

**COUNTY BOARD STAFF COMMITTEE**  
**May 26, 2011**

**Call to Order.** Chair Podzilni called the meeting of the County Board Staff Committee to order at 5:30 P.M. in the Jury Deliberation Room on the fourth floor of the Rock County Courthouse-East.

**Committee Members Present:** Supervisors Podzilni, Kraft, Arnold, Brill, Bussie, Peer, Jensen, Yankee and Collins (at 5:34 P.M.).

**Committee Members Absent:** None.

**Staff Members Present:** Craig Knutson, County Administrator; Jeff Kuglitsch, Corporation Counsel; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Dave O'Connell, Human Resources Director; Charmian Klyve, Human Services Director.

**Others Present:** Supervisors Mary Beaver and Mary Mawhinney.

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

**Approval of Minutes.** Supervisor Peer moved approval of the minutes of May 10, 2011 as presented, second by Supervisor Jensen. ADOPTED.

**Citizen Participation, Communications and Announcements.** Mr. Knutson reminded the Committee the first pre-budget meeting will be on Wednesday, June 1<sup>st</sup> at 3 P.M.

Supervisor Bussie informed the Committee that Lynn Kepplinger is in the senior care facility in Orfordville and is welcoming visitors.

Supervisor Brill said his seventh grandchild was born that morning.

Supervisor Collins arrived at 5:34 P.M.

Chair Podzilni said the District 14 position is still open if anyone knew of someone interested in applying.

**Bills/Encumbrances.**

County Board	1,904.36
Corporation Counsel	20.00
Human Resources	14,687.45
Employee Related	831.01

Supervisor Kraft moved approval of the above Bills and Encumbrances for the County Board Staff Committee, second by Supervisor Brill. ADOPTED.

**Resolutions.**

**Recognizing Administrative Assistant Debra Webb**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011, does hereby recognize Administrative Assistant Debra Webb for her over 18 years of faithful service and recommends that a sincere expression of appreciation be given to Debra Webb along with best wishes for the future.

**BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this resolution to Debra Webb.”

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

**Recognizing Barbara L. Kaiser**

**“NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011 does hereby recognize Barbara L. Kaiser for her dedicated service to the citizens of Rock County for over 32 years and wishes her well in her future endeavors; and,

**BE IT FURTHER RESOLVED**, that the County Clerk be directed to furnish a copy of this resolution to Barbara L. Kaiser.”

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

**To Create the Position of 1.0 FTE Human Services Supervisor I and to Delete 1.0 FTE Bachelor Level Social Worker – Certified Positions**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011, does hereby approve the creation of a new 1.0 Human Services Supervisor I position assigned to Pay Range 24 (\$56,088.16 - \$68,152.32) and delete the position of 1.0 FTE Bachelor Level Social Worker, Certified, AMHS Range II effective upon approval of the County Board.”

Supervisor Jensen said there are a few changes needing to be made to the resolution: 1) line 11 should read “make the decision...”; 2) line 30 should read “Now, Therefore, be it Resolved by that the Rock County...”; and 3) in the Executive Summary, paragraph 3, line 5 should read “ The consultant made ~~in~~ it clear that...”

Supervisor Bussie moved approval of the above resolution with these changes, second by Supervisor Brill. ADOPTED.

**Approval of FMHC (AT&T) Wireless Request to Install Additional Cable Conduit in Right-of-Way.** Mr. Terronez said this request is in regards to the Court Street tower and FMHC would like to bring additional cable inside the fenced area.

Supervisor Bussie moved approval to install the additional cable conduit in the right-of-way, second by Supervisor Collins. ADOPTED.

**Discussion of Vacation Carryover.** Mr. Knutson said, per the Personnel Policy, carryover of vacation time must be requested prior to the employee’s anniversary date or they lose it. There have been a few employees who have forgot to request a carryover or who have been confused between their anniversary date with the County or with the department, did not put in a request and lost vacation time. We would like to amend the policy to include a grace period, with proper approval, to accommodate cases such as this.

The Committee felt this was a fair way to handle this.

Supervisor Peer asked if it was possible to have a notice put on the employee’s paycheck that their anniversary date is coming and to make sure they carryover any unused vacation time. Mr. Knutson said they would check to see if this could be done.

The Committee agreed to have an amendment to the Personnel Policy on vacation carryover drafted.

**Adjournment.** Adjourned at 5:57 P.M. by acclimation.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**