

COUNTY BOARD STAFF COMMITTEE
Minutes – April 8, 2014

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, Arnold, Brill, Bussie, Jensen, Kraft Mawhinney, Peer and Yankee.

Committee Members Absent: None.

Staff Members Present: Craig Knutson, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Jeff Kuglitsch, Corporation Counsel; Dave O’Connell, Human Resources Director; Chief Deputy Tillman, Sheriff’s Office; Sherry Oja, Finance Director.

Others Present: Supervisors Rick Richard, Terry Thomas and Larry Wiedenfeld.

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

Approval of Minutes. Supervisor Jensen said she had a few changes to the minutes: 1) Citizen Participation, Add the following after the second sentence “\$25 more would be a 50% raise.”; and the third and fourth sentence should read “She asked Mr. O’Connell what a unilateral comparable would be for the Sheriff. Mr. O’Connell said he would be at the top of Range 38, which is the same range as the Finance Director or someone who makes \$100,000 or more per year.” Supervisor Jensen moved approval of the minutes of March 25, 2014 with these changes, second by Supervisor Bussie. ADOPTED.

Citizen Participation, Communications and Announcements. Supervisor Jensen said if the Supervisors receive a raise it should be the same as what the employees receive, which is 1.5% this year or 2% next year.

Supervisor Kraft reminded everyone about the Sheriff’s Annual Awards Ceremony on April 23rd at 6 P.M. in the Jury Assembly Room.

Supervisor Bussie said she feels the article Chair Podzilni and Mr. Osborne wrote on County Government, which appeared in the Beloit Daily News, was very good and helped answer questions.

Bills/Encumbrances

Corporation Counsel	\$	520.00
Human Resources		7,133.29
Employee Recognition		510.65

Transfer None.

Pre-Approved Encumbrances None.

Supervisor Mawhinney moved approval of the above Bills and Encumbrances, Transfers and Pre-Approved Encumbrance Amendment for the County Board Staff Committee, second by Supervisor Kraft. ADOPTED.

Resolutions.

Recognizing Wilson Meadows for Service to Rock County

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this ____ day of _____, 2014, does hereby recognize Wilson Meadows for his 32 years of service, and wishes him the best in his future endeavors; and,

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to Wilson Meadows.”

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

Recognizing Deferred Prosecution Director Kristin Koeffler

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014, does hereby recognize Kristin Koeffler for her over 37 years of faithful service and recommends that a sincere expression of appreciation be given to Kristin Koeffler 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 Deferred Prosecution Director Kristin Koeffler.”

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

To Recognize Charles Holznecht

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014 does hereby recognize Charles Holznecht for 33 years of service and extends best wishes to him in his future endeavors.

BE IT FURTHER RESOLVED, that the County Clerk is authorized and directed to furnish a copy of this resolution to Charles Holznecht.”

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

Establishing the Salary for the Rock County Clerk of Courts for the 2015-2018 Term

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014, sets the increase in salary for the Rock County Clerk of Courts as per the below schedule: 4.07%, effective January 1, 2015, 2.00%, effective January 1, 2016, 2.00% effective January 1, 2017, and 2.00% effective January 1, 2018, said salary to be paid equally over a period of 26 or 27 regular pay periods throughout each year.

<u>01/01/2015</u>	<u>01/01/2016</u>	<u>01/01/2017</u>	<u>01/01/2018</u>
\$72,069.16	\$73,510.54	\$74,980.00	\$76,480.00

BE IT FURTHER RESOLVED, that the aforementioned County elected official is entitled to participate in the Wisconsin Retirement System in accordance with law and the County shall pay only its share of contributions required by law; and,

BE IT FURTHER RESOLVED that the aforementioned County elected official is entitled to participate in the County’s health insurance program subject to the terms and conditions of the program, which may be modified from time to time, under the same terms and conditions as the health insurance coverage offered to non-represented managerial County employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. Section 111.70(1)(mm).”

Supervisor Jensen said on line 8 the word “set” should be “sets”. Supervisor Jensen moved approval of the above resolution with this change, second by Supervisor Mawhinney. ADOPTED.

Establishing the Salary for the Rock County Sheriff for the 2015-2018 Term

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014, sets the increase in salary for the Rock County Sheriff as per the below schedule: 2.5%, effective January 1, 2015, 6.84%, effective January 1, 2016, 2.00% effective January 1, 2017, and 2.00% effective January 1, 2018, to be paid equally over a period of 26 or 27 regular pay periods throughout each year.

<u>01/01/2015</u>	<u>01/01/2016</u>	<u>01/01/2017</u>	<u>01/01/2018</u>
\$105,389.00	\$112,597.00	\$114,849.00	\$117,146.00

BE IT FURTHER RESOLVED, that the aforementioned County elected official is entitled to participate in the Wisconsin Retirement System (WRS) in accordance with law and the County shall contribute the full elected official’s contribution of the elected officials earnings as required by 40.05(1)(a)(3) less one percent which the elected official shall begin paying effective January 1, 2015.

BE IT FURTHER RESOLVED, that in the event a newly elected Sheriff was not enrolled in WRS in a protective status position prior to July 1, 2011, by law that

person would pay the entire employee share of their WRS contribution, currently seven percent in 2014.

BE IT FURTHER RESOLVED that the Rock County Sheriff shall be eligible to participate in all the benefits available to appointed department heads, under the same terms and conditions, including the health and dental plans, as may be modified from time to time.”

Supervisor Jensen said on line 8 the word “set” should be “sets”. Supervisor Peer moved approval of the above resolution with this change, second by Supervisor Brill. ADOPTED.

Recognizing Ivan Collins

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2014 does hereby recognize Ivan Collins for his service and extends best wishes in his future endeavors.”

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

Recognizing Steve Howland

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2014 does hereby recognize Steve Howland for his service and extends best wishes in his future endeavors.”

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

Recognizing Marilyn Jensen

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2014 does hereby recognize Marilyn Jensen for her service and extends best wishes in her future endeavors.”

Supervisor Jensen asked for an addition to line 2 to read “. . . to District 27, in 2002 serving 28 consecutive years; and. . .” Supervisor Kraft moved approval of the above resolution with this addition, second by Supervisor Arnold. ADOPTED.

Recognizing Phillip Owens Jr.

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2014 does hereby recognize Phillip Owens Jr. for his service and extends best wishes in his future endeavors.”

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

Recognizing Mike Rundle

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2014 does hereby recognize Mike Rundle for his service and extends best wishes in his future endeavors.”

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

Recognizing Marv Wopat

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2014 does hereby recognize Marv Wopat for his service and extends best wishes in his future endeavors.”

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

Recognizing Fred Yoss

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2014 does hereby recognize Fred Yoss for his service and extends best wishes in his future endeavors.”

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

Amending the 2014 Rock County Health Department Budget to Increase the Environmental Health Technician Position from 0.4 FTE to 0.6 FTE

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2014 does hereby authorize the Rock County Health Department to increase the Environmental Health Technician’s work hours from 0.4 FTE to 0.6 FTE from April 14, 2014 through October 31, 2014, and to amend the 2014 Rock County Health Department Budget as follows

...”

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

Update on Timeline and Recruitment Process for County Administrator. Mr. O'Connell handed out a calendar timeline as follows:

March 21 – County Administrator recruitment closes at 5 P.M. Mr. O'Connell said 67 applications were submitted and Human Resources staff reviewed them for qualifications, which reduced the number of applications to be further considered to 23.

April 3 – The County Board Chair, County Board Vice Chair, and the County Administrator from Walworth County reviewed the applications and narrowed the applications to 6.

April 28 – The Committee decided on this date for interviewing the six applicants, with April 29, April 30, May 1 or May 2 as backup dates if the 28th does not work for an applicant.

The week of May 11-17 – a date will be decided on for sometime this week for the County Board Staff Committee to interview the finalists. The night prior to the interviews will be a “Meet the Applicant” event to allow County Board members, employees, the business community, local officials and citizens to meet the applicants and fill out comment cards. This event will be noticed in local newspaper(s).

June 10 – The resolution to hire the new County Administrator will go to County Board Staff Committee.

June 12 – The resolution to hire the new County Administrator will go to the County Board.

About July 14 – will be the start date for the new County Administrator. This will allow a three week overlap for Mr. Knutson to work with the new County Administrator.

Consideration of Proposed Rule Changes. Mr. Kuglitsch said he received no recent amendment requests from any of the Supervisors but had requests from staff or items mentioned previously by Supervisors.

Mr. Kuglitsch went over the amendment to Rule I-A, to change the adoption of rules and regulations from each year to “term in each even year”.

Supervisor Yankee moved to accept the amendment to Rule I-A, second by Supervisor Arnold. ADOPTED.

Mr. Kuglitsch went over the amendment to Rule IV-G, to add “The Chairs of all standing committees shall be County Board members.” He said this has been the practice but this will put it in the rules.

Supervisor Bussie moved to accept the amendment to Rule IV-G, second by Supervisor Jensen. ADOPTED.

Mr. Kuglitsch went over the amendment to Rule V-A, to raise the amount from \$500 to \$1,000 for the amounts that must be reallocated by committee.

Supervisor Mawhinney moved to accept the amendment to Rule V-A, second by Supervisor Kraft. ADOPTED.

Mr. Kuglitsch went over the amendment to Rule V-D(2) to include authorizing the use of the County Seal.

Supervisor Kraft moved to accept the amendment to Rule V-D(2), second by Supervisor Arnold. ADOPTED.

Mr. Kuglitsch went over the amendment to Rule V-G(5) to raise the amount from \$1,000 to \$2,000 for line items within an account which requires Finance Committee approval and to add 5b. "Pursuant to Wis. Stats. sec. 65.90(5)(b), the Finance Committee may transfer funds between budgeted items of an individual county office or department, if such budgeted items have been separately appropriated." The Committee requested 5b. to read ". . . the Finance Committee with prior approval of the appropriate governing committee, may transfer funds. . ."

Supervisor Kraft moved to accept the amendment to Rule V-G(5) with the requested change, second by Supervisor Mawhinney. ADOPTED.

Adjournment. Supervisor Arnold moved adjournment at 5:05 P.M., second by Supervisor Peer. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.