

ROCK COUNTY, WISCONSIN



COUNTY BOARD STAFF COMMITTEE TUESDAY – SEPTEMBER 10, 2019 – 4:00 P.M. CONFERENCE ROOM N-1 – FIFTH FLOOR ROCK COUNTY COURTHOUSE-EAST

Agenda

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – August 27, 2019
5. Transfers
6. Review of Payments
7. Resolutions
 - A. To Recognize Stacey Speich for Service to the Human Services Department
 - B. Recognizing Mary Olsen for Service to Rock Haven
 - C. Recognizing Anne Jester for Service to Rock Haven
 - D. Authorizing Overlap of Payroll Manager Position and Amending the 2019 Financial Services Budget
 - E. Creating a 0.4 FTE Administrative Assistant Position and Deleting a 0.4 Medical Examiner's Office Clerical Worker Position
 - F. Amending Section 18.607 of the Rock County Personnel Ordinance (Adding "Just Cause" as the Standard for Discipline)
8. Committee Action, Updates and Possible Action
 - A. Proposed Changes to the Rock County Administrative Policy 5.31 Overtime, Flex and After Hours Payments
9. **EXECUTIVE SESSION:** Per Section 19.85(1)(g), Wis. Stats. - Confer with Legal Counsel Regarding Potential Litigation
10. 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.



COUNTY BOARD STAFF COMMITTEE
Minutes – August 27, 2019

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, Mawhinney, Bussie, Thomas, Brill, Sweeney, Peer and Yeomans.

Committee Members Excused: Supervisor Bostwick.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator; Annette Mikula, Human Resources Director; Richard Greenlee, Corporation Counsel; Terri Carlson, Risk Manager, Corporation Counsel; Bridget Laurent, Deputy Corporation Counsel.

Others Present: Supervisors Brien, Knudson and Richard.

Approval of Agenda. Mr. Smith said there was a new handout for item 7.A. Supervisor Peer moved approval of the agenda as presented, second by Supervisor Yeomans. ADOPTED.

Citizen Participation, Communications and Announcements. Supervisor Bussie said she spoke with Norvain Pleasant and he expressed his thanks to the County Board for their kindness.

Approval of Minutes – August 13, 2019. Supervisor Brill moved approval of the minutes of August 13, 2019 as presented, second by Supervisor Sweeney. ADOPTED.

Transfers. None.

Resolutions.

Recognizing Norvain Pleasant

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this ____ day of _____, 2019 does hereby recognize Norvain Pleasant for his service and extends best wishes in his future endeavors.”

Supervisor Bussie moved approval of the above resolution, second by Supervisor Thomas. ADOPTED.

Creating an Airport Governance Ad Hoc Committee

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2019, that an Airport Governance Committee shall be established to review the Southern Wisconsin Regional Airport’s Rules and Regulations document and the Southern Wisconsin Regional Airport’s Minimum Standards document and to provide comments and recommendations on updating these documents to the Rock County Board of Supervisors for its consideration.

BE IT FURTHER RESOLVED that the County Board chair shall appoint: Bonnie Cooksey from Janesville Jet Center, an airport tenant; Jim Dillavou from SC Aviation, an airport tenant; Greg Johnson from Regal Beloit, an Airport Board Member and an airport tenant; and Rick Leyes, an airport t-hangar tenant; to the Airport Governance Committee in a manner consistent with RULE IV, subsections G. & H. of the Rock County Board of Supervisors Rules of Procedure. Greg Cullen, the Airport Director, will be appointed as a non-voting ex-officio member of the Airport Governance Committee.

BE IT FURTHER RESOLVED that the Airport Governance Committee will dissolve upon submittal of its recommendations to the Southern Wisconsin Regional Airport Board.”

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

Creating an Ad Hoc Committee on the Future of Rock Haven

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2019, does hereby establish an Ad Hoc Committee on the Future of Rock Haven to consider whether Rock County should sell Rock Haven nursing home.

BE IT FURTHER RESOLVED that the Rock Haven Study Committee shall be provided administrative support from the County Administrator and Human Resources Department as needed and requested, and is further authorized to explore the retention of an external firm to assist with the study of Rock Haven Nursing Home.

BE IT FURTHER RESOLVED that the Ad Hoc Committee shall be composed of seven members to include one up to two members of the health Service Committee ~~five County Board Supervisors~~ and two

community members appointed by the Chair of the Rock County Board of Supervisors.

BE IT FURTHER RESOLVED that the Ad Hoc Committee will dissolve upon submission of a report to the Rock County Board of Supervisors.”

Supervisor Sweeney moved approval of the above resolution, second by Supervisor Yeomans.

Chair Podzilni explained that the two resolutions that had been submitted by Supervisor Richard and Supervisor Rashkin were combined into the resolution before us today.

Discussions on: looking at the climate, culture and practices; selling versus fixing and selling or fixing and keeping; less than a majority of the 72 Wisconsin counties are still in the nursing home business; why other counties got out of the nursing home business; getting harder to fund nursing homes due to levy limits; what will happen to the employees and residents; discontent between employees, and employees and management; feel it is a good thing to look at problems and to think of this as a work in progress; having someone from the outside will be a good way to get an honest opinion; and this is a long term process and it will be some time before we get an answer.

ADOPTED.

To Create a Blue Ribbon Commission on Organizational Excellence

“**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2019, does hereby create a Blue Ribbon Commission on Organizational Excellence to oversee a third-party consultant’s development of a report and recommendations regarding the County’s human resources functions.

BE IT FURTHER RESOLVED, that this Commission be composed of seven members, including five County Board members and two members of the public with demonstrated experience in continuous improvement or quality management. The Commission’s term will expire upon submittal of its report to the County Board.

BE IT FURTHER RESOLVED, that the County Administrator is directed to include funding in the 2020 budget for consulting services to conduct this review.”

Supervisor Thomas moved approval of the above resolution, second by Supervisor Sweeney.

Supervisor Knudson said he has been thinking about this for a number of years and feels it is time to look at policies and how we do business throughout the county. He was concerned about the departmental mission statements and if they are in line with the County Mission Statement. Supervisor Knudson added that sometimes it is good to have outside eyes look at how things are being done, and if there is duplication of effort.

Ms. Mikula said there are differences in rules in different employee groups due, in a large part, to unions. She added that this is not a bad thing to look at, but that this could create changes, added expenses, and unanticipated fallout.

Mr. Smith added that there are things that occur at the department level that we are not aware of, and how departments implement the rules is not always the same.

ADOPTED.

Committee Action, Updates and Possible Action.

Proposed Changes to the Rock County Administrative Policy 5.31 Overtime, Flex and After Hours Payments Supervisor Peer moved approval of the changes to Policy 5.31, second by Supervisor Bussie.

Ms. Mikula explained when vacancies occur they revisit the Policy and Procedure Manual and they found a couple changes needed to reflect the removal of a position no longer in use and correct a couple manager positions to be Unilateral C instead of Unilateral B.

ADOPTED.

Adjournment. Supervisor Yeomans moved adjournment at 5:03 P.M., second by Supervisor Sweeney. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

ROCK COUNTY

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

09/03/2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
01-1320-0000-63100	Office&Misc Exp	P1900719	08/29/2019	US BANK	OFFICE SUPPLIES FOR CO ADMIN	15.10
County Administrator PROG TOTAL						15.10

I have reviewed the preceding payments in the total amount of **\$15.10**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

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

09/03/2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
03-1110-0000-63107	Legal Notices	P1900013	08/15/2019	GREATER BELOIT PUBLISHING CO	PUBL OF 7/11/19 MINUTES	855.81
03-1110-0000-63300	Travel	P1900719	08/29/2019	US BANK	CO BOARD - HD STAPLER	72.99
03-1110-0000-64904	Sundry Expense	P1900719	08/29/2019	US BANK	SEND BACK COMPUTER TO PROVOX	22.34
County Board PROG TOTAL						951.14

I have reviewed the preceding payments in the total amount of **\$951.14**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

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

09/03/2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
06-1620-0000-63100	Office&Misc Exp	P1900533	08/29/2019	US BANK	2019 AUGUST BILLING	42.40
06-1620-0000-63202	Law Books	P1900533	08/29/2019	US BANK	LEGAL EDUCATION	65.00
06-1620-0000-64200	Training	P1900533	08/29/2019	US BANK	2019 TRAINING	1,239.00
Corporation Counsel PROG TOTAL						1,346.40

I have reviewed the preceding payments in the total amount of **\$1,346.40**

Date:

Dept Head _____

Committee Chair _____

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-61925	Background/Test	P1900593	08/15/2019	US BANK	EQUIFAX BACKGROUND	132.95
		P1900598	08/29/2019	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND CHECKS FOR JULY	1,027.22
		P1901943	08/15/2019	MINNESOTA BUREAU OF CRIMINAL A	MINNESOTA BACKGROUND CHECK FOR	15.00
		P1901993	08/08/2019	ILLINOIS STATE POLICE	ILLINOIS BACKGROUND CHECK FOR	16.00
		P1902032	08/08/2019	MERCY HEALTH SYSTEM	BREATH ALCOHOL AND RAPID DRUG	140.00
		P1902047	08/08/2019	BELOIT HEALTH SYSTEM INC	CHEST X-RAY FOR PRE-EMPLOYMENT	339.00
		P1902052	08/15/2019	FIELDPRINT INC	FINGERPRINT BACKGROUND	255.75
08-1420-0000-63100	Office&Misc Exp	P1900593	08/15/2019	US BANK	STAPLES SUPPLIES	30.24
08-1420-0000-63200	Pubs/Subs/Dues	P1902085	08/15/2019	IPMA HR	IPMA-HR MEMBERSHIP	405.00
		P1900593	08/15/2019	US BANK	SHRM STATE CONFERENCE TRAINING	910.00
08-1420-0000-64417	RH Expenses	P1900593	08/15/2019	US BANK	SHRM TRAINING	1,360.00
		P1900598	08/29/2019	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND CHECKS FOR JULY	181.28
		P1902084	08/29/2019	HOMETOWN NEWS LIMITED PARTNERS	ADVERTISING FOR ROCK HAVEN	379.81
Human Resources PROG TOTAL						5,192.25

I have reviewed the preceding payments in the total amount of **\$5,192.25**

Date: _____ Dept Head _____
 Committee Chair _____

ROCK COUNTY

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

09/03/2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
19-1912-0063-61710	Workers Comp					
		P1900150	08/29/2019	MINUTE MEN HR MANAGEMENT OF WI	SEPTEMBER 2019 INSTALLMENT	2,850.00
Worker's Compensation PROG TOTAL						2,850.00
19-1932-0000-64904	Sundry Expense					
		P1901962	08/29/2019	PROFORMA PRINTWORKS	SHIPPING CHARGE	388.00
		P1901965	08/29/2019	MMPR POWERED BY HALO	SETUP FEE	1,108.25
Employee Recognition Committee PROG TOTAL						1,496.25

I have reviewed the preceding payments in the total amount of **\$4,346.25**

Date: _____ Dept Head _____
Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster
INITIATED BY

Katherine Luster
DRAFTED BY



Human Service Board
SUBMITTED BY

August 26, 2019
DATE DRAFTED

TO RECOGNIZE STACEY SPEICH
FOR SERVICE TO THE HUMAN SERVICES DEPARTMENT

1 **WHEREAS**, Stacey Speich has served the citizens of Rock County for over thirty-three (33) years as a
2 dedicated and valued employee of Rock County; and,

3
4 **WHEREAS**, Ms. Speich began her career as a Certified Nursing Assistant on June 17, 1986 on the 4th
5 floor at the Rock County Health Care Center and over the next three decades continued to take on new
6 roles and additional responsibilities as she served Rock County clients in a variety of positions; and,

7
8 **WHEREAS**, Ms. Speich held positions as a Psychiatric Technician, a Social Services Aide and a
9 Child Protective Services Family Skills Specialist; and,

10
11 **WHEREAS**, in 1997, Ms. Speich advanced into a position as a Social Worker in Child Protective
12 Services; and,

13
14 **WHEREAS**, in 2007, Ms. Speich took on a leadership role as a Social Worker Supervisor in Child
15 Protective Services Access, Initial Assessment and Sub Care and was again promoted in 2014 to Child
16 Protective Services Program Manager; and,

17
18 **WHEREAS**, Ms. Speich has demonstrated dedication to the clients and the staff that she has served
19 and has set an example of commitment to professional growth and support of the Mission of the
20 Human Services Department; and,

21
22 **WHEREAS**, Ms. Speich has proven herself to be a valued employee, serving on behalf of Rock
23 County residents, and will be retiring from the Rock County Human Services Department on
24 September 3, 2019; and,

25
26 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes
27 to recognize Stacey Speich for her achievements and significant contributions to the citizens of Rock
28 County and her many dedicated years of service.

29
30 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
31 assembled this _____ day of _____ does hereby recognize Stacey Speich for her over 33 years
32 of service and extend best wishes to her in her future endeavors.

Resolution to Recognize Stacey Speich for Service to the Human Services Department

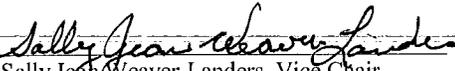
Page 2

Respectfully Submitted,

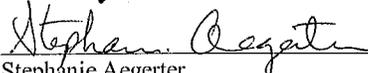
HUMAN SERVICES BOARD



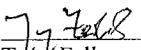
Brian Knudson, Chair



Sally Jean Weaver-Landers, Vice Chair



Stephanie Aegerter



Terry Fell



David Hornan

Absent

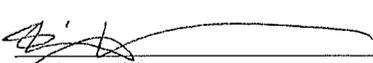
Ashley Kleven



Kathy Schult

Absent

Terry Thomas



Shirley Williams

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

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY



Clayton Kalmon
DRAFTED BY

Health Services Committee
SUBMITTED BY

August 28, 2019
DATE DRAFTED

RECOGNIZING MARY OLSEN FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Mary Olsen has served the citizens of Rock County over the past 34 years, 5 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Mary Olsen began her career with Rock Haven as a Nurse Aid on March 5, 1985; and,
- 5
- 6 **WHEREAS**, Mary Olsen moved to other positions as a Nursing Operations Support Specialist, Administrative
- 7 Assistant, Unit Clerk Coordinator and then as an Administrative Secretary; and
- 8
- 9 **WHEREAS**, Mary Olsen has worked diligently in that position until her retirement on August 20, 2019; and,
- 10
- 11 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 12 recognize Mary Olsen for her long and faithful service.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 15 _____ day of _____, 2019 does hereby recognize Mary Olsen for her 34 years, 5 months of service
- 16 and extend their best wishes to her in her future endeavors.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Brenton Driscoll, Chair

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Tom Brien

Henry Brill

Kara Hawes

Betty Jo Bussie

Kathy Schulz

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

Richard Bostwick

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY



Clayton Kalmon
DRAFTED BY

Health Services Committee
SUBMITTED BY

August 28, 2019
DATE DRAFTED

RECOGNIZING ANNE JESTER FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Anne Jester has served the citizens of Rock County over the past 33 years, 10 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Anne Jester began her career with Rock Haven as a Certified Nursing Assistant on October 15,
- 5 1985; and,
- 6
- 7 **WHEREAS**, Anne Jester accepted an Activity Therapist Assistant position on June 24, 2012; and
- 8
- 9 **WHEREAS**, Anne Jester has worked diligently in that position until her retirement on August 30, 2019; and,
- 10
- 11 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 12 recognize Anne Jester for her long and faithful service.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 15 _____ day of _____, 2019 does hereby recognize Anne Jester for her 33 years, 10 months of service
- 16 and extend their best wishes to her in her future endeavors.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Brenton Driscoll, Chair

J. Russell Podzilni, Chair

Tom Brien

Mary Mawhinney, Vice Chair

Kara Hawes

Henry Brill

Kathy Schulz

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

Richard Bostwick

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Sherry Oja
DRAFTED BY

Finance Committee
SUBMITTED BY

August 27, 2019
DATE DRAFTED

**Authorizing Overlap of Payroll Manager Position and
Amending the 2019 Financial Services Budget**

1 **WHEREAS**, Janet Trautsch, Payroll Manager, announced her intention to retire on December 13, 2019
2 after 31 years with the County; and,
3

4 **WHEREAS**, the duties of this position are highly specialized and complex; and,
5

6 **WHEREAS**, this position is critical to County operations; and,
7

8 **WHEREAS**, temporarily overlapping the Payroll Manager position for orientation and training will help
9 to insure accurate countywide payroll processing and reporting; and,
10

11 **WHEREAS**, the Department will need a transfer in from the Contingency Fund in order to fund the
12 overlap; and,
13

14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
15 this _____ day of _____, 2019 does hereby authorize temporarily overlapping the Payroll
16 Manager position, not to exceed two months, and amends the Financial Services budget as follows:
17

18	19 Account No.	Budget at	Increase	Amended
20	Description	9/1/19	(Decrease)	Budget
21	Source of Funds:			
22	19-1921-0000-47010/			
23	Supp. Appr. From General Fund	54,391	(13,009)	41,382
24				
25	Use of Funds:			
26	05-1500-0000-61100/			
27	Regular Wages	679,655	8,951	827,871
28	05-1500-0000-61400/			
29	FICA	52,682	685	63,431
30	05-1500-0000-61510/			
31	Retirement	44,878	586	87,893
32	05-1500-0000-61610/			
33	Health Insurance	194,404	2,787	245,316

Authorizing Overlap of Payroll Manager Position and Amending the 2019 Financial Services Budget

Page 2

Respectfully Submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Mawhinney, Chair

J. Russell Podzilni, Chair

Mary Beaver, Vice Chair

Mary Mawhinney, Vice Chair

Brent Fox

Richard Bostwick

J. Russell Podzilni

Henry Brill

Bob Yeomans

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

FISCAL NOTE:

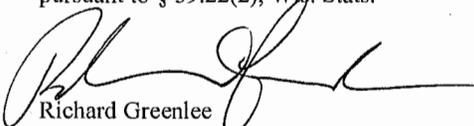
This resolution authorizes the overlap of the Payroll Manager position for up to 2 months to be funded by a transfer from the Contingency Fund. The Contingency Fund balance at September 1, 2019 is \$54,391.



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

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Resources
INITIATED BY



Amy Spoden
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

August 30, 2019
DATE DRAFTED

**CREATING A 0.4 FTE ADMINISTRATIVE ASSISTANT POSITION
AND DELETING A 0.4 FTE MEDICAL EXAMINER'S OFFICE CLERICAL WORKER
POSITION**

1 **WHEREAS**, the Medical Examiner's Office requests that a 0.4 FTE Medical Examiner's Office
2 Clerical Worker position be deleted and a 0.4 FTE Administrative Assistant position be created; and,
3
4 **WHEREAS**, the 0.4 FTE Medical Examiner's Office Clerical Worker position is currently vacant;
5 and,
6
7 **WHEREAS**, the Medical Examiner's Office has been staffing the office with a temporary worker; and,
8
9 **WHEREAS**, with the increase in the wage rate, the Medical Examiner's Office will be able to draw
10 from a more skilled applicant pool.
11
12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
13 assembled this _____ day of _____, 2019 does hereby approve the creation of a 0.4 FTE
14 Administrative Assistant position and the deletion of a 0.4 FTE Medical Examiner's Office Clerical
15 Worker position in the Rock County Medical Examiner's Office budget.

19-9A-313

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

PUBLIC SAFETY & JUSTICE COMMITTEE

J. Russell Podzilni, Chair

Mary Beaver, Chair

Mary Mawhinney, Vice Chair

Phillip Owens, Vice Chair

Richard Bostwick

Terry Fell

Henry Brill

Kara Hawes

Betty Jo Bussie

Brian Knudson

Louis Peer

Alan Sweeney

Terry Thomas

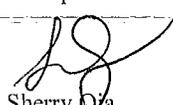
Bob Yeomans

CREATING A 0.4 FTE ADMINISTRATIVE ASSISTANT POSITION AND DELETING A 0.4 FTE
MEDICAL EXAMINER'S OFFICE CLERICAL WORKER POSITION

Page 2

FISCAL NOTE:

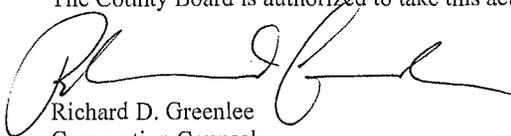
Sufficient funds are available in the Medical Examiner's Office budget to fund the cost of the higher level position.



Sherry Q/a
Finance Director

LEGAL NOTE:

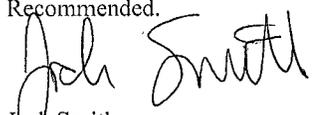
The County Board is authorized to take this action pursuant to sec. 59.22 (2), Wis. Stats.



Richard D. Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

RESOLUTION NO. _____

AGENDA NO. _____

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

SUPERVISOR THOMAS
BRIEN
INITIATED BY



SUPERVISOR THOMAS BRIEN
DRAFTED BY

JULY 31, 2019
DATE DRAFTED

COUNTY BOARD STAFF
COMMITTEE
SUBMITTED BY

AMENDING SECTION 18.607 OF THE ROCK COUNTY PERSONNEL ORDINANCE

1 The County Board Supervisors of the County of Rock does ordain as follows:
2

3 1. Chapter 18, Section 6 of the Rock County Ordinances shall be amended to read as follows
4 (new language underscored, ~~deleted language struck-through~~):
5

6 **18.607 – Discipline/Investigations**
7

8 The purpose of discipline is correcting job behavior and performance problems of employees. Employees
9 shall be informed of standards of conduct and performance. All staff must notify their immediate
10 supervisor within twenty-four (24) hours of all arrests and convictions for any ordinance (other than
11 minor traffic violations), misdemeanor or felony violations that may impact their ability to complete the
12 essential functions of their position.
13

14 No disciplinary action will be taken until a thorough investigation has been completed. Employees under
15 investigation shall have the right to representation during the investigatory process. The employee will be
16 allowed to have a representative of their choice who is not a supervisor or manager within Rock County.
17 The representative will be limited to listening and advising the employee but will not be allowed to speak
18 in place of the employee. Unilateral employees other than Department Heads shall be allowed to have a
19 representative of their choice who has equal or less authority than they do.
20

21 Employees may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules and
22 standards shall be consistently applied. Penalties shall be uniform and shall match the infraction. Persons
23 administering corrective discipline shall systematically document the case.
24

25 Records of written reprimands, suspensions, demotions and terminations shall be provided to Human
26 Resources and kept in the employee's personnel file. Written reprimands will remain in effect for a
27 period not to exceed one year, and at the end of such period shall be removed from the active Employee's
28 personnel file. Records of suspension shall remain in the active Employee's personnel file for a period of
29 two years and at the end of such period shall be removed from the Employee's personnel file. (~~This
30 section does not necessarily apply if the employee is represented by an attorney.~~)
31

32 Suspensions, demotions, and terminations shall be discussed with the Human Resources Director or the
33 County Administrator before such actions are taken. In the event that the immediate dismissal action is
34 required and the HR Director or the County Administrator cannot be reached, the employee shall be
35 suspended with pay pending investigation.
36

37 An employee may only be suspended, demoted, or terminated for just cause. In determining whether just
38 cause exists, the following standards must be applied to the extent applicable:
39

- 40 (a) Whether the employee could reasonably be expected to have had knowledge of the likely
41 consequences of the alleged conduct
- 42 (b) Whether the rule or order that the employee allegedly violated is reasonable.
- 43 (c) Whether the County made a reasonable effort to investigate and discover whether the employee
44 did in fact violate a rule or order.
- 45 (d) Whether the investigation was fair and objective.

- 46 (e) Whether the County discovered substantial evidence that the employee violated the rule or order
47 (f) Whether the County is applying the rule or order fairly and without discrimination against the
48 employee.
49 (g) Whether the proposed discipline reasonably relates to the seriousness of the alleged violation and
50 the employee's record of service with the County.

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Louis Peer

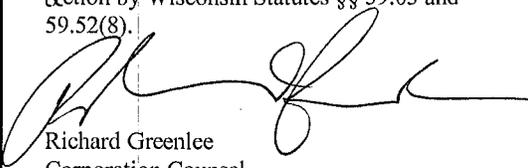
Alan Sweeney

Terry Thomas

Bob Yeomans

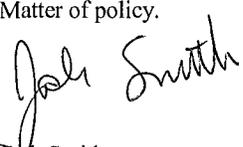
LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes §§ 59.03 and 59.52(8).


Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of policy.


Josh Smith
County Administrator

FISCAL NOTE:

Minimal fiscal impact.


Sherry Oja
Finance Director

Overtime for Unilateral Employees.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of forty (40) hours per week, the overtime provision does not apply until over eighty (80) hours in a two (2) week payroll period.

- (A) Unilateral A employees are eligible for overtime compensation on a time and one-half basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.

- (B) Unilateral B Employees (those employees in the following job classifications) shall be eligible for overtime compensation on a straight time basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and the approval of the Department Head:

Assistant to the Information Technology Director
Communications Center Shift Supervisor
Computer Programmer/Analyst I
Computer Programmer/Analyst II
GEO Application Specialist
Network Support Administrator
Network Technician
~~Payroll Manager~~
Planner I
Planner II
Planner III
Public Works Superintendent
Sanitarian I
Shop Superintendent
Victim/Witness Specialist

- (C) Unilateral C employees, shall not be eligible for overtime. The only exceptions would be:

- (1) in the case of an employment services agreement, which contained such a provision; and
- (2) employees in the following job classifications who are eligible for overtime compensation on a time and one-half basis over forty hours worked per week:

Assistant Food Service Manager
Nursing Supervisor
YSC Supervisor

Full-time, FLSA exempt (salaried), employees classified as "Unilateral C" shall exercise discretion over the methods and manners in which they effectively utilize work time. Exempt employees are expected to average not less than forty (40) hours of work per week. They may be required to attend regular or special meetings, or events, to perform other services outside of regular working hours. In return for these services, these employees may take time off when the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis. "Unilateral C" employees shall follow departmental rules regarding time off requests in which only eight (8) hours may be accounted for by flex. To use additional hours of flex time, the employee must receive specific supervisor approval.

All employees shall keep accurate accounts of all hours worked, on time sheets promulgated by the County.

Flex time may be used contiguous to any other paid benefit time (vacation, sick leave, holiday, etc.).

Flex time is intended to allow some flexibility in work schedules. It is not intended to be an hour-for-hour exchange. Under no circumstances will compensation be paid for any additional time upon separation, termination, resignation or any other departure for any exempt salaried employee.

Any violations or abuse of this Policy shall be reported to the Human Resources Director for appropriate disciplinary action, up to and including termination.

- (D) The accumulation of compensatory time off for unilateral employees shall not exceed eighty hours. Compensatory time must be taken in the calendar year in which it was generated or it will be paid out on the last paycheck of the calendar year.
- (E) Overtime for unilateral employees shall be approved in advance by a Department Head or supervisor and reviewed periodically by the Human Resources Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or emergencies.
- (F) Overtime for unilateral employees shall be scheduled as fairly and equally as practicable among employees based on their qualifications to perform the job.

(G) Unilateral Employees in the classifications of Human Services Supervisors I and II assigned after-hours on-call responsibility for Child Protective Services or Mental Health Services oversight shall receive two hours of pay or compensatory time for each weekday (Monday thru Thursday), and three hours for each 24-hour period for weekend coverage. For purposes of this section, "weekend coverage" shall include Friday, Saturday, and/or Sunday. On county recognized holidays and days of observation, supervisors will receive four hours of pay or compensatory time for each 24-hour period.

(H) The Communication Center Operations Manager and the Information Technology employee who is on-call for the Communication Center shall receive four hours of pay for each week of on-call coverage.

(I) Unilateral Employees in the classification of Nursing Supervisor shall be eligible for overtime compensation on a time and one-half basis over eight (8) hours per day, forty (40) hours per week in compensatory time off, or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.

J) Employees in the Public Works Department in the classifications of Storekeeper, Public Works Superintendent, Shop Superintendent, and Assistant Public Works Director who is on call for Public Works shall receive four hours of pay for each week of on-call coverage.

(K) A Council on Aging employee whose job requires the ability to be reached after hours for the transportation program will follow the procedure listed below:

a. After hours are designated as:

Monday, thru Friday 6:00 am to start of shift and end of shift to 6:30pm
Saturday 8:45am-6:30pm

b. Compensation for on-call hours will be paid as follows:

1. The on call worker is compensated at a rate of \$3.50 per hour while on call.

(L) For Unilateral Employees in the classification of Correctional Supervisor the work schedule shall consist of an eight and one half hours work day with scheduled work days as follows: work five (5) days, off work two days (2) days, work five (5) days, off work three (3) days, with above cycle repeating itself every two weeks. For payroll purposes, base hours will be (79.55) hours in each fourteen (14) day cycle. The work period is defined as a regular recurring period of twenty eight (28) days.

Each regular full-time employee shall receive time and one-half his or her hourly wage or time and one half compensatory time off for all hours worked in excess of eight and one-half hours per day for a 5-2/5-3 schedule; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:

The following are exceptions to the County Ordinance, which provides for overtime compensation on a time and a one-half basis over forty hours per week. Comp time used will not be considered as hours worked for the purpose of computing overtime.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day or forty (40) hours per week, the overtime provision does not apply until over eighty (80) hours in a two (2) week payroll period.

(AFSCME 1077)

(Public Works) Employees shall be expected to respond to a call and report to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she works less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two hour period of time; further provided, that the aforesaid two hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

(Airport) Employees shall be expected to respond to a call and report to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she works less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two hour period of time; further provided, that the aforesaid two hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any airport Employee required by management to carry a cell phone during non-work hours will be compensated at the rate of \$75.00 per week for each week that the Employee carries the cell phone.

(Facilities Management) Each regular full-time Employee shall receive time and one-half of his/her hourly wage rate for all hours worked in excess of eight hours per day, or forty hours per week. In the event an Employee is off duty and called in to work in excess of eight hours per day, he/she shall be paid a minimum of time and one-half for two hours.

Employees shall be expected to respond to a call to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she work less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two-hour period of time; further provided, that the aforesaid two-hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any Maintenance Staff at the Youth Services Center, Rock Haven, or the Jail that is required by management to carry a County issued cell phone during non-work hours will be compensated at the rate of \$75.00 per week for each week that the Employee carries the cell phone.

(AFSCME 2489)

Each regular full-time employee shall receive time and one-half his/her hourly wage or time and one-half compensatory time off for all hours worked in excess of eight hours per day or forty hours per week; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.

In order to accommodate Skill Development Specialist and Family Service Coordinators, who sometimes work past 5:00 pm in order to meet the needs of the clients they serve, full-time employees shall have some flexibility in scheduling and receiving time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of forty hours per week.

(AMHS RH)

14.01 (E) Registered Nurses volunteering to pick up open shifts and/or volunteer to work on short notice as a result of call-offs, shall receive one and one-half times the regular rate of pay for such duty.

14.03 Overtime Pay.

1. All hours worked in excess of forty hours per week by regular full-time employees of the Social Work Division shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.
2. All hours worked in excess of eight hours per day, or forty hours per week, by members of the Nurses Division shall be compensated at the rate of time and one-half the regular rate of pay.

The only exception would be those Nurses assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period.

Overtime pay may be taken in cash or time and one-half compensatory time off, at the option of the employee.

(AFSCME 1258)

Overtime and Comp Time: Time and one-half shall be paid for all time worked over eight hours per day and forty hours per week. The only exception would be those Full Time Employees assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period.

Employees will be permitted to accumulate up to eighty hours of compensatory time. Employees may, with the Department Head's approval, elect to take compensatory time off. An employee may use compensatory time on weekend shifts, but only when they arrange for their own replacement to cover their shift at straight-time wages (except for the four hours of overtime that naturally occur in a regular twelve-hour shift).

In order to accommodate non-crisis Psychiatric Technicians within the Human Services Department who sometimes work past 5:00 pm in order to meet the needs of the clients they serve, full-time employees shall have some flexibility in scheduling and receiving time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of forty hours per week.

(SEIU NURSES)

Overtime. The Employer shall have the right to require reasonable overtime work in the Rock County Health Department from all employees governed by this labor agreement, if the Employer is unable to find volunteers to work overtime. Each employee shall have the right of refusal on three occasions where a request for overtime work has been made by the Assistant Director. Occasions where the most senior employees refuse such overtime work consistent with this provision, the least senior employee of the unit shall be required to perform the overtime work. Refusals shall not apply to required evening and weekend meetings.

All time worked in excess of forty (40) hours per week shall be paid at the rate of one and one-half times the employee's regular salary. When the employee is required to attend an evening or weekend meeting, this shall be considered overtime. Overtime compensation shall be paid in cash or compensatory time off at the rate of time and one-half as the employee may elect, with the approval of the Assistant Director. Employees shall be permitted to accumulate up to forty (40) hours of compensatory time in a "comp time bank".

An employee required by management to carry a pager shall be compensated at the rate of two dollars and fifty cents (\$2.50) per hour. If the employee is required to report to work while carrying a pager, the employee will be paid the greater of two (2) hours pay paid at time and one-half or pay for time actually worked paid at time and one-half. The employee shall also be reimbursed

for mileage which is in excess of the distance which she/he travels from his/her residence to the Rock County Public Health Department at the mileage rate specified by the Internal Revenue Service. The two hour minimum pay provision shall apply only if the employee called into work is sent home prior to the commencement of his/her next regular schedule of daily work hours. Any employee will be required to carry a pager only in the event of an emergent public health need.

(YSC)

Employees working overtime shall be compensated at a rate of time and one-half the regular rate of pay, or time and one-half in compensatory time, at the option of the employee, not to exceed a total of sixty (60) hours in a calendar year, for any hours worked over eight and one half (8 ½) in one day or any hours worked outside of their normal 5/2 – 5/3 work schedule.

Please see Policy 5.04: Compensatory Time, for information regarding the use of comp time.

(AMHS HSD)

14.03. Overtime Pay.

1. For employees working an eight (8) hour day, all hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.

For employees working a ten (10) hour day schedule, all hours worked in excess of ten (10) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.

2. In order to accommodate the specified needs of an HSD client, or insure the fidelity of a treatment model for an HSD client and stay in compliance with state statutes with respect to the care, treatment or supervision of HSD clients, or as a means to prevent the removal of an adult, child or youth from the community, staff may sometimes need to report to work before or stay after their normally scheduled work hours.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day, the eight (8) hour overtime provision does not apply.

3. An employee who is designated for after-hours coverage is not eligible for time and one-half until the end of his/her regularly scheduled shift.

Child Protective Services Division

After-hours procedures for those employees whose job duties require carrying an after hours cell phone are generally as follows:

After hours are designated as:

Monday, 5:00 pm to Tuesday, 8:00 am	(15 hrs.)
Tuesday, 5:00 pm to Wednesday, 8:00 am	(15 hrs.)
Wednesday, 5:00 pm to Thursday, 8:00 am	(15 hrs.)
Thursday, 5:00 pm to Friday, 8:00 am	(15 hrs.)
Fri. 5 p.m.-Sat. 8 a.m.	(15 hrs.)
Sat. 8 a.m.-Sat. 5 p.m.	(9 hrs)
Sat. 5 p.m.-Sun. 8 a.m.	(15 hrs)
Sun. 8 a.m.-Sun. 5 p.m.	(9 hrs)
Sunday, 5:00 pm to Monday, 8:00 am	(15 hrs.)

The County will provide the designated after-hours cell phones to employees on call during after-hours.

An initial after-hours schedule will be established covering a minimum three (3) month period of time. Using seniority, employees within the Division who have been designated by the County as trained may sign up for after-hours duty on a daily or weekly basis for after-hours shifts during the scheduled period. The maximum number of days scheduled in succession will not exceed seven (7) days. For those trained employees who sign up for and keep at least one shift, will be exempt from being mandated to an assigned after-hours shift. If no employee signs up for a shift, employees who have not signed up and fulfilled a shift will be assigned on a rotating basis starting with the least senior qualified trained employee.

Employees who have the qualifications and training may be designated to respond to after-hours duties during their off hours will be paid at the applicable overtime rate.

Each documented Afterhours Access report involving a separate family will be compensated at a one hour minimum. Actual time over the hour will be compensated at time and one-half. Compensation for phone calls on currently open cases will be handled in the same manner.

A back-up pool of qualified and trained employees will be established to provide coverage if the employee scheduled is unavailable.

When an employee is off duty and directed to report to work by a supervisor outside of his/her normal schedule he/she will receive time and one-half of his/her hourly rate of pay for all hours actually worked. The two-hour minimum call-in provision may apply only if the employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours.

If an employee receives an off-duty phone call and performs services for the County without leaving home, the employee will receive time and one-half of his/her hourly rate of pay for all hours actually worked

In addition to the normal scheduled work hours, employees will be paid \$3.50 per hour for hours they are on call. Employees will be paid \$5.75 per hour for hours they are on-call on holidays. No employee will be required to take after hours duty for both Thanksgiving and Christmas holidays in the same year or for the same of those holidays in successive years.

Crisis Intervention

If a part-time employee is called in to cover a vacant shift, the employee shall be paid at a straight time rate until they reach eight (8) hours in a day. If he/she receives less than four hours advance notice of such assignment, he/she shall receive one and one-half his/her regular pay for their entire shift.

**APPENDIX A
UNILATERAL PAY PLAN
Salaries Effective January 1, 2020**

Range
19

\$25.72	\$27.01	\$28.36	\$29.77	\$31.22
\$53,703.36	\$56,396.88	\$59,215.68	\$62,159.76	\$65,187.36
Accounting Supervisor (C)			Health Educator (A)	
Chief Deputy Clerk of Circuit Court (C)			Instructor/Support Specialist (A)	
			Lead Economic Support Supervisor (C)	
Circuit Court Office Manager (C)			Medicolegal Investigator (A)	
Communication Center Shift Supervisor (B)			Payroll Manager (B)(C)	
Court Reporter (A)			Senior Conservation Specialist (C)	
Deputy Superintendent (C)				
Food Service Manager (A)*				