



**COUNTY BOARD STAFF COMMITTEE**  
**Minutes – May 23, 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, Kraft, Bussie, Sweeney, Thomas, Arnold, Brill and Peer.

**Committee Members Excused:** Supervisor Mawhinney.

**Staff Members Present:** Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Jeff Kuglitsch, Corporation Counsel; Annette Mikula, Human Resources Director; and Lance Horozewski, CYF Division Manager.

**Others Present:** None.

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

**Citizen Participation, Communications and Announcements.** Supervisor Sweeney provided a handout on a proposal of Railroad Bridge 428-B. Wisconsin DOT is insisting on proposal #6. Wisconsin DOT has offered a demolition deal (one third of cost to be paid by Wisconsin DOT, one third by Transit Commission and one third by the railroad). Supervisor Sweeney did not endorse any proposed option but was asked if the county is willing to participate. Supervisor Sweeney would like to propose \$46,000 from Rock County's 2018 budget for this project. This item will be placed on the next Finance Committee agenda for discussion and possible action.

Mr. Smith handed out a memo for the 2018 pre-budget meeting schedule.

Mr. Kuglitsch announced that he has applied for the open Rock County Judicial position.

**Approval of Minutes – May 9, 2017.** Supervisor Arnold moved approval of the minutes of May 9, 2017 as presented, second by Supervisor Brill. ADOPTED.

**Transfers.** None.

**Resolutions.**

**Confirmation of Appointment of Public Works Director**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this \_\_\_ day \_\_\_\_\_, 2017 confirms the appointment of Duane M. Jorgenson, Jr., as Public Works Director in accordance with the attached conditions of employment.”

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

**Authorizing Two Month Double Fill of Two CPS Case Manager Positions**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2017 does hereby authorize the temporary double fill of two Child Protective Services Case Manager positions, not to exceed two months.”

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

**Approving the 2017 Wage Rate Changes for Employees Identified by the Salary Study, and Amending the Personnel Policy Wage Appendices**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2017 does hereby approve the adjusted County’s 2017 Pay Plans by increasing each step in accordance with the Salary Results effective July 2, 2017.”

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

An amended wage appendices was handed out. The only change was the asterisk symbol was changed to the carrot symbol, as the asterisk was already being used in the Unilateral Pay Plan.

Ms. Mikula explained the Salary study that is to be conducted every three years according to Rock County Personnel Ordinance. Comparable counties wage information and job descriptions were gathered. The study will have no negative impact on employees. Supervisor Bussie had a question from an employee. Why would a Facilities Superintendent be paid at a higher pay range than a Director? Mr. Smith said the pay range is based on job duties, not title. He used the example: the CYF Division Manager has many more job duties than a Director of a small department.

ADOPTED.

**Discussion and Possible Action on Public Health Nursing Supervisor Change from Unilateral B to Unilateral C.** Supervisor Kraft moved to approve changing the Public Health Nursing Supervisor from Unilateral B to Unilateral C, second by Supervisor Brill. Ms. Mikula explained that we have a Public Health Nursing Supervisor leaving. This provides an opportunity to review the pay range/scale. This job classification is very similar to the Environmental Health Supervisor which falls under Unilateral C. Ms. Mikula explained the difference in Unilateral B and C. She looked at hours worked in 2016 for the incumbent Public Health Nursing Supervisor and that employee had not accrued any overtime hours. This change will have no negative impact. ADOPTED.

**Adjournment.** Supervisor Arnold moved adjournment at 4:32 P.M., second by Supervisor Peer. ADOPTED.

Respectfully submitted,

Tracey VanZandt  
HR Secretary

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**