY BOARD STAFF COMMITTEE

---

J. Russell Podzilni, Chair

---

Sandra Kraft, Vice Chair

---

Eva Arnold

---

Henry Brill

---

Betty Jo Bussie

---

Mary Mawhinney

---

Louis Peer

---

Alan Sweeney

---

Terry Thomas



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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Kathren Sukus  
INITIATED BY



Kathren Sukus, Director  
DRAFTED BY

Public Safety and Justice  
SUBMITTED BY

September 4, 2015  
DATE DRAFTED

**RECOGNIZING LAURINDA SHELBOURN**

- 1 **WHEREAS**, Laurinda Shelbourn has served the citizens of Rock County for over thirty-six (36) years
- 2 as a loyal and dedicated employee of Rock County; and,
- 3
- 4 **WHEREAS**, Laurinda Shelbourn began her career as a dispatcher for the Rock County Sheriff's
- 5 Office on August 13, 1979; and,
- 6
- 7 **WHEREAS**, Ms. Shelbourn was hired as a telecommunicator for the newly formed county-wide
- 8 consolidated 911 Center on October 28, 1993; and,
- 9
- 10 **WHEREAS**, Ms. Shelbourn was a valued Communications Training Officer and mentor for over 20
- 11 years, training and guiding dozens of new communications center employees; and,
- 12
- 13 **WHEREAS**, during her career, Laurinda Shelbourn handled thousands of public safety incidents and
- 14 emergencies with the utmost professionalism and empathy for citizens; and,
- 15
- 16 **WHEREAS**, Ms. Shelbourn will retire from public service on October 10, 2015; and,
- 17
- 18 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes
- 19 to recognize Laurinda Shelbourn for her valuable contributions to the citizens and public safety user
- 20 agencies of Rock County; and,
- 21
- 22 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 23 this \_\_\_\_\_ day of \_\_\_\_\_, 2015, does hereby recognize Laurinda Shelbourn for her thirty-six
- 24 (36) years of service and wishes to express their sincere appreciation on behalf of Rock County along
- 25 with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver  
Mary Beaver, Chair

Henry Brill  
Henry Brill, Vice Chair

Terry Fell  
Terry Fell

Brian Knudson  
Brian Knudson

Larry Wiedenfeld  
Larry Wiedenfeld

RECOGNIZING LAURINDA SHELBOURN

Page 2

COUNTY BOARD STAFF COMMITTEE

---

J. Russell Podzilni, Chair

---

Sandra Kraft, Vice Chair

---

Eva Arnold

---

Henry Brill

---

Betty Jo Bussie

---

Mary Mawhinney

---

Louis Peer

---

Alan Sweeney

---

Terry Thomas

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Sherry Oja, Finance Director  
INITIATED BY



Sherry Oja, Finance Director  
DRAFTED BY

Finance Committee  
SUBMITTED BY

September 8, 2015  
DATE DRAFTED

**DELETE THE 1.0 FTE SENIOR BUYER POSITION AND CREATE A 1.0 FTE  
PURCHASING SPECIALIST POSITION**

- 1 **WHEREAS**, the Finance Department requests that the County Board delete the Senior Buyer position
- 2 and create a Purchasing Specialist position; and,
- 3
- 4 **WHEREAS**, the Finance Department has a vacancy in the Senior Buyer position created by the
- 5 retirement of the incumbent; and,
- 6
- 7 **WHEREAS**, after reviewing and reorganizing the duties and responsibilities of the Purchasing unit, it
- 8 was determined a Purchasing Specialist would meet the Department's needs; and,
- 9
- 10 **WHEREAS**, the Senior Buyer position is in Unilateral Pay Range 15 and the Purchasing Specialist
- 11 position will be in Unilateral Pay Range 8, therefore having a positive fiscal impact for the County;
- 12 and,
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 15 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2015, does hereby delete the 1.0 FTE Senior Buyer
- 16 position and create a 1.0 FTE Purchasing Specialist position.

Respectfully submitted,

**FINANCE COMMITTEE**

**COUNTY BOARD STAFF COMMITTEE**

Mary Mawhinney  
Mary Mawhinney, Chair

\_\_\_\_\_  
J. Russell Podzilni, Chair

Sandra Kraft  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

Mary Beaver  
Mary Beaver

\_\_\_\_\_  
Eva Arnold

Brent Fox  
Brent Fox

\_\_\_\_\_  
Henry Brill

J. Russell Podzilni  
J. Russell Podzilni

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Terry Thomas

15-9B-383

DELETE THE 1.0 FTE SENIOR BUYER POSITION AND CREATE A 1.0 FTE  
PURCHASING SPECIALIST POSITION

12.E.(2)

Page 2

FISCAL NOTE:

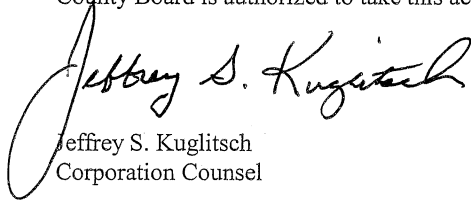
This resolution deletes a 1.0 FTE Senior Buyer position and creates a 1.0 FTE Purchasing Specialist position at a lower pay range.



Sherry Oja  
Finance Director

LEGAL NOTE:

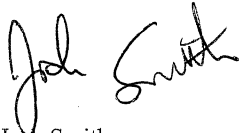
County Board is authorized to take this action pursuant to sec. 59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

### EXECUTIVE SUMMARY

The Finance Department has a 1.0 FTE Senior Buyer position vacated by a retiring incumbent and is requesting to delete this Senior Buyer position and create a 1.0 FTE Purchasing Specialist position. After reviewing the duties and responsibilities of the Purchasing Unit, it was determined that if we reorganize and shift responsibilities among staff, then a Purchasing Specialist position would meet our needs.

The Senior Buyer position is in Unilateral Pay Range 15 and the Purchasing Specialist position will be located in Unilateral Pay Range 8, therefore these changes will have a positive fiscal impact for the County.