



**ROCK COUNTY BOARD OF SUPERVISORS' MEETING
THURSDAY, NOVEMBER 15, 2012 – 6:00 P. M.**

**COUNTY BOARD ROOM/COURTROOM H
FOURTH FLOOR/COURTHOUSE EAST**

**Amended:
11/14/12**

Agenda

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES
6. PUBLIC HEARING
 - A. **Amending the County's Personnel Ordinance (First Reading)**
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
 - A. Appointments to Developmental Disabilities Board
 - B. Appointment to Veterans Service Commission
 - C. **Appointment to Village of Orfordville Joint Review Board for TIF District #3**
9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS
 - A. UW-Rock County Master Plan – Dean Carmen Wilson and Joe Stadelman, Angus Young & Associates
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - A. Supplementary Appropriations and Budget Changes - Roll Call
 - 1) Authorizing Acceptance of 2013 Highway Safety Project Grants
 - 2) Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds – TLO and Lexipol

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12. NEW BUSINESS

- 3) Authorizing Receipt of Additional Funding for the Wisconsin Department of Natural Resources Grant for Beloit Area Sewer Service Area Planning, and Amending the 2012 Planning and Development Agency Budget

NOTE: Items 12.A.1., 12.A.2. and 12.A.3. will be considered by the Finance Committee on November 15, 2012

- 4) Amending the 2012 Council on Aging Budget to Adjust for Nutrition Services Incentive Program Allocation

NOTE: Item 12.A.4. will be considered by the Finance Committee on November 15, 2012 and Educations, Veterans & Aging Services Committee on November 15, 2012

- 5) Amending the 2012 Human Services Department Budget to Accept Additional Funding for Disproportionate Minority Contact

NOTE: Item 12.A.5. will be considered by the Human Services Committee on November 14, 2012 and Finance Committee on November 15, 2012

- 6) Amending the 2012 Motor Pool Budget and Purchase Authorization

NOTE: Item 12.A.6. will be considered by the Finance Committee on November 15, 2012

- B. Bills Over \$10,000 – No Roll Call
- C. Encumbrances Over \$10,000 – Roll Call
- D. Contracts – Roll Call

- 1) Authorizing Purchase of Personal Computers in the 2012 Budget
- 2) Authorizing Purchase of Computer Equipment in the 2012 Budget
- 3) Awarding Contract for Food Service at the Rock County Jail (2013-2017)
- 4) Authorizing Purchase of CareTracker Software System for Rock Haven
- 5) Authorizing Purchase of Hitachi Data Systems Expansion Tray and Disk Drives

NOTE: Items 12.D.3., 12.D.4., and 12.D.5. will be considered by the Finance Committee on November 15, 2012

- 6) Authorizing Contract for JAG Criminal Justice Coordinating Councils (2010) Grant Consultant
- 7) Awarding Contract for Courier Services

NOTE: Items 12.D.6. and 12.D.7. will be considered by the Human Services Committee on November 14, 2012 and Finance Committee on November 15, 2012

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12. NEW BUSINESS

- 8) Awarding Contract for Cropland Lease at Rock County Farm

NOTE: Item 12.D.8. will be considered by the Agriculture and Extension Education Committee on November 14, 2012 and Finance Committee on November 15, 2012

- 9) **Approving Reinsurance Contract for Stop-Loss Coverage**

NOTE: Item 12.D.9. will be considered by the Finance Committee on November 15, 2012

- E. Authorization to Approve the GOEX Corporation Option to Purchase 5 Acres of the Rock County Farm

NOTE: Item 12.E. will be considered by the County Board Staff Committee on November 13, 2012

- F. Approving Easement with Alliant Energy on County Farm Property

NOTE: Item 12.F. will be considered by the County Board Staff Committee on November 13, 2012 and Agriculture and Extension Educations Committee on November 14, 2012

- G. Approving Additional Contingency Funding for Rock Haven Facility Replacement Project

- H. Authorizing Overlap of Positions for Department of Public Works, Highway Division

- I. Recognizing Don Barnes for His Service to Rock County

NOTE: Items 12.H. and 12.I. will be considered by the County Board Staff Committee on November 13, 2012

- J. Declaring the Month of November "Pancreatic Cancer Awareness Month" in Rock County

- K. Worker's Compensation Loss Control Consulting Services for 2013 and 2014

NOTE: Item 12.K. will be considered by the County Board Staff Committee on November 13, 2012 and Finance Committee on November 15, 2012

- L. Authorizing Funding for University of Wisconsin Rock County Energy Conservation Project

NOTE: Item 12.L. will be considered by the General Services Committee on November 15, 2012

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12. NEW BUSINESS

M. Approval of Revised Rock County Council on Aging Drug and Alcohol Testing Policy

NOTE: Item 12.M. will be considered by the Education, Veterans and Aging Services Committee on November 15, 2012

13. ADJOURNMENT

APPOINTMENT TO DEVELOPMENTAL DISABILITIES BOARD

POSITION: Member of the Developmental Disabilities Board

AUTHORITY: Wis. Stats. 51.437

TERM: Three Years Ending December 31, 2015

PER DIEM: Yes, Per Board Rule IV.J.

PRESENT MEMBER: Nancy Lannert
Bridger Rolek

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Nancy Lannert
225 Forest Lake Drive
Milton, WI 53563

Bridget Rolek
427 W. Church Street
Evansville, WI 53536

EFFECTIVE DATE: November 15, 2012

APPOINTMENT TO VETERANS SERVICE COMMISSION

POSITION: Member of the Veterans Service Commission

AUTHORITY: Chapter 449, Wisconsin Statutes 45.81

TERM: Three Years – 1/1/13-12/31/15

PER DIEM: Yes, Per Chapter 449, Wis. Stats. 45.15

PRESENT MEMBER: Jarrett Goodman

CONFIRMATION: No, For Information Only

NEW APPOINTMENT: Jarrett Goodman
6706 E. Hwy 59
Milton, WI 53563

EFFECTIVE DATE: January 1, 2013

**APPOINTMENT TO THE VILLAGE OF ORFORDVILLE JOINT REVIEW
BOARD FOR TAX INCREMENTAL FINANCING DISTRICT NO. 3**

POSITION: Member of TIF District No. 3

AUTHORITY: Wis. Stats. 66.1105(4)

TERM: Indefinite

PER DIEM: Yes, Per Board Rule IV.J.

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Brian Knudson
14934 W. Dorner Road
Brodhead, WI 53520

EFFECTIVE DATE: November 15, 2012

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

Dave O'Connell
INITIATED BY

Dave O'Connell, Human Resource Director
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY



November 14, 2012
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

1 **WHEREAS**, Act 10 and Act 32 of the 2011 Wisconsin State Legislature made numerous changes to Chapter
 2 111.70 of Wisconsin Statutes; and,
 3
 4 **WHEREAS**, those changes significantly impacted the County's Personnel Ordinance (Chapter XVIII) and the
 5 bargaining agreements between Rock County and the ten unions representing Rock County Employees; and,
 6
 7 **WHEREAS**, the County Board adopted changes to the Personnel Ordinance in 2011 in order to comply with
 8 the changes to Chapter 111.70, to the union contracts for Rock County Employees and the Personnel Ordinance
 9 covering unilateral employees; and,
 10
 11 **WHEREAS**, certain additional changes have been suggested by Department managers; and,
 12
 13 **WHEREAS**, the County wants to incorporate these additional changes to the Personnel Ordinance effective at
 14 12:01 a.m. January 1, 2013.

15
 16 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
 17 _____ day of _____, 2012 does hereby amend Chapter XVIII, the County's Personnel
 18 Ordinance as follows:

CHAPTER XVIII

PERSONNEL ORDINANCE

SECTION 1

OBJECTIVES AND SCOPE

19 18.101 Authority.

20 This Ordinance is promulgated under the authority of Wisconsin Statute 59.22 (2)(c) 1.c.

21 18.102 Purposes.

22 The purposes of this Ordinance shall be to:

- 23 A. Establish a clear understanding of responsibilities in the establishment and maintenance of a
24 personnel program for Rock County.
- 25 B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop and
26 maintain an effective and responsive workforce for the County. The Ordinance shall be based
27 on the following objectives:
 - 28 (a) To recruit, select and advance employees on the basis of their relative knowledge,
29 skills, and abilities.
 - 30 (b) To provide internally equitable and externally competitive compensation for all
31 employees.

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- (c) To recognize good job performance, reward exceptional performance and correct inadequate performance in a fair and timely manner
- (d) To assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation or beliefs, race, color, national origin or ancestry, sex, age, religion, disability, sexual identity and orientation, genetic information, or any other cause for discrimination as defined by law, and with proper regard for their rights as citizens.
- (e) To protect employees against coercive political activities and to prohibit the use of official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

- C. Provide a system of standardized titles and standardized class descriptions for the effective administration of personnel activities such as: manpower planning and budgeting, standards of job performance, fair and equitable pay, valid selection and recruitment programs, training programs and career development.
- D. Provide a system to recruit and select the most qualified persons for positions in County service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, provide equal employment opportunity, prohibit discrimination because of race, political affiliation or beliefs, religion, sex, national origin or ancestry, age, disability, sexual identity and orientation, genetic information, or any other cause for discrimination as defined by law, to ensure that persons of disadvantaged groups are fairly represented in the County workforce.
- E. Provide an effective career development plan for qualified employees through promotional opportunities in an environment free of discrimination.

18.103

Scope.

THIS ORDINANCE SHALL NOT BE DEEMED A CONTRACT OF EMPLOYMENT. The provisions of this Ordinance do not vary or modify the at-will employment relationship between the employee and the County. Any individual may voluntarily cease employment upon proper notice and may be terminated by Rock County at any time and for any reason. Any oral or written statements of promises to the contrary are expressly disallowed and should not be relied upon by any prospective or existing employee. The contents of this ordinance are subject to change at any time by action of the County Board.

This Ordinance shall govern personnel administration for all employees and departments of the County of Rock except:

- (a) members of the Rock County Board of Supervisors;
- (b) elected County Officials;
- (c) members of boards, commissions, and committees (including citizens);
- (d) persons employed to conduct temporary and special inquiry, investigation or examination on behalf of the County Board, a committee thereof, or the County Administrator;
- (e) persons employed by employment services agreements or purchase of service contracts, unless expressly included in said contract or agreement;
- (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats., which shall be handled by the Public Safety and Justice Committee of the Rock County Board of Supervisors in accordance with statute.

This Ordinance shall not be interpreted as infringing upon the Constitutional powers of Elected Department Heads.

18.104

Collective Bargaining Agreements.

This Ordinance applies to employees not covered by collective bargaining agreements (Unilaterals) and to employees so covered when specific contracts are silent on a particular issue, or otherwise do not apply to the contrary.

- 115 18.105 Human Resources Section of the Administrative Policies and Procedures Manual
 116
 117 The Human Resource Department shall develop a standard set of policies and procedures to
 118 administer the personnel system based upon the Policies established in this Ordinance. These
 119 policies and procedures shall be a part of the County's Administrative Policies and Procedures
 120 Manual. The Human Resource Policies and Procedures shall be subject to review and
 121 approval by the County Board Staff Committee.
 122
 123 The Ordinance shall take precedence over the Human Resource Policies and Procedures
 124
- 125 18.106 Department Work Rules.
 126
 127 Nothing herein shall preclude an Appointing Authority from promulgating Department Work
 128 Rules covering topics not covered by this Ordinance or the Human Resource Department's
 129 Policies and Procedures. Work rules so promulgated must be consistent with this Ordinance and
 130 Human Resource Policies and Procedures.
 131
- 132 18.107 Non-Elected Department Heads.
 133
 134 Any non-elected Department Head hired shall be employed pursuant to a personal employment
 135 contract of up to two (2) years. Non-elected Department Heads serving on the date of adoption of
 136 this section may voluntarily negotiate a personal employment contract of up to two (2) years.
 137 Non-elected Department Heads shall continue to be at-will employees and may be removed at the
 138 pleasure of the County Administrator. Removal of the Corporation Counsel by the County
 139 Administrator requires the concurrence of the County Board. The County Administrator shall
 140 remain the appointing authority for non-elected Department Heads. The personal employment
 141 contract covering the initial appointment of a non-elected Department Head is subject to approval
 142 by the County Board after action by the appropriate Governing Committee.
 143
- 144 18.108 Administrator Position.
 145
 146 The position of the County Administrator shall be included under the coverage of this Ordinance,
 147 except where there are exclusions or where this Ordinance conflicts with the resolution
 148 establishing the administrator form of government. In the case of any such conflict, the resolution
 149 shall control.
 150
- 151 18.109 Sheriff's Office Command Staff
 152
 153 In addition to the benefits provided to other unilateral employees, if the following provisions of
 154 the labor agreement with the Rock County Deputy Sheriffs Supervisors Association are
 155 modified, such modifications shall be extended to the Chief Deputy (CB resolution Nov 9,
 156 1993); Commanders (CB resolution Nov 15, 1991); and Captains (CB resolution Dec. 31,
 157 2008).
 158
 159 Education
 160 Health insurance for retirees
 161 Life insurance
 162 Retirement
 163 Sick Leave Accumulation
 164 Sick leave payout
 165 Sick leave payment
 166 Uniform allowance
 167 Worker's compensation
 168
- 169 18.110 Amendments.
 170
 171 This Ordinance may be amended by the Rock County Board of Supervisors in the same manner
 172 as adopted.
 173
- 174 18.111 Management Rights
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 176 The management of Rock County and the direction of the workforce is vested exclusively in the
 177 County, including but not limited to the right to:
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 179 1) Hire, promote, demote, suspend, discipline, and discharge;
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 181 2) Decide job qualifications for hiring;
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- 3) Transfer or layoff because of lack of work, discontinuance of services, or other legitimate reasons;
- 4) Subcontract for economic reasons or when it is not feasible for county employees to perform the work;
- 5) Abolish or create positions,
- 6) Create job descriptions and determine the composition thereof;
- 7) Plan and schedule work
- 8) Determine the methods and processes and manner of performing work;
- 9) Determine the type, kind and quality of service to be rendered to clients and citizens;
- 10) Determine the location, operation and type of physical structures, facilities, equipment of the county;
- 11) Plan and schedule any training programs,
- 12) Create, promulgate and enforce reasonable work rules;
- 13) Determine and enforce regulations governing conduct and safety;
- 14) Determine what constitutes good and efficient county service, and all other functions of management and direction.

The County shall have the right to operate and manage its affairs in all respects in accordance with its rights, duties, and responsibilities.

18.112

Responsibilities and Authority.

A. County Board. The County Board shall:

- (1) approve the annual County budget, including requests for personnel adjustments.
- (2) review and approve County Personnel Ordinance and amendments.
- (3) confirm department head appointments made by the County Administrator.
- (4) delegate such duties to the County Board Staff Committee as necessary.
- (5) hear grievance appeals as outlined in Section 18.806.

B. County Board Staff Committee. The County Board Staff Committee shall:

- (1) advise the County Administrator on matters concerning implementation of Personnel Ordinance
- (2) review proposed Personnel Ordinance and amendments as developed and recommended by the Human Resources Director and make recommendations to the County Board for consideration and legislative action
- (3) perform other related duties as assigned by the County Board

C. County Board Governing Committees. Each Governing Committee shall:

- (1) review all appointments made by the County Administrator as provided in Section 18.112(d)(1) and make such recommendations to the Board as appropriate

D. County Administrator. Except as prohibited by State and federal law, the County Administrator shall:

- (1) appoint and remove all Department Heads, subject to the provisions of Section 18.107.

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- (2) advise the Governing Committee of the final interview schedule of the best-qualified applicants. The Governing Committee may participate in the scheduled interviews.
 - (3) submit terms of employment for Department Heads to the Governing Committee for review before submission to the County Board.
 - (4) approve Personnel Ordinance prior to submittal to the County Board Staff Committee and the County Board.
 - (5) apply appropriate disciplinary actions as defined in Section 18.1108 to subordinate employees.
 - (6) approve new positions, reallocations, and upgrades of existing positions subject to County Board approval.
- E Human Resources Director. The Human Resources Director under the authority of the County Administrator shall:
- (1) administer the Personnel Ordinance adopted by the County Board.
 - (2) establish, maintain and coordinate personnel transactions and records management for all County employees and positions.
 - (3) establish and maintain a central personnel file for each County employee showing name, title, salary, change in status, annual performance ratings and such pertinent information as may be necessary for effective personnel administration and for compliance with Federal and State laws.
 - (4) advise and assist Department Heads on all County Personnel transactions and records management systems and procedures.
 - (5) notify the payroll section of all relevant changes.
 - (6) review appointments and removal of personnel to County positions pursuant to Section 18.607.
 - (7) maintain complete employment and performance records of all County employees.
 - (8) establish and maintain a roster of all employees in the County service which shall include the class title, pay status, and other pertinent data.
 - (9) make such reports and investigations to the County Administrator, County Board Staff Committee and the County Board as required.
 - (10) develop and maintain the Classification Plan.
 - (11) develop and administer the recruitment and selection program.
 - (12) establish and maintain lists of persons eligible and qualified for appointment and promotion to positions within the County service when, in the judgment of the Human Resources Director, it is advantageous to the County.
 - (13) monitor temporary and overtime assignments.
 - (14) approve and monitor layoffs due to lack of funds, work, or the abolition of positions or material changes in duties and organization, encourage the re-employment of laid-off employees in other appropriate County positions.
 - (15) develop, operate and coordinate programs to improve employee effectiveness, training and career counseling.
 - (16) establish an Affirmative Action Program designed to increase the participation at all levels of the County workforce persons of disadvantaged groups, including, but not limited to women, minorities and the physically and mentally handicapped.

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- (17) establish standards and procedures to ensure uniformity in the application of discipline and the processing of employee grievances.
- (18) conduct third step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.
- (19) prepare and implement such forms, reports and procedures necessary to carry out the County human resources program.
- (20) disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
- (21) lead the County's negotiations with labor representatives, unless otherwise delegated by the County Board.
- (22) investigate unemployment compensation claims and represent the County at unemployment compensation hearings.
- (23) develop such regulations as necessary to carry out the intent of this Ordinance.
- (24) establish a safety program to reduce the incidence of work-related injuries and promote safety awareness.
- (25) develop and maintain the County-wide training program within budgetary limitations.
- (26) administer and manage the County's Worker's Compensation program.
- (27) insure that Department Work Rules are fairly designed and administered.

F. Department Heads. Department Heads shall:

- (1) enforce the Personnel Ordinance, and the Human Resource Policies and Procedures in their respective department.
- (2) adopt such additional Department Work rules as required by law and/or necessary for the operations of the Department subject to approval of the Human Resources Director.
- (3) initiate and process personnel transactions affecting their employees using forms provided by the Human Resources Director.
- (4) maintain an employee service record for each employee.
- (5) notify the Human Resources Director of all changes in permanent personnel records including change of address, insurance coverage and other relevant information.
- (6) keep employees informed of current personnel policies.
- (7) conduct second step grievance procedures hearings as may be necessary under Section 18.805, and adjust such grievances as may be appropriate.
- (8) appoint and remove employees to positions subject to Section 18.304 and 18.806, and consistent with applicable State Statutes and inform governing committee of said appointments.
- (9) in collaboration with the Human Resources Director, develop employee orientation and in-service training programs.
- (10) administer discipline and delegate such authority to supervisory personnel as appropriate subject to Section 18.806.
- (11) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis.

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- (12) obtain prior approval of the County Administrator when taking vacation days, or when traveling out of the County on County business. (This provision does not apply to elected County Officials.) The memo making the request should include a designated department contact person, as well as a phone number where the Department Head can be reached (if possible).
- G. Supervisory Personnel. To the extent Department Heads delegate authority to them, supervisors shall:
- (1) interview and recommend applicants for appointments to and removal from subordinate positions.
 - (2) implement the Personnel Ordinance, HR Policies and Procedures and Department Work Rules in their unit.
 - (3) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis.
 - (4) administer discipline to employees as necessary.
 - (5) conduct first step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.

SECTION 2

CLASSIFICATION PLAN

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- Development and Administration.
- The Human Resources Director shall be responsible for the overall development and administration of the Classification Plan, in cooperation with Department Heads, key staff employees and other appropriate resources. The County Administrator position shall be an unclassified position.
- Position Description.
- Each employee shall have an accurate position description that describes the knowledge, skills and abilities necessary to do the work of that position; goals of the position and job tasks to accomplish the goals; and identifies the essential job functions.
- Allocation of New Positions.
- The Human Resources Director shall allocate new positions that have been approved by the County Board to one of the classifications in the Classification Plan. If a suitable class does not exist, the Human Resources Director shall establish a new classification. An appropriate pay range for the classification shall be assigned subject to the approval of the County Board Staff Committee, and confirmation of the County Board unless otherwise established through the budgetary process.
- Abolition of Unnecessary Classifications.
- When it is determined that a classification or classifications are no longer useful or appropriate, the Human Resources Director shall inform the County Board Staff Committee that such classes have been abolished.
- Reclassification Requests.
- A reclassification is the re-assignment of a position from one existing class to another class to recognize a change in the duties and responsibilities of a position.
- Reclassification requests shall normally be contained within the annual budget. In such situations, prior to approval of the budget, the Human Resources Department shall audit the position and make a written recommendation to the County Administrator who shall then recommend approval or denial of reclassification requests. If a reclassification request is denied, the position shall not be reconsidered for reclassification ~~for one year, or until the next budget~~ there is a significant change in the duties and responsibilities of the position. If, in exceptional cases, duties of a position change during a budget year, the County Board may approve a reclassification request

- 452 upon the performance of an audit and the recommendation of the Human Resources Director and
 453 County Administrator and with the confirmation of the County Board Staff Committee.
 454
- 455 18.206 Reallocation Requests.
 456
 457 A reallocation is the re-assignment of a position from one pay range to another pay range to
 458 correct an error in the original assignment, to reflect changing labor market conditions, or to
 459 reflect significant changes over a period of time in the duties and responsibilities of the position.
 460
 461 Salary adjustments shall be part of the budget process. If salary reallocations are approved, they
 462 will become effective the first day of the fiscal year. Persons in positions reallocated shall
 463 normally be advanced to the step with the next highest dollar amount in the new pay range. With
 464 approval of the Human Resources Director and the County Administrator, an employee may be
 465 advanced a step over and above the next highest dollar amount.
 466
 467 When a position becomes vacant and it is determined by the Human Resources Director and the
 468 County Administrator that a reallocation of the position is necessary for recruitment purposes,
 469 such reallocation may occur outside the budget process upon the confirmation of the County
 470 Board Staff Committee and approval of the County Board.
 471
- 472 18.207 Reorganization of Department.
 473
 474 Each time a department or division of a department is reorganized, class descriptions for all
 475 affected employees shall be submitted to the Human Resources Director for review and approval
 476 as part of such reorganization.
 477
- 478 18.208 Position Description Questionnaires.
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 480 The Human Resources Director may require departments or employees to submit Position
 481 Description Questionnaires when vacancies occur, any time there is reason to believe that there
 482 has been a significant change in the duties and responsibilities of one or more positions, or as part
 483 of a position audit conducted by the Human Resources Department.
 484
- 485 18.209 Review of Classification Plan.
 486
 487 At least every three years, or as often as may be appropriate, the Human Resources Director shall
 488 review the Classification Plan to ensure that the plan accurately reflects existing position responsi-
 489 bilities and market conditions. The Human Resources Director shall take whatever action is
 490 appropriate to amend and update the Classification Plan, subject to the review of the County
 491 Board Staff Committee and approval of the County Board.
 492
- 493 18.210 Underslotting.
 494
 495 As a vacancy occurs, the Department Head may recommend the position not be filled at the
 496 existing level. With the concurrence of the Human Resources Director and County Administrator,
 497 the position may be filled at a lower classification.
 498
- 499 18.211 Upgrade.
 500
 501 Upgrades shall be part of the annual budget process. Prior to approval of the budget, the Human
 502 Resources Department shall audit the position and make a written recommendation to the County
 503 Administrator who shall then recommend approval or denial of the upgrade request. If an upgrade
 504 request is denied, the position shall not be reconsidered for upgrade until the next budget cycle
 505 there is a significant change in the duties and responsibilities of the position.
 506
 507 ~~An upgrade may occur after a re-evaluation of the duties of a position indicate that a higher level~~
 508 ~~of skills or duties is required to perform the duties of the position. An upgrade may be to an~~
 509 ~~existing classification or position or require the creation of a new classification or position. When~~
 510 a position is upgraded, an open recruitment shall be conducted to fill the position. Hiring
 511 procedures for approved upgraded positions shall be subject to guidelines established by the
 512 Human Resources Director and will be consistent with merit selection hiring.
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SECTION 3

RECRUITMENT AND SELECTION

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 517 18.301 Recruitment.
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The Human Resources Director shall develop and conduct an active recruitment program designed to meet current and projected County manpower needs.

Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield qualified candidates.

(a) Job Announcements and Publicity.

The Human Resources Director shall issue job announcements and otherwise publicize vacancies as may be appropriate. Job vacancies shall be formally announced for a minimum of five working days prior to the closing date for filing applications. Depending upon the vacancy and the scope of the recruitment process, this period may be longer. The Human Resources Director may also initiate continuous recruitment programs for any class of positions. (See HR Policies and Procedures.)

(b) Application Form.

All applications for employment shall be made on forms prescribed by the Human Resources Director. The Human Resources Director may require proof of application statements.

(c) Rejection of Applications.

The Human Resources Director may reject any application if the applicant:

- (1) does not meet the minimum qualifications established for the position
- (2) provides any false or misleading information in the application process
- (3) is physically, mentally or otherwise unable to perform the duties of the position, as permitted under applicable state and federal laws
- (4) has been convicted of a crime, which renders him/her unsuitable for the position, as permitted under applicable state and federal laws
- (5) is not within the legal age limits prescribed for the position or for County employment
- (6) has established an unsatisfactory employment record, which demonstrates unsuitability for the position
- (7) is a member of an organization, which advocates the violent overthrow of the government of the United States
- (8) based on job related factors, is found by the Human Resources Director to be clearly unsuitable for the position for which he/she has applied

(d) Whenever an application is rejected, notice of such rejection shall be promptly made to the applicant.

(e) The Human Resources Director may select only the best-qualified applicants for screening and final consideration.

(f) Where written exams are used as part of the recruitment process, applicants will not be eligible to re-take the exam until a period of six months has lapsed.

18.302

Relocation Expense.

An employee, newly hired to fill an FLSA exempt position, who resides outside of reasonable commuting distance (i.e. a distance greater than 40 miles) wishing to relocate his or her domicile to Rock County may be eligible for a contribution toward moving expenses, if it is determined, upon recommendation of the County Administrator and approval of the County Board Staff Committee, to be in the best interest of Rock County to offer such contribution. An employee receiving a contribution toward moving expenses shall remain a resident and employee of Rock County for not less than three (3) years. Failure to meet this requirement will result in the repayment of said moving expense on a pro-rata basis.

586 18.303

Selection.

587 The selection process shall maximize reliability, objectivity, and validity through a practical and
 588 job-related assessment of applicant attributes necessary for successful job performance and career
 589 potential. The selection process shall also be balanced to provide promotional opportunities as
 590 well as open competitive opportunities at all levels of County employment.
 591

(a) Selection Devices.

592
 593 The Human Resources Director shall be responsible for determining when formal
 594 selection devices are to be used to screen applicants for job vacancies which may include,
 595 but need not be limited to a review of training and experience, work sample and
 596 performance tests, practical written tests, physical fitness examinations, and background
 597 and reference inquiries. In the development of selection devices, the Human Resources
 598 Director shall confer with Department Heads, consultants, or others familiar with the
 599 knowledge, skills and abilities required and specific devices to best measure these factors.
 600

(b) Confidentiality.

601 Formal selection materials shall be known only to the Human Resources Director and to
 602 other individuals designated by the Human Resources Director. Every precaution shall be
 603 exercised by all persons participating in the development and maintenance of materials to
 604 ensure the highest level of integrity and confidentiality.
 605

606 18.304

Eligibility Lists.

607 The Human Resources Director shall be responsible for establishing and maintaining eligibility
 608 lists as may be necessary or desirable.
 609

(a) Layoff List for unilateral employees.

610 An employee laid-off or demoted in lieu of layoff may be considered for re-employment
 611 when a vacancy occurs for which he/she is qualified. Human Resources shall notify said
 612 employee of any vacancy arising in the same job from which the employee was laid-off.
 613 Said employee shall make application for the vacant position. Once application is made,
 614 the laid-off employee shall participate in a competitive hiring process and, if most
 615 qualified, shall be required to accept an offer of employment for the position within 10
 616 days of said offer. Failure to make application or accept an offer of employment for the
 617 position from which the employee was laid-off shall result in the forfeiture of notification
 618 rights for future openings.
 619

(b) Open Competitive and Promotional Eligibility.

620 The Human Resources Director may establish and maintain such open competitive and
 621 promotional eligibility lists of applicants who have qualified for a particular job or class
 622 of County positions.
 623

(c) Duration of Eligibility Lists.

624 The duration of eligibility lists shall be not less than one year, or as provided for in a
 625 Department's Work Rules.
 626

(d) Removal of Candidates from Eligibility Lists.

627 The Human Resources Director may remove candidates from an eligibility list if the
 628 candidate:
 629

- 630 (1) receives a regular appointment to a position in the same class or another class
 631 having the same or higher pay grade.
- 632 (2) files a written statement indicating unwillingness to accept appointment.
- 633 (3) declines an offer of employment under such conditions previously indicated by
 634 the candidate as acceptable.
- 635 (4) fails to respond within a specified time period to any official written inquiry
 636 regarding relative availability.
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- 654 (5) fails to report for an interview or for duty at the time specified by the Human
 655 Resources Director or appointing authority.
 656
 657 (6) is disqualified for employment under County policies or state law.
 658
 659 (7) factors covered under Section 18.301.
 660

- 661 (e) The Human Resources Director shall notify each candidate in writing of his/her removal
 662 from an eligibility list. The candidate may appeal his/her removal from an eligibility list
 663 and, at the discretion of the Human Resources Director, the candidate may be reinstated.
 664

665 18.305 Certification and Appointment.
 666

667 Whenever a vacancy in County employment is to be filled, the appointing authority shall submit a
 668 request to the Human Resources Director to provide names of eligible candidates.
 669

670 Appointment of Eligible Candidates.
 671

672 The appointing authority shall make an appointment from among the names submitted by the
 673 Human Resources Director. The appointing authority shall justify to the Human Resources
 674 Director each candidate's unsuitability if they are bypassed on the list. Such justification must be
 675 acceptable to the Human Resources Director.
 676

677 The date upon which a new employee commences employment shall be jointly determined by the
 678 Human Resources Director and Department Head.
 679

680 18.306 Probationary Period.
 681

682 Except for Department Heads and the County Administrator, original appointments to all regular
 683 positions shall be made with a Probationary Period of six-one calendar months year, except when
 684 by the nature of the work an employee cannot be evaluated effectively in six months, the
 685 Probationary Period may be for a period of one year.
 686

687 The length of the Probationary Period shall be specified in the written offer of employment, which
 688 will be written by the Human Resources Department.
 689

- 690 (1) Regular status begins on the first workday following completion of the
 691 Probationary Period.
 692
 693 (2) The Probationary Period may be extended for a period of time not to exceed six
 694 (6) months, with prior approval of the Human Resources Director. This request
 695 must be made in writing citing the reason for the request.
 696
 697 (3) An employee shall automatically be appointed at the end of the prescribed
 698 Probationary Period, unless the appointing authority, with approval of the Human
 699 Resources Director, notifies the probationary employee of the extension, or the
 700 unsuccessful completion of the Probationary Period at which time the employee
 701 shall have their Probationary Period extended or be dismissed.
 702
 703 (4) Dismissal of an employee during the initial Probationary Period shall be at the
 704 sole discretion of the employer and without recourse to the grievance procedures
 705 herein provided.
 706
 707 (5) An employee appointed to a position in an acting capacity by the County
 708 Administrator and subsequently selected as the regular employee in that position
 709 shall have his/her total time of continuous employment, including the time spent
 710 in an interim capacity, counted for seniority purposes, but shall serve at least a
 711 six-month Probationary Period after regular appointment, ~~except as noted under~~
 712 ~~Section 18.304.~~
 713
 714 (6) Probationary employees will be permitted to apply for other positions after six
 715 months.
 716
 717 (7) Completion of the Probationary period does not guarantee continued employment
 718 for any specified period of time, nor does it modify or change the employee's at-
 719 will status.
 720

- 721 18.307 Part-time and Seasonal Employment.
 722
 723 When possible, employment shall be on a full-time year round basis. However, when it is
 724 determined to be in the best interest of the County, part-time and seasonal employees may be
 725 hired.
 726
 727 18.308 Temporary Appointments.
 728
 729 Temporary appointments may be made from appropriate eligibility lists. If no eligibility list is
 730 available or if the eligible candidates are not available for temporary work, the Human Resources
 731 Director may authorize the appointment of a qualified individual. The acceptance or refusal by an
 732 eligible candidate of a temporary appointment shall not affect the candidate's standing on the
 733 eligibility list for regular appointment.
 734
 735 18.309 Overlap of Positions.
 736
 737 Any request for hiring in excess of the budgeted personnel roster must be approved by the County
 738 Board. This would include cases where the Department Head requests an overlap of personnel for
 739 more than one payroll period in order to train the new employee. The request should be approved
 740 by the governing committee and County board Staff Committee prior to submission to the Board.
 741
 742 18.310 Other Appointments May Follow Ordinance.
 743
 744 Nothing herein shall preclude an appointing authority from filling those positions not covered by
 745 this Ordinance in a manner consistent with it.
 746

SECTION 4

SALARY ADMINISTRATION

- 747
 748
 749
 750 18.401 Pay Plan.
 751
 752 The Pay Plan shall include the schedules of pay ranges for all unilaterals and all employees
 753 covered by a collective bargaining agreement that has limited bargaining rights under Wisconsin
 754 Statutes Section 111.70.
 755
 756 Schedules shall consist of minimum and maximum rates of pay and the intermediate pay steps.
 757 The objectives of the Pay Plan shall be:
 758
 759 (a) To provide an appropriate salary structure, to recruit and retain an adequate number of
 760 competent employees; and,
 761
 762 (b) To provide appropriate pay incentives for satisfactory or outstanding job performance.
 763
 764 The pay plan schedules described above shall be contained in the County's Administrative Policy
 765 and Procedures Manual.
 766
 767 18.402 Development and Administration.
 768
 769 The Human Resources Director shall be responsible for the development and administration of the
 770 Pay Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of
 771 pay. When appropriate, the Human Resources Director shall recommend necessary amendments
 772 to the County Board Staff Committee, which shall become effective upon approval of the County
 773 Board.
 774
 775 18.403 Linkage.
 776
 777 The Pay Plan shall be directly linked to the Classification Plan and shall be based on the principle
 778 of equal pay for equal work. Pay ranges within the Pay Plan shall be determined with regard to
 779 such factors as: uniformity of pay for each class, relative difficulty, complexity, and
 780 responsibility of work, recruiting experience, prevailing rates of pay for similar jobs in public and
 781 private service, changes in cost of living indices, and the financial policies of the County.
 782
 783 18.404 Entrance Pay Rate.
 784
 785 The entrance pay rate for new County employees shall normally be the minimum rate of the pay
 786 range prescribed for the class. A Department Head may recommend that a particular appointment
 787 be made above the entrance pay rate. Such requests must be made in writing, approved in

- 788 advance by the Human Resources Director in recognition of relevant experience and /or
789 exceptional qualifications.
790
- 791 Elected Department Heads that wish to appeal the decision for placement of a new County
792 employee made by the Human Resources Director and/or County Administrator may do so in
793 writing to the County Board Staff Committee, whose decision shall be final.
794
- 795 18.405 In-Range Increment.
796
797 In-range increments shall be based on satisfactory work performance and length of service in a
798 class. Such increments shall not be granted automatically. Whenever an employee is promoted,
799 their annual pay increments (step increase) shall be based on the length of service in that range or
800 class. The employee shall have an overall performance evaluation of "satisfactory" or "meets
801 expectations" or higher in order for an in-range increment to be granted. If the rater plans to
802 recommend the denial of an in-range increment, the report shall be discussed with the Human
803 Resources Director prior to review with the employee. The performance of the employee will be
804 evaluated in accordance with procedures outlined in Section 7 of this Ordinance.
805
- 806 18.406 Productivity/Incentive Awards.
807
808 Extraordinary productivity/incentive awards may be granted in recognition of exceptional
809 performance in addition to an employee's regular pay. Recommendations for such pay shall be
810 initiated by the employee's supervisor and/or Department Head, reviewed and approved by the
811 Human Resources Director, County Administrator, appropriate Governing Committee and the
812 County Board Staff Committee. Specific guidelines for the administration of the
813 Productivity/Incentive Awards Program shall be the responsibility of the Human Resources
814 Director to establish and maintain subject to approval by the County Administrator and County
815 Board Staff Committee. Such requests shall be in writing and supported by evidence of the
816 following:
817
- 818 (a) The employee has personally conceived and suggested a procedure or device which has
819 resulted in substantially greater operating efficiency or in a marked decrease in operating
820 expenses; or,
821
- 822 (b) The employee has performed extensive collateral duties or has continually completed
823 difficult work assignments, which significantly increased the efficiency and effectiveness
824 of his/her department's program or the County service.
825
- 826 18.407 Seasonal Employment.
827
828 Seasonal employees shall be compensated on an hourly basis at a rate established within the
829 parameters of the annual budget as determined annually by the Human Resources Director.
830
- 831 18.408 Temporary employment
832
833 Temporary employees shall be compensated by placing them on a step in the appropriate salary
834 schedule.
835
- 836 18.409 Pay Rate Adjustments.
837
838 The following actions shall affect the pay status of an employee:
839
- 840 (a) Transfer.
841
842 When an employee is transferred from one class to another with a common pay range,
843 he/she shall continue to receive the same pay rate.
844
- 845 (b) Promotion.
846
847 When an employee is promoted from one class to another having a higher pay range,
848 he/she shall normally advance to the pay step in the new range which is immediately
849 above his/her former rate of pay. In unusual circumstances, the promoted individual may
850 be placed in a higher step upon approval of the Human Resources Director and the
851 County Administrator.
852
- 853 (c) Demotion.
854

855 When an employee is demoted for any reason, the Human Resources Director shall
 856 consult with the supervisor(s) involved to decide the pay for the re-assignment. In no
 857 case will it exceed the maximum of the pay range of the job to which the employee is
 858 demoted.
 859

860 (d) Reinstatement.

861 When an employee is reinstated to his/her former job he/she shall normally be paid the
 862 same pay step as before leaving. When the employee is reinstated to a job with a lower
 863 pay range, the Human Resources Director shall decide on the new pay rate in accordance
 864 with the employee's experience and qualifications. In no case, will it exceed the
 865 maximum of the pay range to which the employee is assigned.
 866

867 (e) Compensation During Temporary Assignment.

868 In a situation where an employee is assigned the duties of a higher classification
 869 anticipated to be for a period in excess of ten (10) consecutive working days, the
 870 employee will be assigned a temporary pay rate in the range of the higher classified
 871 position. Such pay will be for the period of the temporary assignment. Temporary
 872 assignments must be approved by the Human Resources Director. An employee who is
 873 temporarily assigned to a position with a lower pay range, for any period, shall not
 874 receive a reduction in pay. No such temporary assignment shall exceed six months unless
 875 approved by the County Administrator upon recommendation of the Human Resources
 876 Director.
 877

878 18.410 Overtime

879 "Unilateral A" employees earn overtime at time and one half over 40 hours per week.
 880

881 "Unilateral B" employees earn overtime at straight time over 40 hours per week.
 882

883 "Unilateral C" employees, who are exempt under the federal Fair Labor Standards Act (FLSA),
 884 do not earn overtime.
 885

886 For additional policies and procedures regarding overtime for unilaterals and other employees
 887 see the HR Policy and Procedure Manual.
 888

889 18.411 Red-Circled Classifications.

890 Employees in classifications that are to be red-circled will be frozen at their current salary until
 891 the salary of the pay range to which they are assigned equals or exceeds their rate of pay.
 892 Employees with ten years of service, whose classification has been red-circled, shall receive one-
 893 half of the across-the-board increase granted to employees on the Unilateral Pay Plan until the
 894 salary of the pay range to which they are assigned equals or exceeds their rate of pay.
 895

900 **SECTION 5**

901 **FRINGE BENEFITS**

902 18.501 Holidays.

903 The following holidays are observed by the County and shall be granted to regular employees
 904 with pay and to temporary employees without pay, unless such employees are required to be on
 905 scheduled work:
 906

- 907 (a) New Year's Day
 908 (b) Spring Holiday to be observed the Friday immediately preceding Easter
 909 (c) Memorial Day
 910 (d) July 4th
 911 (e) Labor Day
 912 (f) Thanksgiving Day
 913 (g) Friday following Thanksgiving
 914 (h) Day before Christmas
 915 (i) Christmas Day
 916 (j) One Floating Holiday of the employees' choice.
 917 (k) Any additional holiday granted by the County Board.
 918 (l) The County Administrator may designate additional holidays in unusual circumstances
 919 with the approval of the County Board Chair and/or Vice Chair.
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For employees working the standard work schedule, when a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be observed.

For employees not-working the standard work schedule see the HR Policies and Procedures,

Employees normally granted time and one-half; the Director of Nurses, the Assistant Director of Nurses, and Nursing Supervisors working in Rock Haven; and the Youth Services Center Supervisors who are required to work a holiday, will be paid or granted compensatory time off at a rate of time and one-half.

For supervisors working at the 911 Communications Center, who are required to work a holiday, they will be paid or granted compensatory time off at a rate of time and one-half for all hours worked between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday.

Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.

Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be granted in lieu thereof.

Regular part-time employees who normally work sixteen or more hours per week shall be paid for holidays which fall on days for which they would otherwise be scheduled to work, according to the number of hours for which they would be scheduled to work on that day.

When a holiday falls within a period of leave with pay, the employee shall receive pay for the holiday.

When a holiday falls within a pay period of leave without pay, the employee shall receive no pay for the holiday.

In order to receive holiday pay, employees must normally be scheduled to work for not less than 4 hours the regular workday before and not less than 4 hours the regular workday after the holiday, unless on authorized paid time off (sick leave, vacation) or on paid FMLA.

Floating holidays must be taken in whole day increments (pro-rated for part-time employees).

The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of January 1st of each year. During their first year of employment, Employees hired after November 30, will have until January 31 of the following year to use their Floater from the previous year.

The floating holiday may be taken upon at least twenty-four hours one-hour notice prior to the beginning of the shift. A Floating Holiday with less than 24 hours notice may be taken in an emergency circumstance at the discretion of the Department Head or his/her designee.

18.502 Health and Dental Insurance.

- A. The County shall pay that portion of the employee's health insurance as is approved by the County Board.
- B. For part time unilateral employees who are in a .5 or higher FTE position and hired after September 1, 2009 the employee shall contribute toward health coverage pro-rated to the FTE of the position they hold. [CB resolution – September 2009.]
- C. Part-time employees who are normally scheduled to work less than twenty hours per week are not eligible for County health and dental benefits. Employees who normally work twenty hours or more per week are eligible to receive dental insurance and health benefits. Part-time employees may participate in vision insurance at their own cost provided it is allowable under the plan rules in effect at the time of participation.
- D. Employees retiring from the County who are eligible for a WRS annuity may retain their insurance coverage under the County's group policy if they pay the premium.
- E. Dental coverage will be provided consistent with coverage and co-payments as set by the County Board. Eligibility for coverage shall be governed by the policy issued by the carrier/administrator. The employer shall pay 60% of applicable premium of the lowest cost available plan and the employee shall pay the remainder of the applicable premium.

- 990
 991 18.503 Life Insurance.
 992
 993 Regular full-time employees are eligible for group life insurance in an amount equal to the next
 994 highest thousand dollars of their annual salary. Unless they specifically waive such coverage, a
 995 portion of the premium shall be deducted monthly from their regular salary as approved by the
 996 County Board. Regular part-time employees are also eligible if they work enough hours in a year
 997 to qualify for Wisconsin Retirement System coverage.
 998
 999 18.504 Retirement.
 1000
 1001 Retirement benefits are administered by the State of Wisconsin Retirement System (WRS). The
 1002 benefits are governed by applicable State statutes and regulations.
 1003
 1004 18.505 Unemployment Compensation.
 1005
 1006 County employment is covered by Wisconsin Unemployment Compensation laws.
 1007
 1008 18.506 Vacation.
 1009
 1010 (a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid vacation after
 1011 one year of continuous service. Thereafter, he/she shall earn one additional day per year
 1012 for each year of continuous employment to a maximum of twenty-two days. Employees
 1013 shall continue to earn vacation until the employee's length of service would provide
 1014 additional vacation under paragraph (b) below, at which time they shall be placed on that
 1015 schedule.
 1016
 1017 (b) Unilateral Employees hired after January 1, 2012, shall earn vacation according to the
 1018 following schedule:
 1019
 1020

| Completed Years of Service | Unilateral A & B | Unilateral C |
|----------------------------------|------------------|--------------|
| 1 year | 10 Days | 15 Days |
| 2 Years | 10 Days | 15 Days |
| 3 Years | 10 Days | 15 Days |
| 4 Years | 10 Days | 15 Days |
| 5 Years | 11 Days | 20 Days |
| 6 Years | 12 Days | " |
| 7 Years | 13 Days | " |
| 8 Years | 14 Days | " |
| 9 Years | 15 Days | " |
| 10 Years | 16 Days | 25 Days |
| 11 Years | 17 Days | " |
| 12 Years | 18 Days | " |
| 13 Years | 19 Days | " |
| 14 Years | 20 Days | " |
| 15 Years | 21 Days | " |
| 16 Years | 22 Days | " |
| 17 Years | 23 Days | " |
| 18 Years | 24 Days | " |
| 19 Years | 25 Days | " |

- 1021
 1022 Unilateral A & B Employees may use up to 5 of their 10 days after they
 1023 have been with the County for six months. Unilateral C employees may
 1024 use 7.5 of their 15 days after they have been with the County for six
 1025 months. Any time used between 6 months and one year, will result in a
 1026 reduction of the days available after one year. (Example: a Unilateral B
 1027 employee uses 2 days after six months but prior to his one year
 1028 anniversary date, that person would have 8 days to use after completing
 1029 one year of service. $10 - 2 = 8$.)
 1030
 1031 (c) Vacation schedules for those employees covered by a bargaining agreement that has limited
 1032 bargaining rights as of January 1, 2012 are contained in the HR Policies and Procedures
 1033 manual.
 1034

- 1035 (d) Credit for years of service may be awarded to an employee based on years of prior related
 1036 experience plus years of service with the County. Prior related experience shall be
 1037 determined by the Human Resources Director and the Corporation Counsel, and will only be
 1038 awarded for service in jobs that are substantially related to the work performed for the
 1039 County.
 1040
- 1041 (e) An employee shall take earned vacation time within the twelve-month period immediately
 1042 following eligibility. Earned vacation time not taken within the designated twelve month
 1043 period shall be forfeited, unless the Department Head and Human Resources Director
 1044 specifically approves the carry-over of an employee's vacation, in writing, due to an inability
 1045 of the employee to utilize the time requested to be carried over because of work requirements
 1046 or other legitimate reasons; or paid out according to HR Policy and Procedures. Vacation
 1047 deferral or carry-over of one hour or more vacation shall be requested by the employee in
 1048 writing prior to his or her anniversary date, or within ten weeks of his or her anniversary date,
 1049 and shall state with specificity the reason for the request. Failure to make a timely request
 1050 shall result in the vacation being forfeited.
 1051
- 1052 (f) The amount of vacation days deferred shall not exceed the number of vacation days that the
 1053 employee earns on that anniversary date. Vacation may be granted in advance only upon the
 1054 approval of the Department Head and the Human Resources Director.
 1055
- 1056 Department Heads shall establish work and vacation schedules with the first consideration to
 1057 be given to the efficient operation of the department. Senior employees in terms of length of
 1058 service shall be given vacation schedule preferences when practicable. Deferral of vacation
 1059 for the County Administrator shall be at the discretion of the County Board Staff Committee.
 1060
- 1061 (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation
 1062 time on a pro-rata basis directly proportionate to the amount of time worked in relation to the
 1063 normal full-time employment period. Part-time employees whose regular workweek is less
 1064 than sixteen hours shall not earn vacation credits.
 1065
- 1066 (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits to
 1067 cover the period of absence, earned vacation time may be used for this purpose if the
 1068 employee or employer so elects.
 1069
- 1070 (i) Upon separation, an employee shall be paid for the unused portion of his/her accrued
 1071 vacation credits provided the employee has completed six consecutive months of service,
 1072 except as modified by the rules governing resignation without sufficient notice.
 1073
- 1074 (j) An employee who moves from one position to another in the County service, by transfer,
 1075 promotion or re-assignment, shall be credited with his/her accumulated vacation leave in the
 1076 new position.
 1077
- 1078 (k) An employee, whose appointment status is changed from temporary to regular status without
 1079 a break in service, shall receive vacation credits from the date of his/her original appointment
 1080 to temporary status.
 1081
- 1082 (l) No credit for vacation leave shall be granted for time worked by an employee in excess of
 1083 his/her normal workweek.
 1084
- 1085 (m) Vacation credits shall not be earned by an employee during a leave of absence without pay, a
 1086 suspension without pay, or when the employee is otherwise in a non-compensable status,
 1087 should such period without pay exceed thirty working days in any calendar year.
 1088
- 1089 (n) There shall be charged against accrued vacation only those days on which an employee
 1090 normally would have worked. In the event a legal holiday falls within the vacation period,
 1091 the holiday shall not be charged against vacation.
 1092
- 1093 (o) Use of vacation time must be approved in advance by the Department Head or his or her
 1094 designee. Use of vacation by appointed Department Heads must be approved in advance by
 1095 the County Administrator.
 1096

1097 All vacation shall be utilized in not less than one-hour increments.

1098
 1099 18.507 Workers Comp

1100
 1101 Worker compensation benefits will be provided in accordance with applicable statutory provisions
 1102 and administrative codes.

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Rock County strives to insure all work assignments are performed safely and work areas are maintained in a safe manner. The County promotes a light-duty program for injured employees on worker compensation. All on-the-job accidents must be reported to the Human Resources Director or his/her designee immediately and proper forms must be completed in full.

Any employee, who is receiving worker's compensation, may at the employee's option, take sufficient sick leave or vacation to make up the difference between the worker's compensation payment and his/ her regular wage. When the employee's sick leave and/or vacation account is exhausted, he/she shall receive worker's compensation payments only. If an employee is on worker's compensation for a period of twelve (12) months, that employee shall have his/her earned vacation paid out, unless the employee asks for deferral of vacation payout in writing.

Workers compensation supplemental benefits will be provided in accordance with HR Policy and Procedures.

18.508

Leave Of Absence Policy (Non-FMLA)

The County Administrator or the Department Head after consulting with the Human Resources Director, may grant a regular employee leave without pay for a period up to one year except for an educational leave, subject to the following conditions:

- (1) Leave without pay may be granted, when it is in the best interest of the County to do so. Requests for leave of absence shall be approved prior to the taking of such leave. When such leave is requested as an extension of sick leave, an acceptable physician's certificate shall be required.
- (2) At the expiration of a leave without pay, the employee shall be reinstated to the position he/she vacated or to an equivalent position which is vacant at the time, provided the employee meets the stated qualifications. If there is not a suitable vacancy available, the employee's name shall be placed on an appropriate reinstatement list.
- (3) Credit toward vacation and sick leave shall not be earned after 30 days while an employee is on leave without pay. Insurance benefits may be retained according to HR Policy and Procedure.
- (4) Leave without pay shall not constitute a break in service; however, if the employee is absent more than thirty days during a calendar year, it shall change the employee's anniversary date.

When a leave of more than ~~one calendar month~~ thirty consecutive days is taken, the employee's anniversary date shall be moved ahead by the ~~same number of days that the leave exceeds thirty days~~ total number of days of the leave.
- (5) A return to work earlier than the scheduled termination of leave date may be arranged by the supervisor and the employee, with the approval of the Human Resources Director
- (6) Employees on leave of absence from the County may not be employed fulltime elsewhere. Employees holding employment elsewhere during a leave of absence shall be deemed to have voluntarily resigned from employment with Rock County.
- (7) If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend the leave of absence, subject to the approval of the County Administrator or Department Head and the HR Director. If, on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to his/her position, the employee shall be considered to have voluntarily resigned from County employment

- (8) Unauthorized Absence. It is recognized that there may be extenuating circumstances for unauthorized absence, and due consideration shall be given each case. However, an employee who is absent from duty without approval shall receive no pay for the duration of the absence, and shall be subject to disciplinary action, which may include dismissal.

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18.509

Bereavement Leave.

In the event of a death in an employee's immediate family, he/she may be excused from work without loss of pay according to the following schedule to attend the funeral and/or make necessary arrangements, or grieve for the loved one. Immediate family shall not include former "in-laws" after a divorce. The appointing authority may require an obituary to substantiate the leave.

- a. Up to three days for spouse, domestic partner as defined by the state of Wisconsin, child, parent, mother-in-law, father-in-law, brother, or sister.
- b. Up to two days for an employee's stepparent, stepchild, grandparents, or grandchildren.
- c. Up to one day for an employee's sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece or nephew.

If additional time is required, an employee may request to use accumulated vacation, holiday or comp-time. Sick leave cannot be used.

In the event that an employee is required to act as a pallbearer for a funeral not otherwise eligible for funeral leave, he/she shall be granted up to one day to serve without the loss of pay.

All leaves under this section shall be pro-rated based upon the employee's FTE.

18.510

Jury Duty.

Any employee called for jury duty in any court of competent jurisdiction shall be granted time off from his/her regular and normal daily schedule of working hours with pay, for such jury service provided such employee shall remit to Employer all fees received from the Clerk of Courts for such service, and further provided that no claim for overtime pay or compensatory time off shall be made by such employee as a result of his/her jury services. If the employee does not remit the fee, he/she shall be considered to be on leave of absence without pay while performing jury duty. The County shall pay a reasonable amount for the difference if the employee has to pay parking fees and reimbursement from the Court does not fully cover the fee.

18.511

Medical Leave.

Employees requiring a leave of absence for a period of medical disability shall request the leave in accordance with HR Policy and Procedure. Employees are entitled to medical leave in accordance with applicable Federal and State laws and HR Policy and Procedures. Any leave granted under this section will run concurrently with State and Federal FMLA.

18.512

Military Leave.

An employee who leaves the service of the County to join the military forces of the United States during time of war or other national emergency, or who is drafted into the military service at any time, shall be granted military leave without pay, such leave to extend through a date ninety days after being relieved from such service. Proof must be filed with the Human Resources Director. Such employee shall be restored to the position which he/she vacated or to a comparable position with full rights and without loss of seniority or benefits accrued and not taken while serving in the position he/she occupied at the time the leave was granted, provided that application is made to the Human Resources Director within ninety days after the date of his/her honorable discharge, or fifteen days after rejection, and is physically and mentally capable of performing the work of his/her former position. Failure of an employee to notify the County within this time period of his/her intention to return to work shall be considered as a termination of his/her employment. Leave will be granted in compliance with State and federal law.

18.513

Military Reserve Leave.

- (1) An employee who, by reason of membership in the United States Military Reserve, or ordered by the appropriate authorities to attend a training or encampment under the supervision of the United States Armed Forces, or by reason of membership in the National Guard, is required by the authorities thereof to do so, shall be granted a leave of absence from his/her position without loss of pay for a period not to exceed ten working days in any calendar year. It is intended that this shall be done without financial penalty to the employee. The County will therefore pay such employee for this time lost in an amount

1239 equaling the difference between his/her daily military pay and the employee's normal
 1240 County daily wage. To receive such leave, the employee must file a copy of his/her orders
 1241 with the Human Resources Director at least two weeks prior to date such training or
 1242 encampment leave is to commence.
 1243

1244 (2) An employee who has active membership in the U.S. Military Reserve or
 1245 National Guard and who is ordered to long-term active duty of 30 days or more in the U.S.
 1246 Armed Forces shall be granted military leave with supplemental pay equal to the difference
 1247 between the employee's basic military pay and his/her normal County daily wage.
 1248 Supplemental pay granted under this section is provided for the duration of an employee's
 1249 military service, not to exceed 5 years. Proof must be filed with the Human Resources
 1250 Director. To receive compensation the employee must submit a copy of his/her Military
 1251 Leave & Earnings statement to the County Payroll Office on a monthly basis. The net pay
 1252 to an employee may be an estimate with final pay reconciliation by the County's Payroll
 1253 Office after receipt of the employee's military pay vouchers, either during the course of
 1254 military service or after completion. Accrual of seniority and benefits, and reinstatement
 1255 rights and limitations, shall be consistent with those outlined in section (d) and as required
 1256 by law. An employee who voluntarily extends his/her military service shall not be granted
 1257 supplemental pay, but may apply for additional unpaid military leave under section (d). The
 1258 effect of this subsection is retroactive to January 1, 2004, and is subject to the rights of the
 1259 various unions representing County employees to object to said compensation policy prior
 1260 to implementation and request that this subsection be subject to the collective bargaining
 1261 process.
 1262

1263 (3) Any employee described in subsection (2) shall also be entitled to
 1264 continue paid coverage under the County's group medical plan for four (4)
 1265 weeks.
 1266

1267 18.514 Non Work Related Witness or Personal Litigation.
 1268

1269 A leave of absence without pay shall be granted an employee upon his/her request to appear under
 1270 subpoena or in his/her own behalf in litigation involving personal or private matters
 1271

1272 18.515 Sick Leave.
 1273

1274 Sick leave pay shall commence on the first day of any period of illness due to
 1275 accident, injury or disease.
 1276

1277 (1) all full-time employees shall earn one sick leave day per month of continuous
 1278 employment. All part-time employees whose regular workweek is sixteen hours
 1279 or more shall earn one sick leave day on a pro-rata basis directly in relation to the
 1280 normal full-time employment period. All part-time employees, who work less
 1281 than sixteen hours per week, shall not earn sick leave. Temporary and seasonal
 1282 employees are not eligible for sick leave
 1283

1284 (2) sick leave shall be granted after six months continuous service when an employee
 1285 is required to be absent from work because of:
 1286

1287 (a) illness of the employee
 1288

1289 (b) illness of an employee's spouse or domestic partner (as defined by the
 1290 State of Wisconsin)
 1291

1292 (c) illness of a child through age 26 (includes step-child, current foster
 1293 child, or any other child they are legally responsible for) or a child who
 1294 meets the definition of a disabled adult child.
 1295

1296 (d) illness of a parent (includes step-parents and current foster parents)
 1297

1298 (e) contact with or exposure to a contagious disease rendering the
 1299 employee's presence hazardous to fellow workers
 1300

1301 (f) reasonable medical or dental attention that cannot be scheduled during
 1302 non-working hours
 1303

1304 (3) sick leave shall accrue to a maximum of one hundred-thirty days
 1305

- 1306 (4) employees who are absent from duty for reasons which entitle them to sick leave
 1307 shall notify their supervisor as close to their regular starting time as possible in
 1308 accordance with Department Work Rules.
 1309
 1310 (5) a Department Head or the Human Resources Director may require the employee
 1311 to submit a medical statement, stating the specific illness, period of treatment,
 1312 and date that the employee may return to work from sick leave when: a) it occurs
 1313 before or after a holiday, b) it occurs before or after a or scheduled day off, c) for
 1314 sick leave in excess of three days which has not been reported to FMLA, or d)
 1315 when an employee has a record of ~~repetitious usage~~ history of using short
 1316 amounts of sick leave repeatedly over an extended period of time. The
 1317 Department Head or Human Resources Director may require an employee to take
 1318 a medical examination on returning from sick leave or on such occasions that it is
 1319 in the best interest of the County. The medical examination shall be given by a
 1320 physician designated by the Human Resources Director
 1321
 1322 (6) A Department Head or the HR Director may investigate the alleged illness of an
 1323 employee absent from work on sick leave. False or fraudulent use of sick leave
 1324 shall be cause for disciplinary action against the employee, up to and including
 1325 dismissal
 1326
 1327 (7) an employee on vacation who presents an acceptable medical certificate giving
 1328 the dates of illness may have that portion of his/her vacation leave converted to
 1329 sick leave
 1330
 1331 (8) sick leave shall be debited in no less than quarter hour units
 1332
 1333 (9) no credit for sick leave shall be granted for time worked by an employee in
 1334 excess of his/her normal workweek
 1335
 1336 (10) a regular employee who moves from one department to another by transfer,
 1337 promotion or demotion shall have his/her total sick leave credits transferred to the
 1338 new department
 1339
 1340 (11) Unilateral employees who resign or retire with ten or more years of continuous
 1341 service shall be paid for one-half of the accumulated sick leave days, not to
 1342 exceed a total of sixty-five days. In the event of the death of an employee, the
 1343 County shall make the same sick leave payment to the employee's estate. In the
 1344 event of a discharge, the employee will not receive this benefit.
 1345

1346 18.516 Subpoenaed Witness.

1347
 1348 When subpoenaed to appear before a court, public body, or commission in connection with
 1349 County business on regular work time, the employee shall be paid at his/her regular rate of pay
 1350 and the employee shall remit his/her fee to the County
 1351

1352 Employees who are off duty and are subpoenaed to appear in court as a result of their work
 1353 assignment shall receive a minimum of two hours pay at the rate of time and one-half. If the
 1354 employee is required by the court to be present in court for time over and above the minimum,
 1355 the employee will be paid at the rate of time and one-half. Employees shall be reimbursed for
 1356 mileage costs incurred because of court appearances required under this provision. Employees
 1357 shall sign and turn over to the County any and all fees and reimbursements paid because of
 1358 court appearances resulting from their work assignment.
 1359

1360 Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off-duty time and are
 1361 not notified of the cancellation or dismissal of said subpoena at least twenty-four hours prior to
 1362 the time scheduled for appearance, shall be paid two hours of pay at their regular rate of pay.
 1363 There shall be a maximum of two (2) canceled subpoenas per day.
 1364

1365 18.517 Training/Educational Leave.

1366
 1367 Employees may be granted a full time leave of absence without pay to further their education for
 1368 a period not to exceed eighteen months if it is determined to be in the best interest of the County.
 1369

1370 At the expiration of the leave, the employee may be reinstated to his/her position if it is available
 1371 or an equivalent position if one is available and if it is determined to be in the best interest of the
 1372 County.
 1373

1374 For language covering leaves with pay, see HR Policies and Procedures.
 1375

1376 18.518 Voluntary Public Service Leave.
 1377

1378 County employees may be allowed time off with pay to serve on public or non-profit boards,
 1379 committees, or commissions if such service received the prior approval of the County Board
 1380 Staff Committee.
 1381

1382 18.519 Voting.
 1383

1384 Any employee who can satisfactorily show that he/she cannot vote during his/her off duty hours
 1385 shall be allowed time off with pay to cast his/her ballot in all legally constituted elections.
 1386

1387 SECTION 6

1388 CONDITIONS OF EMPLOYMENT

1389
 1390 18.601 Communications and confidentiality.
 1391

1392 Communication is a joint responsibility shared by the County and all employees. No
 1393 information, which is confidential in nature, concerning the internal operations of the County,
 1394 including but not limited to the release of records of the County, may occur except through, and
 1395 with the permission of, the County Administrator or individual Department Head if designated
 1396 by the County Administrator.
 1397

1398 If requests for information are received by employees, whether on or off duty, from any person,
 1399 then the employee is required to politely decline to provide such information and to direct that
 1400 individual to the County Administrator or Department Head for a response to that inquiry.
 1401

1402 Because of an employee's responsibilities at the County, an employee may have access to
 1403 confidential County, resident, personnel or other sensitive information. This may include
 1404 information concerning a resident's financial status, the County's business practices including
 1405 purchasing and negotiating strategies, and employee records. This sensitive information can not
 1406 be disclosed to any personnel who do not have a legitimate business need to know such
 1407 information or to persons outside of the County without the determination of the County
 1408 Administrator or Department Head designated by the Administrator. All employees are
 1409 responsible for protecting the confidentiality of this information.
 1410

1411 The County acknowledges the right of its employees, as citizens in a democratic society, to
 1412 speak out on issues of public concern. When those issues are related to the County, however,
 1413 the employee's expression must be balanced against the interests of the County. In situations in
 1414 which the employee is not engaged in the performance of professional duties, the employee
 1415 should state clearly that his or her expression represents personal views and not necessarily
 1416 those of the County.
 1417

1418 18.602 Conflict of Interest.
 1419

1420 Except for the salary or compensation received from the County, no County employee shall use
 1421 his/her office or position for personal financial gain or the financial gain of his/her family. No
 1422 employee shall engage in his/her own business activity, accept private employment or render
 1423 services for private interests when such employment, business activity or service is incompatible
 1424 with the proper discharge of the employees official duties or would impair his/her independence
 1425 or judgment or action in the performance of the employee's official duties. Such employment,
 1426 business activity or service shall not be engaged in or promoted during normal working hours for
 1427 which such employee is being remunerated by the County and such employment, business activity
 1428 or service shall not involve the use of County facilities or materials. No employee shall use or
 1429 disclose "privileged information" gained in the course of or by reason of the employee's official
 1430 position or activities. Failure to comply with these conditions shall be considered grounds for
 1431 discipline up to and including immediate dismissal.
 1432

1433 18.603 County Administrator (Tenure).
 1434

- 1435 The County Administrator shall hold his/her position at the pleasure of the County Board. The
 1436 action of the County Board in removing the County Administrator shall be final. Dismissal
 1437 actions against the County Administrator may be initiated by individual supervisors as per County
 1438 Board rules.
 1439
- 1440 18.604 County Equipment (return of).
 1441
 1442 Employees leaving County employment must return County identification cards, keys, tools and
 1443 equipment on or before their last day of work.
 1444
- 1445 18.605 County Residence.
 1446
 1447 Key County officials, as determined by the County Administrator, shall reside in the County.
 1448
- 1449 18.606 Demotions.
 1450
 1451 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be
 1452 voluntary. Demotions must be approved in advance by the Human Resources Director.
 1453
- 1454 18.607 Discipline (Corrective)/Investigations.
 1455
 1456 The purpose of discipline is correcting job behavior and performance problems of employees.
 1457 Employees shall be informed of standards of conduct and performance. No disciplinary action
 1458 will be taken until a thorough investigation has been completed. Employees may be placed on a
 1459 Paid/Non Paid Administrative Leave during the investigation. Rules and standards shall be
 1460 consistently applied. Penalties shall be uniform and shall match the infraction. Persons
 1461 administering corrective discipline shall systematically document the case. Records of ~~verbal~~
 1462 ~~reprimands~~, written reprimands, suspensions, demotions and terminations shall be provided to
 1463 Human Resources and kept in the employee's personnel files. Written reprimands will remain in
 1464 effect for a period not to exceed one year, and at the end of such period shall be removed from the
 1465 employee's personnel file. Records of suspension shall remain in the Employee's personnel file
 1466 for a period of two years and at the end of such period shall be removed from the Employee's
 1467 personnel file.
 1468
 1469 Suspensions, demotions, and terminations shall be discussed with the Human Resources Director
 1470 or the County Administrator before such actions are taken. In the event that the immediate
 1471 dismissal action is required and the HR Director or the County Administrator cannot be reached,
 1472 the employee shall be suspended with pay pending investigation.
 1473
- 1474 18.608 Disciplinary Action (Grounds for).
 1475
 1476 The following shall be grounds for disciplinary action ranging from a written reprimand to
 1477 immediate discharge depending upon the seriousness of the offense in the judgment of
 1478 management:
 1479
- 1480 (a) Dishonesty or falsification of records.
 1481
 1482 (b) Use, possession, distribution, selling, or being under the influence of alcohol or illegal
 1483 drugs while on Rock County premises or while conducting business-related activities
 1484 off Rock County premises. The legal use of prescribed drugs is permitted on the job
 1485 only if it does not impair an employee's ability to perform the essential functions of the
 1486 job effectively and in a safe manner that does not endanger other individuals in the
 1487 workplace.
 1488
- 1489 (c) Unauthorized use or abuse of County equipment or property.
 1490
 1491 (d) Theft or destruction of County equipment or property.
 1492
 1493 (e) Work stoppages such as strikes or slow-downs.
 1494
 1495 (f) Insubordination or refusal to comply with the proper order of an authorized supervisor.
 1496
 1497 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws
 1498 ordinances and regulations.
 1499
 1500 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave.
 1501
 1502 (i) Use of official position or authority for personal or political profit or advantage.

- 1503
1504
1505 (j) Disregard or repeated violations of safety rules and regulations.
1506
1507 (k) Incompetence or poor work performance.
1508
1509 (l) Discrimination because of race, color, creed, national origin, marital status, sex, sexual
1510 orientation, or any other grounds prohibited by State or federal law.
1511
1512 (m) Violations of section 18.601 "Communications and Confidentiality".
1513
1514 Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis.
1515 18.609 Exit Interview.
1516
1517 An exit interview shall be conducted when possible with every employee who is separating from
1518 County employment regardless of his/ her length of service, position or circumstances or
1519 separation.
1520
1521 18.610 Gifts And Gratuities.
1522
1523 No County employee shall use their position to solicit or accept for himself/herself or another
1524 person any gift, campaign contribution, gratuity, favor, services, promise of future employment,
1525 entertainment, loan or any other thing of monetary value. This does not include acceptance of
1526 loans from banks or other financial institutions on customary terms of finance for personal use,
1527 such as home mortgage loans, the acceptance of unsolicited advertising or promotional material,
1528 such as pens and calendars, and acceptance of an award for meritorious public or personal
1529 contributions or achievements.
1530
1531 18.611 Harassment
1532
1533 It is the policy of Rock County that all employees should be able to enjoy a work environment
1534 free from all forms of harassment. Employees who engage in harassment not only hurt others,
1535 but they also expose both themselves and the County to potential legal liability. Consequently,
1536 Rock County will not condone or tolerate any conduct in the workplace on the part of its
1537 employees (whatever their positions), elected officials, vendors, or members of the public, if
1538 that conduct violates the right of someone else to be free from harassment. County employees
1539 who violate this policy will be subject to appropriate discipline, up to and including
1540 termination. (See HR Policies and Procedures for a detailed description of the procedures
1541 employees should follow in regard to this policy.)
1542
1543 18.612 Hours of Work.
1544
1545 The normal workweek for County employees shall be forty hours per week, Most County
1546 employees work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since some
1547 County services are provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m.
1548 schedule, some County employees may have different work schedules which are designated in
1549 Department work rules.
1550
1551 Non-standard work schedules may be approved by a Department Head, when doing so is in the
1552 interest of County operations. Notice of non-standard work schedules shall be made to Human
1553 Resources and payroll.
1554
1555 Staffing needs and operational demands may necessitate variations in starting and ending times,
1556 days of the week worked, as well as variations in the total hours that may be scheduled each
1557 day and week.
1558
1559 Employees included in Section 18.1001, 18.1010, and 18.1018 are considered salaried exempt
1560 employees. These employees must cover a partial day taken off with paid vacation, sick leave
1561 or comp time (where applicable). If the employee has insufficient paid time to cover the entire
1562 day off, the employee must take the entire day off without pay.
1563
1564 18.613 Layoffs.
1565
1566 The appointing authority may layoff an employee: a) whenever it is necessary to reduce the
1567 workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b)
1568 when an employee has exhausted all available leave options and is unable to return to work, or c)
1569 when an employee has failed to successfully complete their probationary period after a promotion.
1570

- 1571 In situation (a) above, no regular employees, ~~however~~, shall be laid-off while there are temporary
 1572 or probationary employees serving in the same classification, in the same department. Layoffs
 1573 shall be based on the needs of the County.
 1574
 1575 The appointing authority shall notify each person laid-off of all his/her rights. Regular employees
 1576 shall receive at least thirty (30) calendar days notice prior to layoff. Layoff plans shall be
 1577 approved by the Human Resources Director before they are implemented.
 1578
 1579 Laid-off employees shall be held in a layoff pool for a period of time equal to their length of
 1580 service, but in no case longer than two years.
 1581
 1582 18.614 Lunch Periods and Break Time.
 1583
 1584 (a) Lunch Periods.
 1585
 1586 Lunch periods are normally scheduled midway in an eight hour shift. Lunch periods shall
 1587 not be longer than one hour nor shorter than thirty minutes.
 1588
 1589 (b) Break Time.
 1590
 1591 Employees may leave their workstation and return fifteen minutes later for two breaks in
 1592 an eight-hour shift, one during the first four hours of their first shift, and the second
 1593 during the last four hours of their shift. Breaks not taken are lost. Breaks cannot be
 1594 accumulated or used to extend lunch periods or to shorten the workday.
 1595
 1596 Lunch periods and break times are to be arranged between the employee and his/her
 1597 supervisor or Department Head. Since most County offices remain open continuously on
 1598 normal work days between 8:00 a.m., and 5:00 p.m., it is the Department Head's
 1599 responsibility to assure that lunch periods and breaks are scheduled so that adequate staff
 1600 coverage is provided at all times.
 1601
 1602 Employees who are on a non-standard work schedule or work 2nd or 3rd shift shall
 1603 follow Department Work Rules for lunches and breaks.
 1604
 1605 18.615 More than one County Position
 1606
 1607 No person shall hold more than one full or part-time County position at the same
 1608 time without written consent of the County Administrator.
 1609
 1610 18.616 Nepotism.
 1611
 1612 Members of immediate families shall not be hired or transferred into a position that would create a
 1613 direct or indirect superior-subordinate relationship. This policy does not include situations where
 1614 the superior-subordinate relationship would be incidental.
 1615
 1616 18.617 Outside Employment.
 1617
 1618 The County's policy on outside duties or employment shall be as follows: County employees may
 1619 engage in outside employment, unless such employment conflicts with or affects the performance
 1620 of their duties. Prior to engaging outside employment, the County employee must give written
 1621 assurance prescribed by the Human Resources Director that said employment does not violate
 1622 Section 18.602 of the Rock County Ordinance. This written assurance shall not be binding in any
 1623 management disciplinary decision.
 1624
 1625 18.618 Outside Services
 1626
 1627 All fees, gratuities, honorarium or any other form of compensation for outside services performed
 1628 during normal County work hours or while being paid by the County shall be turned over to the
 1629 County and any such activities for which said compensation is paid shall be reported to the
 1630 County Board Staff Committee. This subsection shall not be construed to apply to activities
 1631 performed after regular work hours, or while an employee is on a bona fide vacation, or taking a
 1632 floating or other holidays, or to part-time employees. Failure to comply with these
 1633 conditions shall be considered grounds for discipline up to and including immediate dismissal.
 1634
 1635 18.619 Payday
 1636
 1637 Employees shall be paid bi-weekly on alternate Fridays, except when those days fall on a
 1638 holiday in which case employees shall receive their pay on the day preceding the holiday. If an

- 1639 employee is on vacation or leave of absence, his/her pay shall be mailed to him/her upon
 1640 request. (See HR Policy and Procedures.)
 1641
- 1642 18.620 Pre-Employment Physicals.
 1643
 1644 New full-time and regular part-time employees may be required to pass a physical examination
 1645 before they are employed. Such exams shall measure the individual's physical capabilities in
 1646 terms of the job to be performed. When pre-employment physicals are required, they shall be
 1647 conducted by a licensed physician at the County's expense.
 1648
- 1649 18.621 Political Activity.
 1650
 1651 No Employees are is precluded from engaging in political activity ~~provided that such activity does~~
 1652 ~~not interfere with their normal work performance and or is not conducted during hours for which~~
 1653 ~~such the employee is being remunerated paid~~ by the County. Employees may not for actually
 1654 ~~performing his/her duties and does not involve the~~ not use of County equipment or property for
 1655 political purposes. Employees are specifically prohibited from using their County position or
 1656 their official authority with the County for the purpose of directly or indirectly coercing any
 1657 person to hold or contribute monetary or other types of assistance to any political candidate, party
 1658 or purpose.
 1659
- 1660 Under provisions of the federal Hatch Act, employees who are principally employed in an activity
 1661 which is financed in whole or in part by federal loans or grants cannot:
 1662
- 1663 (a) use his/her official authority or influence for the purpose of interfering
 1664 with or affecting the result of an election or nomination for office;
 1665
- 1666 (b) directly or indirectly coerce, attempt to coerce, command, or advise a state
 1667 or local officer or employee to pay, lend or contribute anything of value to a
 1668 party, committee, organization, agency or person for political purposes; or
 1669
- 1670 (c) be a candidate for partisan elective office.
 1671
- 1672 18.622 Professional Liability Insurance.
 1673
 1674 The County shall provide professional liability insurance for employees for performance of
 1675 their duties within the scope of their employment.
 1676
- 1677 18.623 Resignations.
 1678
 1679 Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and wishing
 1680 to leave Rock County employment shall submit a resignation in writing to their Department Head
 1681 at least two weeks in advance of their planned departure. Employees in positions in Pay Range 17
 1682 or higher, shall submit their resignation in writing at least four weeks in advance of their planned
 1683 departure (see Unilateral Pay Grid).
 1684
- 1685 Non-FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave Rock
 1686 County employment shall submit a resignation in writing to their Department Head at least two
 1687 weeks in advance of their planned departure. FLSA exempt employees shall submit their
 1688 resignation in writing at least four weeks in advance of their planned departure.
 1689
- 1690 Employees who do not give sufficient notice shall lose the vacation benefits they are accruing for
 1691 use after they reach their next anniversary date, unless such requirement is waived by the Human
 1692 Resources Director. It is expected that employees will give as much notice as possible in order to
 1693 facilitate recruitment and orientation of new staff members. A resignation, once accepted, may
 1694 not be rescinded.
 1695
- 1696 18.624 Safety.
 1697
 1698 Safety is very important to each employee and Rock County. Employees must conduct
 1699 themselves carefully at all times. All employees must act in a safe manner and practice good
 1700 safety procedures. Similarly, all work areas are to kept clean and free from debris, and tools and
 1701 equipment are to be kept clean and in good repair.
 1702
- 1703 The employer will comply with all applicable safety laws and regulations in order to provide a
 1704 safe and secure workplace for its employees and clients.
 1705

1706 Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an
 1707 employee's supervisor immediately for action. If the unsafe condition can be corrected
 1708 immediately as to avoid any additional hazard, then the employee should implement the
 1709 corrective action.

1710
 1711 Any employee who is injured or becomes ill while performing service related to his or her
 1712 employment must contact his or her supervisor immediately on the same day the injury or
 1713 illness occurs and report the incident. If necessary the employee should secure the necessary
 1714 medical attention on the job site to the extent practicable.

1715
 1716 The first report of injury form must be in filled out completely, usually the day of the incident,
 1717 if not as soon as possible.

1718
 1719 The employer has established the following protocols for evacuation of the premises. When
 1720 employees are advised to evacuate the building, the employees should:

- 1721
 1722
- Stop all work immediately.
 - Contact outside emergency response agencies, if needed.
 - Shut off all electrical equipment and machines, if possible.
 - Walk to the nearest exit, including emergency exit doors.
 - Exit quickly, but do not run. Do not stop for personal belongings.
 - Proceed, in an orderly fashion, to a parking lot near the building.
 - Do not re-enter the building until instructed to do so.
 - Employees must know the location of fire extinguishers, emergency exits and first aid kits.

1731
 1732 18.625 Telephone.

1733
 1734 As a condition of employment, Employees must have a telephone or a place of telephone
 1735 contact. Employees shall be requested to notify the Department Head of any change of name,
 1736 address, telephone number or contact place.

1737
 1738 18.626 Travel.

1739
 1740 The County shall reimburse employees for actual necessary and reasonable itemized travel costs
 1741 incurred while on official authorized County business. Commuting expenses between an
 1742 employee's residence and normal place of employment are not reimbursable. All travel must be
 1743 authorized by the Department Head in order to be eligible for reimbursement. Department Heads
 1744 shall inform the County Administrator of any out-of-County travel plans. There will be no
 1745 reimbursement for meals within the County, except as authorized by the Board Chair or Vice-
 1746 Chair. Employees shall receive mileage reimbursement at the IRS allowed rate for all authorized
 1747 travel in their personal automobile. Employees shall be required to complete an expense voucher
 1748 before reimbursement will be made. All automobile allowances in all County departments shall
 1749 be paid in a manner similar to that in which salaries are paid. Receipts are required for air, train,
 1750 bus or taxi travel, hotels or motels, meals, conference registration and all other items (except tolls)
 1751 in excess of five dollars. Clerical employees who are required to return to work to take minutes at
 1752 evening meetings shall be reimbursed for mileage to and from their residence. (This
 1753 reimbursement is taxable to the employee.)

1754
 1755 Meals Allowed While In Travel Status.

- 1756
 1757
- Breakfast - up to \$8.00 including tip, may be claimed when the employee is out of the County prior to 7:00 a.m. on county business
 - Lunch - up to \$10.00 including tip, may be claimed when the employee is out of the County between 11:00 a.m. and 2:00 p.m. on county business
 - Dinner - up to \$20.00 including tip, may be claimed when the employee is out of the County after 6:00 p.m. on county business

1758
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 1765
 1766 The above are maximums and it is not the intent that the employees should always spend the maximum allowed.

1767
 1768
 1769 Meals are allowed when an employee is on County business out of Rock County. An itemized receipt from the point of purchase showing the details for what was purchased shall be required for reimbursement for all meals ~~are~~ required. No reimbursement shall be authorized for alcoholic beverages.

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- The breakfast rate will be paid for meals prior to 10:30 a.m.
- The lunch rate will be paid for meals between 10:30 a.m. and 2:30 p.m.
- The dinner rate will be paid for meals after 2:30 p.m.

SECTION 7
PERFORMANCE EVALUATION

18.701 Policy.

The performance evaluation program is used to assess an employee's work effectiveness and to suggest constructive actions on how he/she may improve. Performance evaluation reports shall be considered in decisions affecting placement, salary advancement, overtime assignment, promotions, demotions, dismissal, order of layoff, re-employment, and training.

18.702 Administration.

Each employee shall be evaluated at the following periods:

(a) Probationary Period.

Each employee shall be evaluated midway through their Probationary Period and one month prior to the completion of the Probationary Period.

(b) Annual.

Each employee shall receive an annual performance evaluation close to his/her anniversary date, or at another specified time if the Department Head elects to evaluate members of a classification or the whole department together at one time.

(c) Special.

A special performance evaluation shall be completed:

- (1) whenever there is significant change in the employee's performance,
- (2) whenever a supervisor permanently leaves his/her position, in which case, the supervisor shall complete a performance report on each employee under his/her supervision that has not been evaluated within six months prior to the date the supervisor expects to leave

18.703 Rater.

The rater shall normally be the employee's immediate supervisor. The rater shall be responsible for completing a performance evaluation on forms prescribed by the Human Resources Director at the time prescribed for each employee under his/her supervision. The Human Resources Director, upon approval of the County Administrator, may also initiate rating procedures and mechanisms involving the Governing Committee, peers and/or subordinates.

The County Administrator shall be evaluated by the County Board Staff Committee.

18.704 Review of Performance Report.

Supervisors serving as raters shall review all performance reports with Department Heads before discussing the report with the employee and before the report is filed in the employee's personnel folder. If the rater plans to recommend the denial of an in-grade salary increment, the report shall be discussed with the Human Resources Director prior to review with the employee.

18.705 Human Resources Director.

The Human Resources Director shall be responsible for the overall administration of the employee performance evaluation programs and shall advise and assist employees, raters and Department Heads to ensure that performance evaluation procedures are handled according to the provisions of this Section.

1841

SECTION 8

1842

GRIEVANCE PROCEDURE

1843

18.801

Policy.

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This grievance procedure is intended to meet all of the requirements set out in Wisconsin Statute Section 66.0509 (1m) and passed into law as Act 10 by the 2011 Wisconsin Legislature.

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It is the policy of the County to treat all employees equitably and fairly in matters affecting their employment. Each employee of the County shall be provided ample opportunity to understand and resolve matters affecting employment, which the employee believes to be unjust. The presentation of a formal grievance shall be considered to be the right of each regular County employee without fear of reprisal. Nothing contained herein alters the "at-will" status of those employees.

1855

The County Administrator shall not have access to the grievance procedure.

1856

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1858

1859

Department Heads shall not have access to the grievance process based on Wisconsin Statutes Section 59.18 (2)(b).

1860

18.802

Definitions

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"Arbitrary and capricious" means a decision which was made on unreasonable grounds or without any proper consideration of circumstances.

1865

1866

1867

"Grievance" means a formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.

1868

1869

1870

"Employee discipline" shall include written reprimands, suspensions without pay, and demotions.

1871

1872

1873

"Termination" means a separation from employment, but does not include job loss resulting from a reduction in force.

1874

1875

1876

"Workplace safety" shall include violations of state and federal laws and regulations on health and safety.

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The following personnel actions shall not be subject to the grievance process: oral or written evaluations; counseling; job coaching; placing an employee on paid administrative leave pending an internal investigation; change in job assignments; voluntary quits; layoff or failure to return to work when recalled; retirement; job abandonment or failure to report to work; inability to perform job duties due to physical or medical limitations; and loss of required licensure, certification or other requirement necessary to perform the job.

1885

1886

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1888

"Preponderance of the evidence" means the greater weight of the evidence - superior evidentiary weight, that, though not sufficient to free the mind wholly from doubt, is still sufficient to incline a fair and impartial mind to one side of the issue rather than the other.

1889

18.803

Administration.

1890

1891

1892

1893

1894

The Human Resources Director shall supervise and administer the grievance process. Supervisors and Department Heads shall keep the Human Resources Director informed of all grievances in process.

1895

18.804

Filing a Grievance

1896

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1899

1900

This grievance procedure is available to all unilateral County employees (except Department Heads and elected County Officials), members of a bargaining unit that previously contained a grievance procedure, seasonal and temporary employees of the County.

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Limitations:

1. A grievance that may be brought by or on behalf of a law enforcement officer using the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this section.

- 1906 2. A grievance that may be brought by or on behalf of an employee under a grievance
1907 procedure that is contained in a collective bargaining agreement may not be brought under
1908 this section.
1909
- 1910 18.805 Discussion of Problems with Immediate Supervisor.
1911
1912 Any employee having a problem regarding his/her employment shall first discuss the problem
1913 with his/her immediate supervisor. If the problem is not settled to the employee's satisfaction and
1914 is a grievance according to Section 18.802, the employee may present his/her grievance according
1915 to Section 18.806.
1916
- 1917 18.806 Grievance Procedure.
1918
1919 A formal grievance of an employee shall be handled in accordance with the following procedure.
1920
- 1921 STEP 1. Supervisor.
1922
1923 The employee shall, within seven working days of the event giving rise to the grievance or within
1924 ten working days of the date he/she could reasonably be expected to have knowledge of the
1925 grievance, present his/her formal grievance in writing on the form designated by the County to
1926 his/her immediate supervisor unless the immediate supervisor is the subject matter of the
1927 grievance, in which case, the employee may immediately proceed to Step 2. If the Department
1928 Head is the subject matter of the grievance, the employee may immediately proceed to Step 3.
1929 The supervisor shall within three working days meet and discuss the grievance with the employee
1930 and then reply in writing within three working days.
1931
- 1932 STEP 2. Department Head.
1933
1934 In the event that the immediate supervisor's decision is not satisfactory to the employee or the
1935 immediate supervisor is the subject matter of the grievance, the employee may within seven
1936 working days, present the grievance in writing to his/her Department Head. The Department
1937 Head, or his/her designee, shall, within five working days, meet and discuss the grievance with the
1938 employee and then reply in writing within five working days.
1939
- 1940 STEP 3. Human Resources Director.
1941
1942 In the event that the Department Head's decision does not satisfy the employee's grievance or if
1943 the Department Head is the subject matter of the grievance, the employee may, within seven
1944 working days, present the grievance in writing to the Human Resources Director. The Human
1945 Resources Director shall arrange to meet within ten working days of receipt of the grievance with
1946 the employee, his/her representative, if any, and any other person the Human Resources Director
1947 deems necessary. If, in the judgment of the Human Resources Director, a hearing is necessary to
1948 ascertain the facts surrounding the dispute, one shall be scheduled as soon as practicable. After
1949 the hearing, the Human Resources Director shall respond to the grievance in writing to the
1950 employee within five working days.
1951
- 1952 By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2 and 3
1953 may be extended.
1954
- 1955 STEP 4. Impartial Hearing Examiner.
1956
1957 In the event the decision of the Human Resources Director does not resolve the grievance, the
1958 employee may, within seven working days, request a hearing before an impartial hearing examiner
1959 and pay the filing fee (if one is established) by the County Board.
1960
- 1961 a. The Human Resources Director shall upon receipt of a written hearing request, provide the
1962 employee with a list of hearing examiners. ~~The employee may, within 10 calendar days~~
1963 ~~rank the hearing examiners in order of preference and return the list to the HR Director the~~
1964 ~~name of a hearing examiner.~~
1965
- 1966 b. The HR Director will contact the hearing examiners in order of the employee's preference
1967 and schedule a hearing. ~~If the employee does not return the list or rank the hearing~~
1968 ~~examiners, the HR Director may select one from the list.~~
1969
- 1970 c. The hearing examiner shall be impartial and may not have any prior knowledge of the
1971 grievance.
1972

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- d. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and filing fee. The hearing examiner may reschedule the hearing with permission of both parties.
 - e. The hearing examiner, with the consent of both parties, may use his/her best efforts to mediate the grievance.
 - f. The employee has a right to be represented at the hearing (at the employee's expense) by a person of the employee's choosing.
 - g. The County has the burden of proof in a reprimand, suspension or termination grievance to show that its actions were not arbitrary or capricious. The employee has the burden of proof in a workplace safety grievance.
 - h. The standard required of the party with the burden of proof in all cases is a preponderance of the evidence.
 - i. The hearing shall be recorded by a court reporter, who will make a record of the proceedings, and the costs will be shared equally by the parties.
 - j. Formal rules of civil procedure will not be followed.
 - k. Both parties may introduce exhibits and present witnesses. Witnesses shall be sworn to tell the truth.
 - l. The hearing examiner shall provide a written decision within thirty (30) calendar days following the close of the record. The written decision should include a case caption; the parties and appearances; a statement of the issues, findings of fact; any necessary conclusions of law; the final decision and order; and any other information the hearing examiner deems appropriate.
 - m. The hearing examiner shall have the power to sustain or deny the grievance. He or she shall have the power to order only the following remedies: withdrawal of a written reprimand, reduction of suspension, transfer to original position from demoted position, reinstatement with or without some or all back pay. The hearing examiner may recommend other remedies, however, all other remedial authority shall be subject to the determination and approval of the County Board, and shall be addressed by the County Board in the event the grievance is sustained.
- STEP 5. County Board.
- An employee or the County, within ten (10) calendar days of receipt of the hearing examiner's decision, may appeal the decision to the County Board by filing a written notice of appeal with the County Clerk.
- a. The written notice of appeal must contain: (1) a statement explaining the reason for the appeal, (2) a copy of the written grievance filed with the County, (3) the county's response to the grievance, and (4) a copy of the hearing examiner's decision. The notice of appeal may not contain any information that was not admitted into evidence at the hearing.
 - b. The appeal will be placed on the agenda for a County Board meeting that is held at no longer than 60 calendar days after the County Clerk receives a written notice of appeal. The appeal will be noticed for consideration in closed session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal, licensing, or suspension of a public employee. The County Clerk will provide a copy of the meeting notice to the employee, and the employee may request that an open session be held.
 - c. The employee has the right to representation by a person of the employee's choosing and at the employee's request. The employee and the employee's representative may attend the closed session.
 - d. The employee or the employee's representative and a representative of the County may address the County Board for an equal period to be determined by the County Board Chair. The appealing party will go first and may reserve a part of his/her time for rebuttal. The responding party will go second. The appealing party may present a rebuttal, if he/she has reserved any time and not used it.

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- e. The employee and the employee's representative, and the person speaking on behalf of the County, will be excluded from any closed session during the county board's discussion or deliberation.
 - f. The County Board's consideration of the appeal will be limited to a review of the impartial hearing examiners written decision, the appealing party's reason(s) as to why the decision is wrong, and the response by the other party along with any oral presentations made by the parties.
 - g. Should the County Board Chair become aware of some relevant piece of information that could have had a significant impact on the decision of the impartial hearing examiner, that neither party was aware of, or could have been expected to be aware of, prior to the impartial hearing officer's decision, the County Board Chair, with the advice of the Corporation Counsel, may take whatever action he/she deems appropriate so as not to disadvantage either party, and report such action to the County Board.
 - h. The County Board shall give due deference to the decision and recommendation of the Impartial Hearing Officer and his/her decision shall not be overturned unless the Board finds by a simple majority vote that: (1) the hearing was not conducted fairly, (2) there was fraud or corruption on the part of the hearing examiner, or (3) the hearing examiner made an error in fact or law.
 - i. In the event the County Board does not sustain the Impartial Hearing Officer's decision, then the Board may render a new decision and remedy, or take other action as appropriate.
 - j. The County Board Chair shall prepare and sign a written determination reflecting the County Board decision. The County Board Chair may enlist the assistance of the Corporation Counsel in preparing the determination. A copy of the determination will be provided to the employee within 10 calendar days following the County Board's decision.
 - k. The County Board's decision is final and may not be appealed.

2075 18.807 Grievances of Termination.

2076 All grievances regarding termination shall be initiated at the third step of the grievance procedure.
2077
2078

2079 **SECTION 9**

2080 **TRANSACTIONS AND RECORDS MANAGEMENT**

2081 18.901 Policy.

2082 The development and maintenance of an effective personnel transaction procedure and personnel
2083 records management system is essential to a sound personnel program. All appointments,
2084 separations, and other personnel transactions shall be made on forms designated by the Human
2085 Resources Director. The primary purpose of these systems and procedures shall be to:
2086
2087
2088

- 2089 (a) Establish and maintain clear lines of authority for the processing of personnel transactions
2090 and management of personnel records.
2091
2092 (b) Establish and maintain uniform, easily accessible and complete employment records of all
2093 County employees and employee transactions.
2094

2095 The Payroll Unit shall convert data from personnel transactions to payroll records and shall
2096 maintain cumulative records of vacation, overtime, sick leave, and payroll deductions. Payroll
2097 records and data shall be developed in cooperation with the Human Resources Director and
2098 Finance Director to provide current and meaningful personnel and position information, sum-
2099 maries and statistics.
2100

2101 All employees shall be responsible for notifying their supervisor of any changes, which affect
2102 their personal status.
2103

2104 18.902 Public Inspection.

2105 Information as to the name, class title and salary of employees and former employees is available
2106 for public inspection at times in accordance with procedures prescribed by the Human Resources
2107

2108 Director. Other information shall be considered confidential and shall be available as authorized
 2109 by State and federal law.
 2110
 2111 18.903 Destruction Of Records.
 2112
 2113 Employee service records shall be kept for seven years. Applications and examinations may be
 2114 destroyed after two years.
 2115
 2116 18.904 Reports.
 2117
 2118 The Human Resources Director shall provide the Board and the County Board Staff Committee
 2119 with reports and information relating to personnel actions upon request or as may be appropriate.
 2120
 2121 **SECTION 10**
 2122 **DEFINITIONS**
 2123 18.1001 Accrued benefits.
 2124
 2125 This refers to vacation benefits that the employees are accumulating which they will only be able
 2126 to use once they reach their next anniversary date.
 2127
 2128 18.1002 Administrative Personnel.
 2129
 2130 Administrative employees act as an advisor, limited function department head, or a specialist in a
 2131 management or supportive service who meet all the following criteria:
 2132
 2133 (a) A primary duty of the employee includes the performance of office or non-manual work
 2134 directly related to the management or general business operations of the County or its
 2135 citizens.
 2136
 2137 (b) A primary duty of the employee includes the exercise of discretion and independent
 2138 judgment with respect to matters of significance.
 2139
 2140 18.1003 Allocation.
 2141
 2142 The assignment of a position to a pay range.
 2143
 2144 18.1004 Anniversary Date.
 2145
 2146 The date an employee begins County employment. The anniversary date may be modified by
 2147 subsequent personnel actions -- leave of absence and layoff.
 2148
 2149 18.1005 Appointing Authority.
 2150
 2151 A County official who has the authority to appoint and remove individuals to and from positions
 2152 in the County service.
 2153
 2154 18.1006 Board.
 2155
 2156 The Rock County Board of Supervisors.
 2157
 2158 18.1007 Class.
 2159
 2160 One or more positions which are substantially alike in duties and responsibilities to warrant using
 2161 the same title, similar qualifications, selection procedures and the same pay range.
 2162
 2163 18.1008 Class Description.
 2164
 2165 A written description of a class containing the class title, a general statement of the duties and
 2166 responsibilities, examples of duties performed, and minimum qualifications required.
 2167
 2168 18.1009 Class Title.
 2169
 2170 The official designation or name of the class as stated in the class description. The class title shall
 2171 be used on all personnel records and other official personnel actions.

| | | |
|------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2172 | | |
| 2173 | 18.1010 | <u>Classification Plan.</u> |
| 2174 | | |
| 2175 | | The sum total of all job class descriptions in the County service and a system showing salary and classification relationships. |
| 2176 | | |
| 2177 | | |
| 2178 | <u>18.1011</u> | <u>County Administrator.</u> |
| 2179 | | |
| 2180 | | The person hired by the Rock County Board of Supervisors as the chief administrative officer for the County. |
| 2181 | | |
| 2182 | | |
| 2183 | 18.1012 | <u>Demotion.</u> |
| 2184 | | |
| 2185 | | The assignment of an employee from one class to another class with a lower pay range. |
| 2186 | | |
| 2187 | | |
| 2188 | 18.1013 | <u>Department Head.</u> |
| 2189 | | |
| 2190 | | A County official with the responsibility for the operation of a County department. |
| 2191 | | |
| 2192 | | |
| 2193 | 18.1014 | <u>Disciplinary Action.</u> |
| 2194 | | |
| 2195 | | The action taken to discipline an employee, including: written reprimand, suspension without pay, demotion, and discharge. |
| 2196 | | |
| 2197 | | |
| 2198 | 18.1015 | <u>Earned Benefit</u> |
| 2199 | | |
| 2200 | | <u>Those benefits that employees have on the books which are currently available to use (ie. vacation after reaching an anniversary date, sick leave earned a day a month, etc.).</u> |
| 2201 | | |
| 2202 | | |
| 2203 | 18.1016 | <u>Eligible Candidate.</u> |
| 2204 | | |
| 2205 | | A person certified by the Human Resources Director as meeting the training and experience requirements and as successfully completing all parts of the selection process when formal selection devices are used. |
| 2206 | | |
| 2207 | | |
| 2208 | | |
| 2209 | 18.1017 | <u>Eligibility List.</u> |
| 2210 | | |
| 2211 | | A list of Eligible Candidates to fill positions in a particular job class. |
| 2212 | | |
| 2213 | 18.1018 | <u>Employee.</u> |
| 2214 | | |
| 2215 | | An individual who is employed by the County and is paid in part or in whole through the County payroll. |
| 2216 | | |
| 2217 | | |
| 2218 | 18.1019 | <u>Entrance Pay Rate.</u> |
| 2219 | | |
| 2220 | | The rate of pay a newly hired employee is assigned at commencement of employment. |
| 2221 | | |
| 2222 | 18.1020 | <u>Executive Personnel.</u> |
| 2223 | | |
| 2224 | | An executive employee is an administrator who meets all of the following criteria: |
| 2225 | | |
| 2226 | | (a) The employee's primary duty consists of management of the County or a customarily recognized department or division of the County. |
| 2227 | | |
| 2228 | | |
| 2229 | | (b) The employee customarily and regularly directs the work of two or more other employees. |
| 2230 | | |
| 2231 | | (c) The employee has the authority to hire or fire other employees, or their recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees is given particular weight. |
| 2232 | | |
| 2233 | | |
| 2234 | | |
| 2235 | 18.1021 | <u>Flexible Time.</u> |
| 2236 | | |
| 2237 | | Time off allowed at the discretion of the Department Head, in recognition of excess hours worked by an FLSA exempt employee not receiving overtime, consistent with HR Policy and Procedures. |
| 2238 | | |

| | | |
|------|---------|------------------------------------------------------------------------------------------------------|
| 2239 | | |
| 2240 | 18.1022 | <u>Full Time Equivalent (FTE)</u> |
| 2241 | | |
| 2242 | | A way to measure the amount of time a person assigned to a county position is scheduled to |
| 2243 | | work. An FTE of 1.0 means that the position is equivalent to a full-time position, while an FTE |
| 2244 | | of 0.5 means that the position is only half-time. FTE is measured in tenths from 0.1 to 1.0. |
| 2245 | | |
| 2246 | 18.1023 | <u>Grievance.</u> |
| 2247 | | |
| 2248 | | A formal complaint by an employee concerning: employee discipline, employee termination, |
| 2249 | | or workplace safety. |
| 2250 | | |
| 2251 | 18.1024 | <u>Human Resources Director.</u> |
| 2252 | | |
| 2253 | | The Director of the Rock County Human Resources Department and the person responsible for |
| 2254 | | implementing all county personnel policies and procedures. |
| 2255 | | |
| 2256 | 18.1025 | <u>Immediate Family.</u> |
| 2257 | | |
| 2258 | | Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law |
| 2259 | | (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother), |
| 2260 | | brother-in-law (the brother of one's spouse or the husband of one's sister, or the husband of one's |
| 2261 | | spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, domestic |
| 2262 | | partner (as defined by the state of Wisconsin), aunt (the sister of one's father or mother, or the |
| 2263 | | wife of one's uncle), uncle (the brother of one's father or mother, or the husband of one's aunt), |
| 2264 | | niece, and nephew. <u>Immediate family shall not include former "in-laws" after a divorce.</u> |
| 2265 | | |
| 2266 | 18.1026 | <u>In- Range Increment.</u> |
| 2267 | | |
| 2268 | | A pay step within a pay range. |
| 2269 | | |
| 2270 | 18.1027 | <u>Layoff.</u> |
| 2271 | | |
| 2272 | | The involuntary separation of an employee because of lack of work, lack of funds, or the |
| 2273 | | abolishment of a position. |
| 2274 | | |
| 2275 | 18.1028 | <u>Limited Term Employee (LTE).</u> |
| 2276 | | |
| 2277 | | An employee who meets the qualifications to perform a job, who is hired to perform that job for a |
| 2278 | | determinant amount of time with a specific ending date at the time of hire. LTEs may be eligible |
| 2279 | | for benefits. |
| 2280 | | |
| 2281 | 18.1029 | <u>Part-time Employees.</u> |
| 2282 | | |
| 2283 | | Employees shall be considered part-time when they are normally scheduled to work less than 40 |
| 2284 | | hours per calendar week, or on a regular 5-2/5-3 work rotation on a 15 day work cycle. |
| 2285 | | |
| 2286 | 18.1030 | <u>Pay Plan.</u> |
| 2287 | | |
| 2288 | | A schedule of pay ranges for all classes of positions in the County that are not covered by a |
| 2289 | | Collective Bargaining Agreement. |
| 2290 | | |
| 2291 | 18.1031 | <u>Pay Range.</u> |
| 2292 | | |
| 2293 | | A salary range to which positions are assigned, consisting of a minimum wage rate, designated as |
| 2294 | | "Step 1," and multiple additional steps, culminating in a maximum wage rate. All positions shall |
| 2295 | | be compensated at one of the steps contained in the pay range to which the position is assigned. |
| 2296 | | |
| 2297 | 18.1032 | <u>Position.</u> |
| 2298 | | |
| 2299 | | A grouping of duties and responsibilities to be performed by an employee. A position may be |
| 2300 | | filled or vacant, full-time or part-time, regular or temporary. |
| 2301 | | |
| 2302 | 18.1033 | <u>Position Description.</u> |
| 2303 | | |
| 2304 | | A written document that describes the individual employee's duties and responsibilities and is |
| 2305 | | specific to that position. |

| | | |
|------|---------|------------------------------------------------------------------------------------------------------|
| 2306 | | |
| 2307 | 18.1034 | <u>Probationary Employee.</u> |
| 2308 | | |
| 2309 | | A person who has been properly appointed to a regular Rock County position and who is serving |
| 2310 | | in his/her Trial Period to determine if he/she can do the job. |
| 2311 | | |
| 2312 | 18.1035 | <u>Probationary Period.</u> |
| 2313 | | |
| 2314 | | The probationary period is a try out time for the employee. It is also used for determination of |
| 2315 | | certain benefits. |
| 2316 | | |
| 2317 | 18.1036 | <u>Promotion.</u> |
| 2318 | | |
| 2319 | | The assignment of an employee from one class to another class with a higher pay range. |
| 2320 | | |
| 2321 | 18.1037 | <u>Reallocation.</u> |
| 2322 | | |
| 2323 | | The re-assignment of a position from one pay range to another to correct an error in the original |
| 2324 | | assignment or, to reflect changing labor market conditions, or to reflect significant changes over a |
| 2325 | | period of time in the duties and the responsibilities of the position (eg. moving the Medical |
| 2326 | | Record Manager position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The |
| 2327 | | incumbent in the position shall move with the position. |
| 2328 | | |
| 2329 | 18.1038 | <u>Reclassification.</u> |
| 2330 | | |
| 2331 | | The re-assignment of a position an individual from one existing class to another class to recognize |
| 2332 | | a change in the duties and responsibilities of a position or to correct an error in the original |
| 2333 | | assignment. (eg. a position is currently assigned as a Planner III and is reclassified to a Senior |
| 2334 | | Planner). The incumbent in the position shall move with the position if they are qualified for the |
| 2335 | | position. |
| 2336 | 18.1039 | <u>Regular Appointment.</u> |
| 2337 | | |
| 2338 | | An assignment of an eligible candidate to a budgeted County position. |
| 2339 | | |
| 2340 | 18.1040 | <u>Regular Employee.</u> |
| 2341 | | |
| 2342 | | A person who has been properly appointed to a regular Rock County position and has successfully |
| 2343 | | completed the Probationary Period. |
| 2344 | | |
| 2345 | 18.1041 | <u>Reinstatement.</u> |
| 2346 | | |
| 2347 | | To restore or be placed back into a former or substantially equivalent position. |
| 2348 | | |
| 2349 | 18.1042 | <u>Retiree.</u> |
| 2350 | | |
| 2351 | | An employee who terminates employment with the County to immediately and actively draw an |
| 2352 | | annuity from the Wisconsin Retirement System (WRS). |
| 2353 | | |
| 2354 | 18.1043 | <u>Seasonal Employee.</u> |
| 2355 | | |
| 2356 | | An employee who is hired for a limited term, which cannot cumulatively exceed a period of six |
| 2357 | | months in a calendar year. Seasonal Employees are not eligible to receive fringe benefits other |
| 2358 | | than Wisconsin Retirement if anticipated to work enough hours in a year to qualify for Wisconsin |
| 2359 | | Retirement System coverage. |
| 2360 | | |
| 2361 | 18.1044 | <u>Selection Device.</u> |
| 2362 | | |
| 2363 | | A formal measurement device used to evaluate and/or rank applicants for County positions. |
| 2364 | | |
| 2365 | 18.1045 | <u>Seniority.</u> |
| 2366 | | |
| 2367 | | Seniority is continuous length of service as a County employee. Seniority shall, upon completion |
| 2368 | | of the Probationary Period, begin with the original date of continuous employment subject to the |
| 2369 | | conditions of 18.1003(a)(4). Seniority shall be used to determine accrual of vacation and sick |
| 2370 | | leave. |
| 2371 | | |
| 2372 | 18.1046 | <u>Supervisor.</u> |
| 2373 | | |

| | | |
|------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2374 | | The person responsible for the assignment, direction and evaluation of the work of another employee, usually a full-time County employee. |
| 2375 | | |
| 2376 | | |
| 2377 | 18.1047 | <u>Temporary Appointment.</u> |
| 2378 | | |
| 2379 | | An appointment of an individual who meets the qualifications for a position appointed to fill that position for an unspecified term. Temporary Appointees may be eligible for fringe benefits. |
| 2380 | | |
| 2381 | | |
| 2382 | 18.1048 | <u>Termination.</u> |
| 2383 | | |
| 2384 | | The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, resignation, retirement or death. |
| 2385 | | |
| 2386 | | |
| 2387 | 18.1049 | <u>Transfer.</u> |
| 2388 | | |
| 2389 | | The assignment of an employee from one position to another in the same class or to a class with the same pay range. |
| 2390 | | |
| 2391 | | |
| 2392 | 18.1050 | <u>Travel Status.</u> |
| 2393 | | |
| 2394 | | An employee shall be considered to be in "travel status" when he or she is on county business outside of the County either for an entire day (before 7:00 a.m. and after 6:00 p.m.); or for part of a day before 7:00 a.m.; after 6:00 p.m.; and/or between the hours of 11:00 a.m. and 2:00 p.m. |
| 2395 | | |
| 2396 | | |
| 2397 | | |
| 2398 | 18.1051 | <u>Underslotting.</u> |
| 2399 | | |
| 2400 | | The filling of a vacant position at a lower classification. |
| 2401 | | |
| 2402 | 18.1052 | <u>Unilateral Employees</u> |
| 2403 | | |
| 2404 | | Those County employees who are not covered by a collective bargaining agreement, excluding the County Elected Officials and the County Administrator. The Unilaterals are divided into three groups for purposes of overtime and vacation: |
| 2405 | | |
| 2406 | | |
| 2407 | | |
| 2408 | | • <u>Unilateral A's are "Non-Exempt". This means that they are subject to the requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law that requires, among other things, that employees who work more than 40 hours in a week get paid time and one-half for any overtime hours.</u> |
| 2409 | | |
| 2410 | | |
| 2411 | | |
| 2412 | | |
| 2413 | | • <u>Unilateral B's are "Exempt" from provisions of the FLSA due to the nature of their position. However, the County has chosen to pay them straight time overtime after 40 hours a week even though the County is not required to do this by federal law.</u> |
| 2414 | | |
| 2415 | | |
| 2416 | | |
| 2417 | | • <u>Unilateral C's are "Exempt" from provisions of the FLSA due to the nature of their position. Employees in these positions do not receive any form of overtime but are allowed to "flex" their time in accordance with HR Policy and Procedure.</u> |
| 2418 | | |
| 2419 | | |
| 2420 | | |
| 2421 | 18.1053 | <u>Upgrade.</u> |
| 2422 | | |
| 2423 | | <u>The re-assignment of a position from one existing class to a current or newly created class to recognize a change in the duties and responsibilities of a position. When a position is upgraded, an open recruitment shall be conducted to fill the position. (eg. HR Secretary to HR Office Coordinator).</u> |
| 2424 | | |
| 2425 | | |
| 2426 | | |
| 2427 | | |
| 2428 | | <u>The result of a re-evaluation of the duties of a position that indicates that a higher level of skills or duties are required to perform the duties of a classification or position.</u> |
| 2429 | | |
| 2430 | | |
| 2431 | 18.1054 | <u>Work Schedule.</u> |
| 2432 | | |
| 2433 | | The standard work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m. with a one-hour lunch period. All full-time employees are expected to work at least 40 hours per week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise. |
| 2434 | | |
| 2435 | | |
| 2436 | | |
| 2437 | | |

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

Page 38

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

/S/J. Russell Podzilni
J. Russell Podzilni, Chair

/S/Sandra Kraft
Sandra Kraft, Vice Chair

Absent
Eva Arnold

/S/Henry Brill
Henry Brill

/S/Betty Jo Bussie
Betty Jo Bussie

/S/Marilynn Jensen
Marilynn Jensen

/S/Mary Mawhinney
Mary Mawhinney

/S/Louis Peer
Louis Peer

/S/Kurtis Yankee
Kurtis Yankee

LEGAL NTOE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.03 and 59.22, Wis. Stats.


Jeffrey Kuglitsch
Corporation Counsel

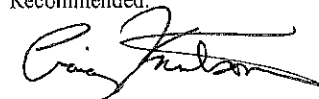
FISCAL NOTE:

Minimal fiscal impact.


Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Capt. Gary L. Groelle
DRAFTED BY

Public Safety and Justice
Committee
SUBMITTED BY

November 1, 2012
DATE DRAFTED

**AUTHORIZING ACCEPTANCE OF
2013 HIGHWAY SAFETY PROJECT GRANTS**

1 WHEREAS, the Wisconsin Department of Transportation, Bureau of Transportation Safety, makes
2 Federal Highway Safety funds available to local law enforcement agencies for various traffic safety
3 programs; and,
4

5 WHEREAS, these funds are earmarked to allow law enforcement agencies to provide additional traffic
6 enforcement patrols directed at improving traffic safety by speed enforcement, alcohol enforcement, and
7 seatbelt enforcement, thus reducing hazardous motorist behavior on roadways with a high incidence of
8 injury or fatal accidents; and,
9

10 WHEREAS, the Rock County Sheriff's Office is eligible to receive a grant of \$90,000 to participate in
11 these programs; and,
12

13 WHEREAS, grant funds in the amount of \$80,002 will be used for overtime wages and related benefits;
14 and,
15

16 WHEREAS, grant funds in the amount of \$9,998 will be used to purchase in-squad video cameras with
17 accessories; and,
18

19 WHEREAS, these grants require a local match of 25%; and,
20

21 WHEREAS, the match may be an in-kind match or a hard match.
22

23 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors assembled this
24 ____ day of _____ 2012, that the Rock County Sheriff is authorized to accept funds under the
25 Highway Safety Project Grants; and,
26

27 BE IT FURTHER RESOLVED, that the 2012 budget be amended as follows:
28

| <u>Account Description</u> | <u>Budget at</u> | <u>Amount</u> | <u>Amended</u> |
|-------------------------------|------------------|--------------------|----------------|
| <u>Account Number</u> | <u>01/01/12</u> | <u>Incr (Decr)</u> | <u>Budget</u> |
| <u>Source of Funds</u> | | | |
| Federal Aid | | | |
| 21-2120-2013-42100 | \$0 | \$ 90,000 | \$ 90,000 |
| <u>Use of Funds</u> | | | |
| Overtime Wages | | | |
| 21-2120-2013-61210 | \$0 | \$ 80,002 | \$ 80,002 |
| Capital Assets - \$1,000/More | | | |
| 21-2120-2013-67171 | \$0 | \$ 9,998 | \$ 9,998 |

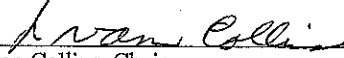
12-11D-163

AUTHORIZING ACCEPTANCE OF 2013 HIGHWAY SAFETY PROJECT GRANTS

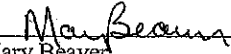
Page 2

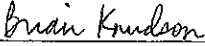
Respectfully submitted,

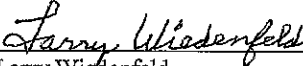
Public Safety and Justice Committee


Ivan Collins, Chair


Henry Brill, Vice Chair


Mary Beaver


Brian Knudson


Larry Wiedenfeld

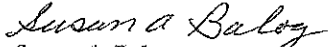
Finance Committee Endorsement

Reviewed and approved on a vote
of _____

Mary Mawhinney, Chair

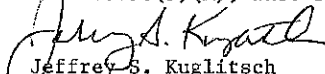
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$90,000 in Federal Aid for the Sheriff Highway Safety Program. Sufficient funding is included in the Sheriff's 2012 and 2013 budgets for the 25% safety grant matching funds.


Susan A Balog
Sr. Accountant/Assistant to Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(A), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knudson
County Administrator

**Executive Summary
Authorizing Acceptance of
2013 Highway Safety Project Grants**

The Wisconsin Department of Transportation, Bureau of Transportation Safety, makes funds available each year to various local law enforcement agencies for highway safety programs. The intent of this program is to provide additional traffic enforcement patrols directed at improving traffic safety by speed enforcement, alcohol enforcement, and seatbelt enforcement, thus reducing hazardous motorist behavior on roadways with a high incidence of injury or fatal accidents.

In Wisconsin, during 2011, speed-related crashes were listed as a contributing factor in 16.3% of all crashes, and almost 27.1% of all fatal crashes. One hundred sixty people died in these crashes.

In Wisconsin, during 2011, alcohol was listed as a contributing factor in 4.7% of all crashes. Thirty-two percent of all vehicle crash fatalities in 2011 were alcohol-related, resulting in 183 deaths.

In 2011, 52% of persons killed and 25% of persons sustaining incapacitating injuries in Wisconsin crashes were not wearing safety belts. Many of these people were ejected from their vehicle. It has been estimated that safety belt use by motor vehicle occupants in Wisconsin prevents more than 200 traffic related fatalities and more than 8,000 serious injuries annually.

The 2013 grants are for \$90,000. Grant funds in the amount of \$80,002 will be used for wages and related benefits. Grant funds in the amount of \$9,998 will be used to purchase in-squad video cameras with accessories.

A local match of 25% (\$22,500) is required. The match may be an in-kind (soft) match or a hard match.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Robert D. Spoden, Sheriff
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

October 31, 2012
DATE DRAFTED

**Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds –
TLO and Lexipol**

- 1 **WHEREAS**, federal law authorizes the Attorney General to share federally forfeited property with
- 2 participating state and local law enforcement agencies through the Department of Justice Asset Forfeiture
- 3 Program; and,
- 4
- 5 **WHEREAS**, equitably shared funds are required to be used by law enforcement agencies for law
- 6 enforcement purposes only; and,
- 7
- 8 **WHEREAS**, the intent of the transfer is to enhance law enforcement, and it must increase, not supplant
- 9 the recipient's appropriated operating budget; and,
- 10
- 11 **WHEREAS**, for their participation in the program, the Sheriff's Office received funds in the amount of
- 12 \$6,003; and,
- 13
- 14 **WHEREAS**, the Sheriff's Office plans to use the funds to subscribe to TLO Systems and to Lexipol
- 15 Services.

16
17 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
18 this _____ day of _____, 2012 that the 2012 budget be amended as follows:
19

| <u>Account/Description</u> | <u>Budget</u> <u>10/01/12</u> | <u>Increase</u> <u>(Decrease)</u> | <u>Amended</u> <u>Budget</u> |
|----------------------------|----------------------------------|--------------------------------------|---------------------------------|
| Source of Funds | | | |
| 21-2195-0000-46000 | | | |
| Contributions | \$142,439.00 | \$6,003.00 | \$148,442.00 |
| Use of Funds | | | |
| 21-2195-0000-62491 | | | |
| Software Maintenance | \$0.00 | \$6,003.00 | \$6,003.00 |

Respectfully submitted,

Public Safety and Justice Committee

Finance Committee Endorsement
Reviewed and approved on a vote of

Ivan Collins
Ivan Collins, Chair

Mary Mawhinney, Chair

Henry Brill
Henry Brill

Mary Beaver
Mary Beaver

Brian Knudson
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

12-11D-164

Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds – TLO and Lexipol

Page 2

FISCAL NOTE:

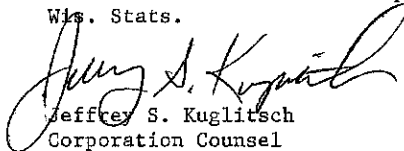
This resolution authorizes a transfer in from the Sheriff's Trust Account, FBI forfeitures, 00-0000-0070-29637, which has a current balance of \$56,758.62.



Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary

Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds – TLO and Lexipol

The Department of Justice Asset Forfeiture Program is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations and deprives wrongdoers of the proceeds of their crimes. Federal law authorizes the Attorney General to share federally forfeited property with participating state and local law enforcement agencies.

Equitably shared funds are required to be used by law enforcement agencies for law enforcement purposes only. The intent of the transfer is to enhance law enforcement. It must increase, not supplant the recipient's appropriated operating budget.

For their participation in the program, the Sheriff's Office received funds in the amount of \$6,003. The Sheriff's Office plans to use the funds to subscribe to TLO Systems and Lexipol Services.

TLO Systems: TLO Systems is an online database of public and proprietary records that provides information about people, businesses, assets, and locations.

As this system is web based, it is not computer specific, and it can be used by all sworn members of the Sheriff's Office via any device with Internet access. This includes laptops and cellular phones. The TLO system is assisting over 100,000 law enforcement officers across the country and is not only utilized for criminal investigations, but is also useful when conducting background investigations for employment.

Lexipol Services: Lexipol is America's leading provider of risk management policies and resources for law enforcement organizations, delivering their services through a unique, web-based development system. Lexipol offers state-specific policy manuals that are integrated with scenario-based daily training on high-risk, low-frequency events.

Contracting with this service will allow the Sheriff's Office to update all critical policies, ensuring that they are current and in compliance with recent case law and best practices. This program is considered so effective in reducing liability that the insurance provider for the Sheriff's Office, Wisconsin Municipal Mutual Insurance Company (WMMIC), has agreed to pay one half of the cost of bringing this program into our agency.

| | | |
|------------------|------------------------------|----------------|
| TLO Systems | 14 months at \$110 per month | \$1,540 |
| Lexipol Services | \$4,463 annually | <u>\$4,463</u> |
| Total | | \$6,003 |

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development Agency
INITIATED BY



Paul Benjamin
DRAFTED BY

Planning & Development Agency
SUBMITTED BY

October 31, 2012
DATE DRAFTED

**AUHORIZING RECEIPT OF ADDITIONAL FUNDING FOR THE WISCONSIN
DEPARTMENT OF NATURAL RESOURCES GRANT FOR БЕЛОIT AREA
SEWER SERVICE AREA PLANNING, AND AMENDING THE 2012 PLANNING
AND DEVELOPMENT AGENCY BUDGET**

- 1 **WHEREAS**, the Wisconsin Department of Natural Resources (DNR) makes funding available to
- 2 regional planning councils and county planning agencies throughout the state for Metropolitan Sewer
- 3 Service Area planning; and,
- 4
- 5 **WHEREAS**, on March 26, 2012, the Rock County Planning, Economic & Community Development
- 6 Agency received a letter from DNR that contained an agreement to provide \$10,000 for sewer service
- 7 area planning in the Beloit area in 2012; and,
- 8
- 9 **WHEREAS**, the grant agreement shall commence upon its signing by both parties and continue until
- 10 December 30, 2012 and grantee may claim eligible costs for reimbursement for work conducted between
- 11 January 1, 2012 and the end of the grant agreement; and,
- 12
- 13 **WHEREAS**, DNR has recently offered an additional \$5,000 in an amendment to the contract with Rock
- 14 County; and,
- 15
- 16 **WHEREAS**, the last update of the Beloit Area Sewer Service Area Plan was in 1998, and it does not
- 17 serve current planning needs; and,
- 18
- 19 **WHEREAS**, representatives from the Towns of Turtle, Beloit, and Rock, and the City of Beloit have
- 20 agreed to send representatives to a Technical Advisory Committee that will oversee the planning process,
- 21
- 22 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 23 assembled this _____ day of _____, 2012, does hereby authorize Rock County Planning
- 24 and Development Agency to accept the 2012 amended DNR funding for Beloit Area Sewer Service
- 25 Area planning; and,
- 26
- 27 **BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors authorizes the County
- 28 Board Chair to sign, on behalf of Rock County, the respective Grant Agreement with the State of
- 29 Wisconsin Department of Natural Resources; and,
- 30
- 31 **BE IT FURTHER RESOLVED**, that the 2012 County Budget be amended as follows:
- 32

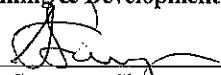
| <u>Account Description</u> | <u>Budget at</u> | <u>Increase</u> | <u>Amended</u> |
|----------------------------------------------|------------------|-----------------|----------------|
| <u>Source of Funds</u> | <u>1/1/2012</u> | <u>Decrease</u> | <u>Budget</u> |
| 64-6407-2012-42100 Federal Aid | \$ 5,000 | \$ 0 | \$ 5,000 |
| 64-6407-2012-42200 State Aid | \$ 5,000 | \$ 5,000 | \$ 10,000 |
| <u>Use of Funds</u> | | | |
| 64-6407-2012-63100 Administrative Expense | \$ 10,000 | \$ 5,000 | \$ 15,000 |

12-11D-165

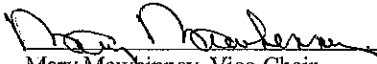
AUHORIZING RECEIPT OF ADDITIONAL FUNDING FOR THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES GRANT FOR BELOIT AREA SEWER SERVICE AREA PLANNING, AND AMENDING THE 2012 PLANNING AND DEVELOPMENT AGENCY BUDGET

Page 2

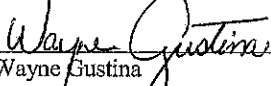
Planning & Development Committee



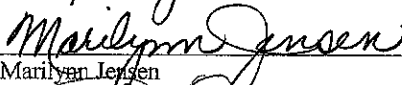
Alan Sweeney, Chair



Mary Mawhinney, Vice-Chair



Wayne Gustina



Marilyn Jensen



Phillip Owens

Finance Committee Endorsement

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

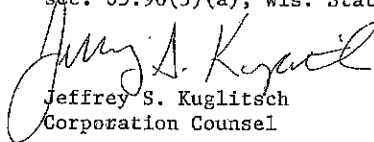
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of an additional \$5,000 in State Aid for the Beloit Sewer Service Planning project. No County matching funds are required.


Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Adminsitrator

EXECUTIVE SUMMARY

In the Federal Water Pollution Control Act Amendments of 1972, federal law created a process to establish locally developed area-wide water quality management plans. Area-wide water quality management planning was codified at the state-level through the development of Wisconsin Administrative Code NR121, which specifies that Area-wide water quality management plans include components that deal specifically with metropolitan sewer service areas and their projected needs for 20 years into the future.

The Wisconsin Department of Natural Resources (DNR) makes funding available to regional planning councils and county planning agencies throughout the state for sewer service area planning as it relates to ground water quality and environmentally sensitive areas.

On March 26, 2012, the Rock County Planning and Development Agency received a letter from DNR that contained an agreement to commit \$10,000 for the first year's planning for water quality in the Beloit area. The grant agreement shall commence upon its signing by both parties and continue until December 30, 2012 and grantee may claim eligible costs for reimbursement for work conducted between January 1, 2012 and the end of the grant agreement, and

DNR has made an additional \$5,000 available for work on the Beloit Area Water Quality Plan, and

The last update of the Beloit Area Sewer Service Area Plan was in 1998, and it does not serve current planning needs. Representatives from the Towns of Turtle, Beloit, and Rock, and the City of Beloit have agreed to provide representatives to a Technical Advisory Committee that will oversee the planning process.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging Services
Committee
INITIATED BY



Joyce Lubben
DRAFTED BY

Education, Veterans & Aging Services
Committee
SUBMITTED BY

October 19, 2012
DRAFTED BY

**AMENDING THE 2012 COUNCIL ON AGING BUDGET TO ADJUST FOR
NUTRITION SERVICES INCENTIVE PROGRAM ALLOCATION**

1 **WHEREAS**, the Council on Aging receives Nutrition Services Incentive Program (NSIP) funds that are
2 estimated in the budget preparation process; and,
3
4 **WHEREAS**, the NSIP grant provides funding for the Congregate Nutrition Program; and,
5
6 **WHEREAS**, the NSIP contract period is October 1, 2011 through September 30, 2012; and,
7
8 **WHEREAS**, the final 2011-2012 allocation for the NSIP grant has been received.
9
10 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
11 assembled this day of _____ day of _____, 2012 does hereby amend the Adopted 2012 Rock
12 County Council on Aging budget as follows:

12-11D-166

| <u>Account/Description</u> | <u>Budget at</u> <u>10/01/2012</u> | <u>Increase</u> <u>(Decrease)</u> | <u>Amended</u> <u>Budget</u> |
|---------------------------------|---------------------------------------|--------------------------------------|---------------------------------|
| <u>Nutrition Program</u> | | | |
| <u>Source of Funds</u> | | | |
| 30-3903-0000-42102 | 37,175 | 9,265 | 46,440 |
| Federal Aid | | | |
| <u>Use of Funds</u> | | | |
| 30-3903-0000-62119 | 97,206 | 9,265 | 106,471 |
| Other Contracted Services | | | |

Respectfully submitted,

Education, Veterans & Aging Services

Finance Committee Endorsement

Terry Thomas, Chair

Reviewed and approved on a vote of _____

Dave Brown

Mary Mawhinney, Chair

Wayne Gustina

Steve Howland

Edwin Nash

AMENDING THE 2012 COUNCIL ON AGING BUDGET TO ADJUST FOR NUTRITION SERVICES
INCENTIVE PROGRAM ALLOCATION

Page 2

FISCAL NOTE:

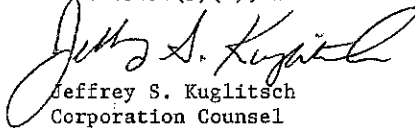
This resolution amends the Council on Aging's 2012 budget to accept an additional \$9,265 in Federal Aid for the Nutrition Program. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

The Council on Aging receives a "Nutrition Services Incentive Program" grant from the U.S. Department of Agriculture. The grant rewards Older Americans Act-funded nutrition programs that efficiently deliver nutritious meals to older adults. The State determines each county's allocation based on the percentage of meals the County provides compared to the State as a whole. The Council on Aging uses its allocation to support the congregate nutrition program.

No county tax levy is required.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

November 1, 2012
DATE DRAFTED

**Amending the 2012 Human Services Department Budget to Accept
Additional Funding for Disproportionate Minority Contact**

1 WHEREAS, the Human Services Department has received grant funding from both the John D. and
2 Catherine T. MacArthur Foundation and the Wisconsin Office of Justice Assistance to address issues of
3 disproportionate minority contact in the juvenile justice system; and,
4
5 WHEREAS, the MacArthur Foundation awarded the Department \$580,000 in funding over a four year
6 period from 2007 through 2011; and,
7
8 WHEREAS, the MacArthur Foundation agreed to extend the grant period through 2012 to allow the
9 Department to expend \$148,787 of unspent funds from the previously awarded grant allocations; and,
10
11 WHEREAS, the Wisconsin Office of Justice Assistance agreed to allow the Department to carry forward
12 an additional \$22,518 in previously awarded grant funds into 2012; and,
13
14 WHEREAS, these funds have continued to be used in 2012 to promote juvenile justice system reform by
15 further implementing best practices and providing staff and system partner training.
16
17 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
18 this _____ day of _____, 2012, does hereby accept \$171,305 in additional funds and
19 amend the 2012 Rock County Human Services Department budget as follows:
20

| Account/Description | Budget | Increase | Amended |
|-------------------------------|----------------|-------------------|---------------|
| <u>Source of Funds</u> | <u>11/1/12</u> | <u>(Decrease)</u> | <u>Budget</u> |
| 24 36-3659-0000-42100 | \$22,823 | \$22,518 | \$45,341 |
| 25 Federal Aid | | | |
| 26 36-3659-0000-46002 | \$0 | \$148,787 | \$148,787 |
| 27 Other Grants and Contracts | | | |
| 28 | | | |
| 29 <u>Use of Funds</u> | | | |
| 30 36-3659-0000-63300 | \$0 | \$308 | \$308 |
| 31 Travel | | | |
| 32 36-3659-0000-62119 | \$14,823 | \$48,489 | \$63,312 |
| 33 Other Contracted Services | | | |
| 34 36-3659-0000-64604 | \$8,000 | \$37,499 | \$45,499 |
| 35 Program Expense | | | |
| 36 36-3659-0000-68205 | \$0 | \$85,009 | \$85,009 |
| 37 Allocated JJS | | | |

12-11D-167

Amending the 2012 Human Services Department Budget to Accept Additional Funding for Disproportionate Minority Contact
Page 2

Respectfully submitted,

Human Services Board

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

William Grahn

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of
_____.

Mary Mawhinney, Chair


ADMINISTRATIVE NOTE:

Recommended


Craig Knutson
County Administrator

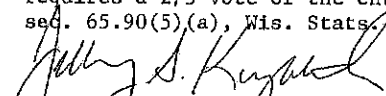
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$171,305 in combined Federal Aid and MacArthur Foundation funds for the Human Services Department's Disproportionate Minority Contact program. No County matching funds are required.


Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jeffrey B. Kuglitsch
Corporation Counsel

Executive Summary

Amending the 2012 Human Services Department Budget to Accept Additional Funding for Disproportionate Minority Contact

The Human Services Department has received funding in past years from both the John D. and Catherine T. MacArthur Foundation and the Wisconsin Office of Justice Assistance to address issues of disproportionate minority contact in the juvenile justice system.

MacArthur funding began in October 2007 and was originally scheduled to end September 30, 2011. The Department received four separate one-year awards during this time totaling \$580,000. Through negotiations with MacArthur representatives in 2012 the Department was allowed to expend \$148,787 in unspent funds from these allocations.

The Wisconsin Office of Justice Assistance (OJA) also agreed to allow the Department to carry forward an additional \$22,518 in previously awarded grants funds into 2012

Funds from both MacArthur and OJA have continued to be used in 2012 to promote juvenile justice system reform by further implementing best practices and providing staff and system partner training.

No additional county funds are required.

Thank you for your consideration.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY



Gordon Beyerlein,
DPW Accounting Supervisor
DRAFTED BY

Public Works Committee
SUBMITTED BY

October 17, 2012
DATE DRAFTED

Amending the 2012 Motor Pool Budget and Purchase Authorization

1 WHEREAS, the Rock County Board of Supervisors approves an annual budget for a pool of
2 vehicles used by various Rock County departments; and,
3

4 WHEREAS, the Human Services Division has requested that Motor Pool acquire a replacement
5 vehicle equipped with all wheel drive to be available for the upcoming winter season to be
6 purchased utilizing the state bid program, then having necessary items added after delivery.
7

8 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly
9 assembled this ____ day of _____, 2012 does hereby amend the Department of Public
10 Works 2012 Budget as follows:

| Account No. | Budget at | Increase | Amended |
|------------------------------------------------------|-----------|------------|-----------|
| Description | 10/01/12 | (Decrease) | Budget |
| 41-4290-4290-67105 Motor Vehicles | 103,500 | 10,000 | 113,500 |
| 41-4290-4290-68109 Allocated Capital Acquisitions | (103,500) | (10,000) | (113,500) |

11
12
13
14
15
16
17
18
19
20 BE IT FURTHER RESOLVED that a Purchase Order be issued as follows for the purchase of one
21 motor pool vehicle:

22
23 Ewald Automotive Group \$25,478 for the purchase of one 2013 Chevrolet Traverse AWD 4-Door LS
24

25 BE IT FURTHER RESOLVED that payment be made to the vendor for this vehicle upon receipt
26 and acceptance by the Pubic Works Director.

12-11D-175

Amending the 2012 Motor Pool Budget and Purchase Authorization
Page 2

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis Yankee
Kurtis Yankee, Chair

Betty Jo Bussie
Betty Jo Bussie, Vice Chair

Absent
Eva Arnold

Brent Fox
Brent Fox

Dave Brown
Dave Brown

**Purchasing Procedural Endorsement &
FINANCE COMMITTEE APPROVAL:**

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair Date

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
Craig Knutson
County Administrator

FISCAL NOTE:

This resolution amends the Motor Pool budget and authorizes the purchase of an all wheel drive vehicle for use by the Human Services Department. Motor Pool funding comes from per mile charge-backs to departments using the Motor Pool vehicles.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. As an amendment to the adopted 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

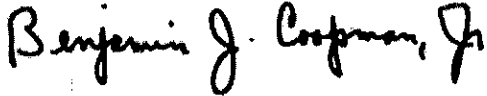
Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

Executive Summary
Amending the 2012 Motor Pool Budget and Purchase Authorization

The purpose of this Resolution is to amend the Motor Pool (MP) budget to authorize the purchase of one additional vehicle.

Authority to purchase one replacement vehicle is requested for use by Human Services, which needs a full-size AWD vehicle to allow for separators between the front and rear seats and the all wheel drive for winter service. The amount of the budget amendment is less than the full purchase price because there were savings on other MP vehicles purchased previously in 2012 that are being applied to this purchase. This vehicle will be acquired from the current best bid on the state vehicle bid program, Ewald Automotive Group.

Respectfully submitted,



Benjamin J. Coopman, Jr., P.E.
Public Works Director

RESOLUTION NO. 12-11D-168

AGENDA NO. _____

SUBMITTED BY: FINANCE COMMITTEE

DATE: **NOV 01 2012**

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING BILLS OVER \$10,000 AS REQUIRED BY COUNTY BD. RULE H.(3), AND FOUND THEM TO BE PROPER AND WITHIN BUDGET.

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON NOV 15 2012, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

| Vendor Name | Fund Name | Department Name | Program Name | Amount | Claim Amount |
|--------------------------|-----------|-----------------|--------------------------|-----------|--------------|
| ENTERPRISE SYSTEMS GROUP | ISF-CS | INFORMATION T | IT CAPITAL PR S041726-IN | 29,817.42 | 29,817.42 |
| CLAIMS IN THE AMOUNT OF | 29,817.42 | | | | |

RESPECTFULLY SUBMITTED,

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

FINANCE COMMITTEE

May Newman

P. Kraft

MarBeau

Brent Fox

Russ Pozich

LEGAL NOTE:
THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER \$10,000.00

Jeffrey S. Kuglitsch

JEFFREY S. KUGLITSCH
CORPORATION COUNSEL

ADMINISTRATIVE NOTE

RECOMMENDED

Craig Knutson

CRAIG KNUTSON
COUNTY ADMINISTRATOR

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

Sherry Oja

SHERRY OJA
FINANCE DIRECTOR

12-11D-168

PURCHASE ORDER NUMBER P1103172 PEID 051278

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), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (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 10/30/12

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

AMOUNT OF INCREASE \$ 100,558.76

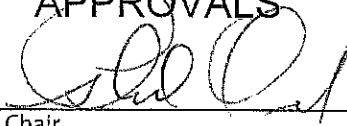
INCREASE FROM \$ 16,974,135.19 TO \$ 17,074,693.95

ACCOUNT BALANCE AVAILABLE \$ 565,985.77 SB 10/31/12

REASON FOR AMENDMENT CHANGE ORDER #19

APPROVALS

GOVERNING COMMITTEE



Chair

11/6/12

Date

FINANCE COMMITTEE

(If over \$10,000)

Chair

Date

COUNTY BOARD

(If over \$10,000)

Resolution #

Adoption Date

12-11D-169

Rock County

CHANGE ORDER

No. 00019

51 South Main street
Janesville, WI 53545

Phone: 608.757 5543

TITLE: Program Request # 17
PROJECT: Rock Haven Health Care Facility
TO: Attn: Jeff Kenley
C. G. Schmidt
10 East Doty Street
Madison, WI 53703

DATE: 8/24/2012

JOB: 6637

CONTRACT NO: 1

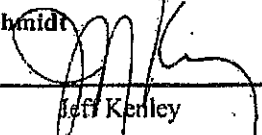
DESCRIPTION OF CHANGE


Acceptance of this Change order will alter the contract value, and scope of work between Rock County and C.G. Schmidt as outlined in the line item descriptions noted below. (Reference Rock County PO # P1103172 and associated contract for Rock County Project # 2011-63).


| Item | Description | Stock# | Quantity | Units | Unit Price | Tax Rate | Tax Amount | Net Amount |
|---------|--------------------------------------------------------------------------|--------|----------|-------|-------------|----------|------------|-------------|
| X 00001 | PCO #052R pertains to RFI# 088 Pipe Louds- Neighborhood. | | 1 | 000 | \$3,500.00 | 0.00% | \$0.00 | \$3,500.00 |
| X 00002 | PCO #053R pertains to RFI # 149 Power for Sensor Operated Faucets. | | 1 | 000 | \$18,297.40 | 0.00% | \$0.00 | \$18,297.40 |
| X 00003 | PCO # 102R pertains to RFI # 090 Location of Foundation Insulation. | | 1 | 000 | \$8,596.59 | 0.00% | \$0.00 | \$8,596.59 |
| X 00004 | PCO # 113 pertains to RFI # 291 Soiled Holding Room Door Connections. | | 1 | 000 | \$3,701.50 | 0.00% | \$0.00 | \$3,701.50 |
| X 00005 | PCO #114 pertains to RFI # 296 Neighborhood Nurse Call Station Lights | | 1 | 000 | \$5,795.90 | 0.00% | \$0.00 | \$5,795.90 |
| X 00006 | PCO #118 pertains to RFI # 299 Common Connector Type "OF" Pictues | | 1 | 000 | \$11,674.30 | 0.00% | \$0.00 | \$11,674.30 |
| X 00007 | PCO #120 pertains to RFI # 302 Fauc Column- South Entry-Village Commons. | | 1 | 000 | \$278.77 | 0.00% | \$0.00 | \$278.77 |
| X 00008 | PCO #122 pertains to RFI # 327 Connector Exterior light Circuits. | | 1 | 000 | \$547.80 | 0.00% | \$0.00 | \$547.80 |

| | |
|-------------------------------------------------------------------------|------------------|
| The Original Contract Sum was | \$25,685,000.00 |
| Net Change by Previously Authorized Requests and Changes | (\$8,710,864.81) |
| The Contract Sum Prior to This Change Order was | \$16,974,135.19 |
| The Contract Sum Will be Increased | \$100,558.76 |
| The New Contract Sum Including This Change Order | \$17,074,693.95 |
| The Contract Time Will Not Be Changed | |
| The Date of Substantial Completion as of this Change Order Therefore is | |

ACCEPTED:

C. G. Schmidt
By: 
Jeff Kenley
Date: 8/25/2012

Rock County
By: 
Randolph Terronez
Date: 8/27/2012

The Samuels Group, Inc.
By: 
Kevin C. Higgs
Date: 8/24/2012

Rock County

CHANGE ORDER

No. 00019

51 South Main street
Janesville, WI 53545

Phone: 608.757.5543

TITLE: Program Request # 17

DATE: 8/24/2012

PROJECT: Rock Haven Health Care Facility

JOB: 6637

TO: Attn: Jeff Kenley
C. G. Schmidt
10 East Doty Street
Madison, WI 53703

CONTRACT NO: 1

DESCRIPTION OF CHANGE

| Item | Description | Stock# | Quantity | Units | Unit Price | Tax Rate | Tax Amount | Net Amount |
|---------|---------------------------------------------------------------------------------------|--------|----------|-------|-------------|----------|------------|-------------|
| ✓ 00009 | PCO #123 pertains to RFI # 330 Fire Alarm Review Comments | | 1 | 000 | \$16,678.20 | 0.00% | \$0.00 | \$16,678.20 |
| ✗ 00010 | PCO #124 pertains to RFI # 328 Type "OP" Base Detail | | 1 | 000 | (\$635.00) | 0.00% | \$0.00 | (\$635.00) |
| ✗ 00011 | PCO #126 pertains to Construction Bulletin # 19 Revised Location for IT Cabinet | | 1 | 000 | \$32,133.30 | 0.00% | \$0.00 | \$32,133.30 |


Unit Cost: \$100,558.76

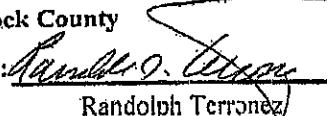
Unit Tax: \$0.00

Total: \$100,558.76

| | |
|-------------------------------------------------------------------------|------------------|
| The Original Contract Sum was | \$25,685,000.00 |
| Net Change by Previously Authorized Requests and Changes | (\$8,710,864.81) |
| The Contract Sum Prior to This Change Order was | \$16,974,135.19 |
| The Contract Sum Will be Increased | \$100,558.76 |
| The New Contract Sum Including This Change Order | \$17,074,693.95 |
| The Contract Time Will Not Be Changed | |
| The Date of Substantial Completion as of this Change Order Therefore is | |

ACCEPTED:

C. G. Schmidt
By: 
Jeff Kenley
Date: 8/25/2012

Rock County
By: 
Randolph Terronez
Date: 8/27/2012

The Samuels Group, Inc.
By: Kevin C. Higgs
Kevin C. Higgs
Date: 8/24/2012

PURCHASE ORDER NUMBER P1103172 PEID 051278

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), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (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 10/30/12

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

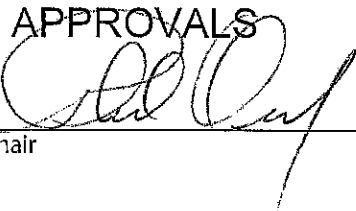
AMOUNT OF INCREASE \$ 22,171.50

INCREASE FROM \$ 17,074,693.95 TO \$ 17,096,865.45

ACCOUNT BALANCE AVAILABLE \$ 543,814.27 SB 10/31/12

REASON FOR AMENDMENT CHANGE ORDER #20

APPROVALS

GOVERNING COMMITTEE  11/6/12
Chair Date

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

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

Rock County

CHANGE ORDER

51 South Main street
Janesville, WI 53545

Phone: 608.757.5543

No. 00020

TITLE: PR # 11 (Resolved PCO's)

DATE: 8/24/2012

PROJECT: Rock Haven Health Care Facility

JOB: 6637

TO: Attn: Jeff Kenley
C. G. Schmidt
10 East Doty Street
Madison, WI 53703

CONTRACT NO: 1

DESCRIPTION OF CHANGE


Acceptance of this Change order will alter the contract value, and scope of work between Rock County and C.G. Schmidt as outlined in the line item descriptions noted below. (Reference Rock County PO # PI 03172 and associated contract for Rock County Project # 2011-63).

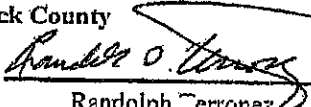
| Item | Description | Stock# | Quantity | Units | Unit Price | Tax Rate | Tax Amount | Net Amount |
|---------|-------------------------------------------------------------------------------------------|--------|----------|-------|-------------|----------|------------|-------------|
| X 00001 | PCO #075 pertains to RFI #169, Rated Light Fixture Covers. (Program Request # 11) | | 1.000 | | \$10,689.00 | 0.00% | \$0.00 | \$10,689.00 |
| X 00002 | PCO #078 pertains to RFI #228 Team 2 Vestibule Cabinet Unit Heater (Program Request # 11) | | 1.000 | | \$1,500.00 | 0.00% | \$0.00 | \$1,500.00 |
| X 00003 | PCO #079 pertains to RFI #213, Kitchen Exhaust Fan Starters (Program Request # 11) | | 1.000 | | \$4,369.20 | 0.00% | \$0.00 | \$4,369.20 |
| X 00004 | PCO #080 pertains to RFI #244, AHU-C Recovery Wheel (Program Request # 11) | | 1.000 | | \$5,613.30 | 0.00% | \$0.00 | \$5,613.30 |

Unit Cost: \$22,171.50
Unit Tax: \$0.00
Total: \$22,171.50

| | |
|-------------------------------------------------------------------------|------------------|
| The Original Contract Sum was | \$25,685,000.00 |
| Net Change by Previously Authorized Requests and Changes | (\$8,610,306.05) |
| The Contract Sum Prior to This Change Order was | \$17,074,693.95 |
| The Contract Sum Will be Increased | \$22,171.50 |
| The New Contract Sum Including This Change Order | \$17,096,865.45 |
| The Contract Time Will Not Be Changed | |
| The Date of Substantial Completion as of this Change Order Therefore is | |

ACCEPTED:

C. G. Schmidt
By: 
Jeff Kenley

Rock County
By: 
Randolph Terronez

The Samuels Group, Inc.
By: Kevin C. Higgs
Kevin C. Higgs

Date: 8/24/2012

Date: 8/27/2012

Date: 8/24/2012

PURCHASE ORDER NUMBER P1103172 PEID 051278

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), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (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 10/30/12

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT


AMOUNT OF INCREASE \$ 40,103.04

INCREASE FROM \$ 17,106,163.75 TO \$ 17,146,266.79

ACCOUNT BALANCE AVAILABLE \$ 494,412.93 SB 10/31/12

REASON FOR AMENDMENT CHANGE ORDER #22

APPROVALS

GOVERNING COMMITTEE  11/6/12
Chair Date

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

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

Rock County

**CHANGE ORDER
No. 00022**

5' South Main street
Janesville, WI 53545

Phone: 608.757.5543

TITLE: PR # 13 (Resolved PCO's)

DATE: 8/24/2012

PROJECT: Rock Haven Health Care Facility

JOB: 6637

TO: Attn: Jeff Kenley
C. G. Schmidt
10 East Doty Street
Madison, WI 53703.

CONTRACT NO:

DESCRIPTION OF CHANGE

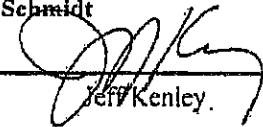
Acceptance of this Change order will alter the contract value, and scope of work between Rock County and C.G. Schmidt as outlined in the line item descriptions noted below. (Reference Rock County PO # P1103172 and associated contract for Rock County Project # 2011-63).


| Item | Description | Stock# | Quantity | Units | Unit Price | Tax Rate | Tax Amount | Net Amount |
|---------|---------------------------------------------------------------------------|--------|----------|-------|-------------|----------|------------|-------------|
| X 00101 | PCO #090 pertains to RFI #154 & 10-1 Shear Walls/Thickness of Shear walls | | 1.000 | | \$14,980.16 | 0.00% | \$0.00 | \$14,980.16 |
| X 00102 | PCO #094 pertains to RFI #371. Kitchen Server Full Height Walls, | | 1.000 | | \$25,122.88 | 0.00% | \$0.00 | \$25,122.88 |

Unit Cost: \$40,103.04
Unit Tax: \$0.00
Total: \$40,103.04

| | |
|-------------------------------------------------------------------------|------------------|
| The Original Contract Sum was | \$25,685,000.00 |
| Net Change by Previously Authorized Requests and Changes | (\$8,578,836.25) |
| The Contract Sum Prior to This Change Order was | \$17,106,163.75 |
| The Contract Sum Will be Increased | \$40,103.04 |
| The New Contract Sum Including This Change Order | \$17,146,266.79 |
| The Contract Time Will Not Be Changed | |
| The Date of Substantial Completion as of this Change Order Therefore is | |

ACCEPTED:

C. G. Schmidt
By: 
Jeff Kenley
Date: 8/24/2012

Rock County
By: 
Randolph Terronez
Date: 8/27/2012

The Samuels Group, Inc.
By: Kevin C. Higgs
Kevin C. Higgs
Date: 8/24/2012

PURCHASE ORDER NUMBER P1103172 PEID 051278

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), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (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 10/30/12

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

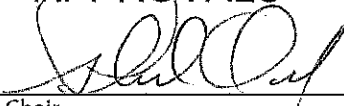
AMOUNT OF INCREASE \$ 201,080.80

INCREASE FROM \$ 17,146,558.29 TO \$ 17,347,639.09

ACCOUNT BALANCE AVAILABLE \$ 293,040.63 SB 10/31/12

REASON FOR AMENDMENT CHANGE ORDER #24

APPROVALS

GOVERNING COMMITTEE  11/6/12
Chair Date

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

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

Rock County

CHANGE ORDER

No. 00024

51 South Main street
Janesville, WI 53545

Phone: 608.757.5543

TITLE: Program Request # 16 Soils
PROJECT: Rock Haven Health Care Facility
TO: Attn: Jeff Kenley
C. G. Schmidt
10 East Doty Street
Madison, WI 53703

DATE: 8/25/2012
JOB: 6637
CONTRACT NO: 1

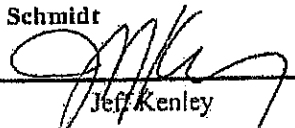
DESCRIPTION OF CHANGE


Acceptance of this Change order will alter the contract value, and scope of work between Rock County and C.G. Schmidt as outlined in the line item descriptions noted below. (Reference Rock County PO # P1103172 and associated contract for Rock County Project # 20:1-63).


| Item | Description | Stock# | Quantity | Units | Unit Price | Tax Rate | Tax Amount | Net Amount |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|-------|-------------|----------|------------|-------------|
| * 00011 | PCO #103R: Increase contract value based on unit pricing for quantities identified in PCO #103R for soil remediation as directed by PSI on site soils technician | | 1.000 | | \$28,128.40 | 0.00% | \$0.00 | \$28,128.40 |
| X 00012 | PCO #104R: Increase contract value based on unit pricing for quantities identified in PCO #104R for soil remediation as directed by PSI on site soils technician. | | 1.000 | | \$65,121.00 | 0.00% | \$0.00 | \$65,121.00 |
| X 00013 | PCO #105R: Increase contract value based on unit pricing for quantities identified in PCO #105R for soil remediation as directed by PSI on site soils technician. | | 1.000 | | \$22,971.20 | 0.00% | \$0.00 | \$22,971.20 |
| X 00014 | PCO #106R: Increase contract value based on unit pricing for quantities identified in PCO #106R for soil remediation as directed by PSI on site soils technician. | | 1.000 | | \$32,536.00 | 0.00% | \$0.00 | \$32,536.00 |

| | |
|-------------------------------------------------------------------------|------------------|
| The Original Contract Sum was | \$25,685,000.00 |
| Net Change by Previously Authorized Requests and Changes | (\$8,538,441.71) |
| The Contract Sum Prior to This Change Order was | \$17,146,558.29 |
| The Contract Sum Will be Increased | \$201,080.80 |
| The New Contract Sum Including This Change Order | \$17,347,639.09 |
| The Contract Time Will Not Be Changed | |
| The Date of Substantial Completion as of this Change Order Therefore is | |

ACCEPTED:

C. G. Schmidt
By: 
Jeff Kenley
Date: 8/25/2012

Rock County
By: 
Randolph Terronez
Date: 8/27/2012

The Samuels Group, Inc.
By: 
Kevin C. Higgs
Date: 8/25/2012

Rock County

**CHANGE ORDER
No. 00024**

51 South Main street
Janesville, WI 53545

Phone: 608.757.5543

TITLE: Program Request # 16 Soils
PROJECT: Rock Haven Health Care Facility
TO: Attn: Jeff Kenley
C. G. Schmidt
10 East Doty Street
Madison, WI 53703

DATE: 8/25/2012
JOB: 6637
CONTRACT NO: 1

DESCRIPTION OF CHANGE

| Item | Description | Stock# | Quantity | Units | Unit Price | Tax Rate | Tax Amount | Net Amount |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|-------|-------------|----------|------------|-------------|
| 001015 | PCO #107R. Increase contract value based on unit pricing for quantities identified in PCO #107R for soil remediation as directed by PSI on site soils technician. | | 1.000 | | \$52,324.20 | 0.00% | \$0.00 | \$52,324.20 |

Unit Cost: \$201,080.80
Unit Tax: \$0.00
Total: \$201,080.80

| | |
|-------------------------------------------------------------------------|------------------|
| The Original Contract Sum was | \$25,685,000.00 |
| Net Change by Previously Authorized Requests and Changes | (\$8,538,441.71) |
| The Contract Sum Prior to This Change Order was | \$17,146,558.29 |
| The Contract Sum Will be Increased | \$201,080.80 |
| The New Contract Sum Including This Change Order | \$17,347,639.09 |
| The Contract Time Will Not Be Changed | |
| The Date of Substantial Completion as of this Change Order Therefore is | |

ACCEPTED:

C. G. Schmidt

By: 

Jeff Kenley

Date: 8/25/2012

Rock County

By: 

Randolph Terronez

Date: 8/27/2012

The Samuels Group, Inc.

By: Kevin C. Higgs Digitally signed by Kevin C. Higgs, DN: cn=Kevin C. Higgs, o=The Samuels Group, Inc., email=Kevin.C.Higgs@samuelsgroup.com

Kevin C. Higgs

Date: 8/25/2012

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Diana Arneson
DRAFTED BY

Finance Committee
SUBMITTED BY

October 24, 2012
DATE DRAFTED

Authorizing Purchase of Personal Computers in the 2012 Budget

- 1 **WHEREAS**, the Rock County Information Technology Department is authorized to purchase computer
- 2 equipment on behalf of the County; and,
- 3
- 4 **WHEREAS**, the Information Technology Director and staff did review equipment available on the
- 5 State of Wisconsin Contract #15-20400-905 and chose and configured equipment from this contract;
- 6 and,
- 7
- 8 **WHEREAS**, the 2012 Budget did designate funds for the purchase of these personal computers.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 11 this _____ day of _____, 2012 that a Purchase Order be issued to HP Direct, C10GM,
- 12 10810 Farnam Drive, Omaha NE, 68154 for 72 HP Compaq Pro 6300 personal computers in the amount
- 13 of \$35,640.00.

12-11D-170

Respectfully submitted,

Finance Committee

PURCHASING PROCEDURAL ENDORSEMENT

Mary Mawhinney
Mary Mawhinney, Chair

Reviewed and approved on a vote of
5-0

Sandra Kraft
Sandra Kraft, Vice Chair

Mary Mawhinney
Mary Mawhinney, Chair

J. Russell Podzilni
J. Russell Podzilni

Mary Beaver
Mary Beaver

Brent Fox
Brent Fox

Authorizing Purchase of Personal Computers in the 2012 Budget
Page 2

FISCAL NOTE:

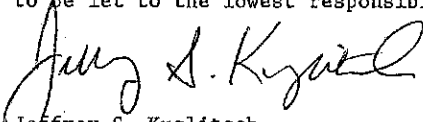
Sufficient funding is available in the various departmental budgets for the cost of this technology equipment.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary for Authorizing Purchase of 2012 Budgeted Personal Computers

This resolution is to authorize the purchase of budgeted desktop computers for the Health Department, General Services, Human Services, Rock Haven, Sheriff and E-911. All of the PCs in this resolution represent replacements for obsolete equipment or equipment for new employees. The IT Department specified the desktop computers based on the application and operational needs of the above County departments. The items to be purchased are:

| <u>Qty</u> | <u>Description</u> | |
|------------|--------------------------------------------|-------------|
| 72 | HP Compaq e6300 desktop PCs (\$495.00 ea.) | \$35,640.00 |

Pricing for these items is based on terms specified by the State of Wisconsin Contract (WSCA) #15-20400-500.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Diana Arneson
DRAFTED BY

Finance Committee
SUBMITTED BY

October 24, 2012
DATE DRAFTED

Authorizing Purchase of Computer Equipment in the 2012 Budget

- 1 **WHEREAS**, the Rock County Information Technology Department is authorized to purchase computer
- 2 equipment on behalf of the County; and,
- 3
- 4 **WHEREAS**, the Information Technology Director and staff did review equipment available on the
- 5 Wisconsin Counties Association Computer Contract number #WCASI-100103D and chose and
- 6 configured equipment from this contract; and,
- 7
- 8 **WHEREAS**, the 2012 Budget did designate funds for the purchase of this computer equipment.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 11 this _____ day of _____, 2012 that a Purchase Order be issued to CDW Government, 230
- 12 North Milwaukee Ave., Vernon Hills, IL 60061 for 40 19" LCD monitors, 18 Wyse X90M7 mobile thin
- 13 clients, 21 Wyse desktop thin clients, 1 HP Laserjet M602dn printer with extra tray, 9 HP Laserjet
- 14 M401dn printers, 2 HP Laserjet P1606dn portable printers, 1 HP Color Laserjet M451dn printer, 19
- 15 Targus messenger bags, 21 HP Port replicators, 2 HP SB 8570P laptops, 1 HP SB 8570W laptop, and 2
- 16 HP docking stations in an amount not to exceed \$35,241.53.

12-11D-171

Respectfully submitted,

Finance Committee

PURCHASING PROCEDURAL ENDORSEMENT

Mary Mawhinney
Mary Mawhinney, Chair

Reviewed and approved on a vote of 5-0

Sandra Kraft
Sandra Kraft, Vice Chair

Mary Mawhinney
Mary Mawhinney, Chair

J. Russell Podzilni
J. Russell Podzilni

Mary Beaver
Mary Beaver

Brent Fox
Brent Fox

Authorizing Purchase of Computer Equipment in the 2012 Budget
Page 2

FISCAL NOTE:

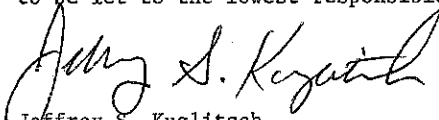
Sufficient funding is available in the various departmental budgets for the cost of this technology equipment.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary for Authorizing Purchase of 2012 Budgeted Computer Equipment

This resolution is to authorize the purchase of budgeted computer equipment for the Human Services department and E-911. All of the computer equipment in this resolution represents replacements for obsolete equipment. The IT Department specified the computer equipment based on the application and operational needs of the above County departments. The items to be purchased are:

| <u>Qty</u> | <u>Description</u> | |
|------------|-----------------------------------------------|---------------|
| 40 | Acer monitors (\$98.47 ea) | \$ 3938.80 |
| 18 | Wyse X90M7 Mobile Thin Clients (\$753.91 ea) | 13570.38 |
| 21 | Wyse C10LE Desktop Thin Clients (\$268.96 ea) | 5648.16 |
| 1 | HP M602dn printer w/extra tray (\$1457.42 ea) | 1457.42 |
| 9 | HP M401dn printers (\$398.99 ea) | 3590.91 |
| 2 | HP P1606dn portable printers (\$208.99 ea) | 417.98 |
| 1 | HP Color Laserjet M451dn (\$498.99 ea) | 498.99 |
| 19 | Targus messenger bags (\$18.17 ea) | 345.23 |
| 21 | HP 2005PR port replicators (\$89.78 ea) | 1885.38 |
| 2 | HP SB 8570P laptops (975.00 ea) | 1950.00 |
| 1 | HP SB 8570W laptop (\$1572.00 ea) | 1572.00 |
| 2 | HP SB docking stations (\$183.14 ea) | <u>366.28</u> |
| | Total Authorized Purchase | \$ 35241.53 |

Pricing for these items is based on terms specified by the Wisconsin Counties Association contract# WCASI-100103D.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Public Safety &
Justice Committee
INITIATED BY

Jodi Millis, Purchasing
DRAFTED BY



Public Safety &
Justice Committee
SUBMITTED BY

October 18, 2012
DATE DRAFTED

**AWARDING CONTRACT FOR FOOD SERVICE AT THE ROCK COUNTY JAIL
(2013-2017)**

- 1 WHEREAS, the Rock County Jail provides an estimated 457,000 meals each year; and,
- 2
- 3 WHEREAS, the Rock County Purchasing Division did solicit qualifications from firms
- 4 experienced in correctional food service with two firms responding (results attached); and,
- 5
- 6 WHEREAS, Sheriff's Department and Purchasing staff did review both submittals received
- 7 and recommend awarding the contract to Aramark Correctional Services, the most qualified,
- 8 lowest cost response; and,
- 9
- 10 WHEREAS, Aramark Correctional Services has significant expertise and experience in
- 11 delivering high quality, cost effective, secure correctional food service operations for jails,
- 12 including the Rock County Jail since September of 2003.
- 13
- 14 NOW, THEREFORE BE IT RESOLVED by the Rock County Board of Supervisors duly
- 15 assembled this _____ day of _____, 2012, that a contract be awarded to Aramark
- 16 Correctional Services of Oak Brook Terrace, Illinois for comprehensive food service operations
- 17 for the Rock County Jail.

12-11D-172

RESPECTFULLY SUBMITTED

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins
Ivan Collins, Chair

Mary Beaver
Mary Beaver

Henry Brill
Henry Brill

Brian Knudson
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

FINANCE COMMITTEE
PURCHASING PROCEDURAL ENDORSEMENT

Mary Mawhinney, Chair

Vote Date

AWARDING CONTRACT FOR FOOD SERVICE AT THE ROCK COUNTY JAIL (2013-2017)
Page 2

FISCAL NOTE:

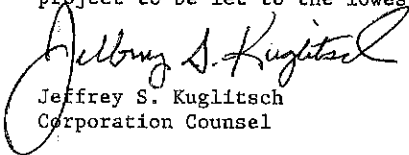
Funding has been included in the Correction's Board of Prisoners account, A/C 21-2200-0000-64125, for this service.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

AUTHORING FOOD SERVICE CONTRACT FOR ROCK COUNTY JAIL

In 2003, the Sheriff's department began contracting out the food service operation at the Jail. Rock County has been able to realize significant cost savings by contracting out the food service operations while maintaining good quality management and services.

Rock County Purchasing solicited Requests for Qualifications and Cost Proposals from qualified firms and corporations to provide Correctional Food Services at the Jail. Two firms submitted qualifications and cost proposals.

Billing for food services is based on "cost per meal". Rock County's cost would be calculated based on the actual number of meals served. This will be a four year contract (2013-2016) with the option to renew for two additional one-year periods (2017 and 2018). Prices during the first year cannot be changed. Price increases in subsequent years of the contract will be based on the annual percentage increase in the Consumer Price Index, U.S. City Average, Food Away from Home Index as published by the U.S. Department of Labor.

Sheriff's Department and Purchasing staff did review both Qualifications and Cost Proposals submitted and recommend awarding the contract to Aramark as the most responsive and responsible firm. Aramark has extensive experience in providing food services for correctional facilities throughout Wisconsin that are approximately the same size (and much larger than) the Rock County Jail. They also have experience in training and supervision of inmate kitchen workers. Currently 15 inmates assist in food preparation at the Jail.



ORIGINAL

PROPOSAL SUMMARY FORM

PROJECT: CONTRACTED FOOD SERVICES
PROJECT #: 2013-06
PROPOSAL DUE DATE: OCTOBER 8, 2012 - NOON
DEPARTMENT: SHERIFF'S OFFICE

| | ARAMARK | A'VIANDS |
|--------------------------------------------------------|------------|------------|
| COST PER MEAL BASED ON AVERAGE NUMBER OF INMATES (417) | 1.069 | 1.069 |
| RATER #1 | 288 | 269 |
| RATER #2 | 307 | 299 |
| RATER #3 | 320 | 265 |
| TOTAL SCORE | 915 | 833 |

Proposals were evaluated on the following criteria (maximum score 325 points):

- PROPOSED APPROACH - Statement of qualifications explaining firm believes it is especially qualified to undertake this project.
- NOT TO EXCEED COST - Incremental cost-per-meal format for inmates and staff meals as outlined on cost worksheets.
- STAFFING & MANAGEMENT EXPERIENCE
- REFERENCES
- QUALITY ASSURANCE PROGRAM
- CORPORATE FINANCIAL STRENGTH & PROCEDURES

Request for Proposals was advertised in the Janesville Gazette and on the Internet. Six additional vendors were solicited that did not respond.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Diana Arneson
DRAFTED BY

Finance Committee
SUBMITTED BY

October 15, 2012
DATE DRAFTED

Authorizing Purchase of CareTracker Software System for Rock Haven

- 1 **WHEREAS**, the Rock Haven project plan includes the implementation of CareTracker, a computerized
- 2 charting and documentation system; and,
- 3
- 4 **WHEREAS**, Cerner Corporation is the sole source provider of the CareTracker computerized charting
- 5 and documentation system; and,
- 6
- 7 **WHEREAS**, the funding for this system is included in the Rock Haven Construction Project budget
- 8 account number 18-18150000-67200; and,
- 9
- 10 **WHEREAS**, the Information Technology department has reviewed the system specifications and
- 11 confirms the CareTracker system conforms to the networking and security requirements of Rock County.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 14 this _____ day of _____, 2012 that a Purchase Order for CareTracker software be issued to
- 15 Cerner Corporation, 140 S. Friendship Dr., New Concord, OH 43762 in the amount of \$37,613.85.

12-11D-173

Respectfully submitted,

GENERAL SERVICES COMMITTEE

PURCHASING PROCEDURAL ENDORSEMENT

Phil Owens
Phil Owens, Chair

Reviewed and approved on a vote of

Henry Brill
Henry Brill, Vice Chair

Ivan Collins
Ivan Collins

Absent
Jason Heidenreich

Edwin Nash
Edwin Nash

Authorizing Purchase of CareTracker Software System for Rock Haven
Page 2

FISCAL NOTE:

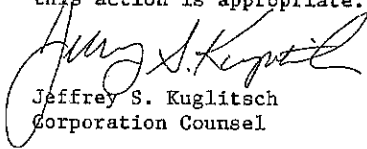
Sufficient funds are available in the Rock Haven Building Project capital account, A/C 18-1851-0000-67200, for the cost of this purchase.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Gerner Corporation is the sole source provider and, therefore, this action is appropriate.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary for the Purchase of the CareTracker Software System for Rock Haven

The purchase of the CareTracker software system for Rock Haven is the first step toward computerized charting for the entire Rock Haven facility. The CareTracker system will allow for an easy, touch screen data entry display that will improve the efficiency of the Rock Haven staff by allowing for electronic documentation of treatment plans and results. Additionally, the CareTracker system will interface with the Melyx system, Rock County's current patient records software, to offer a more comprehensive patient care record.

The following are the system components included in the CareTracker installation:

- 16 Posiflex CECK1501 Kiosks and Appliances for data entry (\$30,115.00);
- On Site Training and Implementation Fees (\$4,200.00).

The following fees will be billed on a quarterly basis:

- Posiflex Hotswap Fee (\$425.00);
- CareTracker Software Maintenance Fee (\$3,456.00)
- Less 15% Commitment Fee* (\$582.15) for a total Quarterly Fee of (\$3298.85).

*Commitment Fee is for an initial term of 5 years

The total implementation cost including the first quarter's maintenance fee is \$37,613.85 and the purchase will be made from Cerner Corporation, a sole source vendor.



140 South Friendship Drive
New Concord, OH 43762
800.338.3681 Tel

October 16, 2012

Ms. Diana Arneson
Information Technology Department
Rock County, WI

Dear Diana,

Cerner CareTracker software is proprietary software solely owned by Cerner Corporation. Licensed Software Support fees for Cerner CareTracker software cover many aspects of support which include enhancements to our proprietary software and therefore only Cerner can provide such support services.

If you have further questions or concerns, please contact us.

Yours truly,

Cerner Corporation



Salesperson: Wendy Edgar
 Preparation Date: 10/15/2012
 Expiration Date: 12/31/2012

Sold To: Rock Haven
 Sherry Gunderson
 3418 N Cty Trk Hwy F
 PO Box 351
 Janesville, WI 53547

Ship To: Rock Haven
 Sherry Gunderson
 3418 N Cty Trk Hwy F
 PO Box 351
 Janesville, WI 53547

Quote #: 0045511 - CareTracker Proposal: 128 Residents / 16 kiosks

Hardware Equipment

| Item | Description | List Price | Qty. | Allowance | Extended Price |
|-----------------|-------------------------|------------|------|-----------|----------------|
| 27120-POSI-0000 | Posiflex CECK1501 Kiosk | \$1,795.00 | 16 | 0% | \$28,720.00 |
| 27620-POSI-0000 | Posiflex Appliance | \$1,395.00 | 1 | 0% | \$1,395.00 |

Training and Implementation Services

| Item | Description | List Price | Qty. | Allowance | Extended Price |
|-----------------|--------------------------------------|------------|------|-----------|----------------|
| 51000-TRAI-0000 | Misc. Travel Expenses/Implementation | Varies | 1 | 0% | Billed Later |
| 50400-TRAI-0000 | On Site Training | \$1,400.00 | 2 | 0% | \$2,800.00 |
| 11500-CARE-0000 | Implementation Fees | \$1,400.00 | 1 | 0% | \$1,400.00 |

Quarterly Recurring Fees

| Item | Description | List Price | Qty. | Allowance | Extended Price |
|------------------------------|--------------------------------|------------|------|-----------|----------------|
| 60925-CARE-0000 | Posiflex Hotswap Fee/Quarterly | \$25.00 | 17 | 0% | \$425.00 |
| 95005-SAAS-0000 | CareTracker PPD | \$27.00 | 128 | 0% | \$3,456.00 |
| Number of Quarters | | | | | 1 |
| *Commitment allowance | | | | | 15% |
| Total Quarterly Fees | | | | | \$3,298.85 |

*By signing this agreement you are committing to an initial term of 5 years for CareTracker. You will be billed on a quarterly basis

Deposit required. Amount varies depending on credit application.
 Payment terms are net 30 with approved credit application.

Total Cost: \$ 37,613.85

To obtain a system schedule for signature, please contact your Client Executive.



**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Mickey Crittenden, IT Director
DRAFTED BY

Finance Committee
SUBMITTED BY

November 6, 2012
DATE DRAFTED

Authorizing Purchase of Hitachi Data Systems Expansion Tray and Disk Drives

- 1 **WHEREAS**, the Information Technology Department manages the data storage needs for all County
- 2 systems and applications; and
- 3
- 4 **WHEREAS**, the 2012 Information Technology Department operational Computer Hardware Account
- 5 (07-1430-0000-67131) includes funding for adding disk storage to the County's existing storage area
- 6 network (SAN); and,
- 7
- 8 **WHEREAS**, the Information Technology Department has specified the necessary rack-mounted
- 9 Expansion Tray and disk drives for adding data storage capacity; and,
- 10
- 11 **WHEREAS**, the specified SAN Expansion Tray and associated disk drives will be purchased using the
- 12 terms and conditions of the UW Contract 10-2052.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
- 15 assembled this ____ day of ____, 2012 that a Purchase Order for a SAN Expansion Tray and Disk
- 16 Drives is issued to AE Business Solutions in the amount of \$12,588.00.

12-11D-174

Respectfully submitted,

Finance Committee

PURCHASING PROCEDURAL ENDORSEMENT

Mary Mawhinney, Chair

Reviewed and approved on a vote of

Sandra Kraft, Vice Chair

Mary Mawhinney, Chair

J. Russell Podzilni

Mary Beaver

Brent Fox

Authorizing Purchase of Hitachi Data Systems Expansion Tray and Disk Drives

Page 2

FISCAL NOTE:

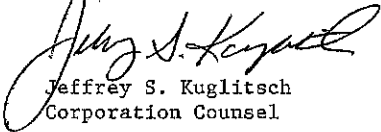
Sufficient funding is available in the IT department's computer hardware account, A/C 07-1430-0000-67131, for the cost of this purchase.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary

Purchase of a Hitachi Data Systems SAN Expansion Tray and Disk Drives

As part of managing the information storage for all County departments, the Information Technology Department's 2012 operational Computer Hardware Account (1430-0000-67131) includes funding for adding storage capacity to the County's Hitachi Data Systems storage area network (SAN). The additional storage capacity is needed in order to meet the increasing data storage requirements for all County systems and applications.

The following are the data storage components related to this purchase:

- One Modular 2U SAS Storage Expansion Tray (\$3,810.98);
- 10 Modular 600GB SAS 10K RPM Disk Drives (\$7,182.05);
- Cables and Mounting Rail Kit (\$102.36);
- Installation Services (\$381.54), and
- 2 Years Maintenance Support (\$1,111.07).

The total cost is \$12,588.00, and the purchase will be made from AE Business Solutions of Madison under pricing and terms of the UW Madison Contract #10-2052.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Behavioral Health Redesign Steering Committee
INITIATED BY



Elizabeth Pohlman McQuillen
DRAFTED BY

Human Services Board and Public Safety & Justice Committees
SUBMITTED BY

November 1, 2012
DATE DRAFTED

AUTHORIZING CONTRACT FOR JAG CRIMINAL JUSTICE COORDINATING COUNCILS (2010) GRANT CONSULTANT

1 **WHEREAS**, in August 2012, the Wisconsin Office of Justice Assistance awarded Rock County a
2 \$50,000 JAG Criminal Justice Coordinating Councils (2010) Grant; and,
3
4 **WHEREAS**, the grant will be used to hire a consultant to assist the Behavioral Health Redesign
5 Steering Committee (BHRSC) develop a strategic plan and implementation processes to improve the
6 County's mental health and AODA systems, thereby improving the justice system by reducing
7 incarceration and promoting more successful recovery outcomes for residents with mental health
8 and/or substance abuse conditions; and
9
10 **WHEREAS**, in September 2012, an official Request for Qualifications was released by Rock County for
11 the aforementioned services; and,
12
13 **WHEREAS**, three proposals were received and evaluated by five members of the BHRSC and these
14 evaluators recommended Rock County contract with Zia Partners and TriWest Group for services; and,
15
16 **WHEREAS**, the full BHRSC endorses the recommendation of the five evaluators and in turn is
17 recommending that the County enter into a contractual agreement with Zia Partners and TriWest Group
18 in an amount not to exceed \$50,000 for the aforementioned services.
19
20 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
21 this ____ day of November 2012 does hereby authorize a contract with Zia Partners and TriWest Group
22 to assist the Behavioral Health Redesign Steering Committee develop a strategic plan and specific
23 implementation processes to improve the County's mental health and AODA systems, thereby
24 improving the justice system by reducing incarceration and promoting more successful recovery
25 outcomes for residents with mental health and/or substance abuse conditions, in an amount not to
26 exceed \$50,000. All funding is contingent upon the necessary state and federal agency approvals.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

PURCHASING PROCEDURAL ENDORSEMENT

Ivan Collins
Ivan Collins, Chair

Reviewed and approved on a vote of

Henry Brill
Henry Brill, Vice-Chair

Mary Mawhinney, Chair

Mary Beaver
Mary Beaver

Brian Knudson
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

12-11D-176

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice-Chair

Terry Fell

Billy Bob Grahn

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marv Wopat

FISCAL NOTE:

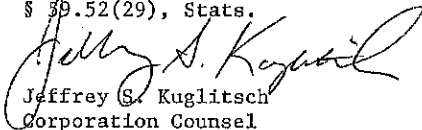
The County has been awarded \$50,000 in federal aid to cover the cost of this contract. Funding is contingent upon state and federal approval of the contract.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 19.52(29), Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary

**AUTHORIZING CONTRACT FOR JAG CRIMINAL JUSTICE
COORDINATING COUNCILS (2010) GRANT CONSULTANT**

In August 2012, Rock County was awarded a \$50,000 Jag Criminal Justice Coordinating Councils (2010) Grant by the Wisconsin Office of Justice Assistance. The grant will allow Rock County to hire a consultant to assist in the development of a strategic plan and implementation processes to improve the County's public and private mental health and AODA systems, thereby improving the justice system by reducing incarceration and promoting more successful recovery outcomes for residents with mental health and/or substance abuse conditions.

An improved behavioral health system overall will assure that those individuals needing mental health/AODA services will not only receive the most appropriate and effective treatment, but will receive it as early as possible, when such an intervention is most effective. To accomplish this endeavor, the consultant will work collaboratively with the Behavioral Health Redesign Steering Committee (BHRSC) and utilize the comprehensive needs and resource assessment report borne out of the CJCC's Justice and Mental Health Collaboration Planning Grant initiative.

In September 2012, through the County's Purchasing Manager, a Request for Qualifications was issued to find the aforementioned consultant. In addition to publicizing the solicitation as required by County policy, it was also sent to several additional consultants that were recommended to the BHRSC.

In October 2012, three proposals were received that met the requirements of the solicitation. The proposals were thoroughly evaluated by five members of the BHRSC and they recommended hiring Zia Partners and TriWest to undertake this project. These are the same consultants that worked with the Justice and Mental Health Ad Hoc Committee in conducting the extensive Needs and Resource Assessment in 2011. The recommendation to hire Zia Partners and TriWest was taken to the full BHRSC on November 1, 2012, and the Committee unanimously approved this recommendation and is now sending this endorsement to the County Board.

All funds for this project will come from the JAG Criminal Justice Coordinating Councils (2010) Grant and will not exceed \$50,000. There is no match requirement for the grant and the grant period runs through June 30, 2013, with an extension allowable through September 2013. All funding is contingent upon the necessary state and federal agency approvals.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



PROPOSAL SUMMARY FORM

PROPOSAL NUMBER 2012-73
PROPOSAL NAME BEHAVIORAL HEALTH CONSULTANT
PROPOSAL DUE DATE OCTOBER 16, 2012 - 12:00 NOON
DEPARTMENT ADMINISTRATION

| | ZIA PARTNERS TRI-WEST SAN RAFAEL CA | COLLABORATIVE RESEARCH CHICAGO IL | HUMAN SERVICES RESEARCH CAMBRIDGE MA |
|--------------------|-------------------------------------------|-----------------------------------------|--------------------------------------------|
| RATER 1 | 95 | 57 | 80 |
| RATER 2 | 95 | 84 | 81 |
| RATER 3 | 80 | 60 | 60 |
| RATER 4 | 99 | 92 | 90 |
| RATER 5 | 95 | 78 | 37 |
| TOTAL SCORE | 464 | 371 | 348 |
| TOTAL COST | \$ 50,000.00 | \$ 49,500.00 | \$ 50,000.00 |

Proposals were evaluated based on the following criteria:

- Understanding of consulting services to be provided. **maximum 25 points**
- Personnel, training and corporate support. **Maximum 25 points**
- History, financial status, knowledge, experience, and qualifications in conducting strategic plans and implementation processes for behavioral health systems as demonstrated by current or past contracts of a similar size and scope. **Maximum 25 points**
- Cost Proposal. **Maximum 25 points**

Request for Qualifications and Cost Proposal advertised in the Janesville Gazette and on the Internet. Three additional agencies were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ZIA PARTNERS / TRI-WEST

SIGNATURE

DATE

GOVERNING COMMITTEE APPROVAL:

Jodi Ellis
CHAIR

5-0

VOTE

11-5-2012

DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR

VOTE

DATE

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY



Timothy Zuehlke
HSD Controller
DRAFTED BY

November 1, 2012
DATE DRAFTED

Awarding Contract for Courier Services

- 1 **WHEREAS**, funds have been incorporated into the 2013 Human Services Budget to contract with a
- 2 private firm for courier services; and,
- 3
- 4 **WHEREAS**, Rock County requested sealed proposals from qualified vendors to provide courier services
- 5 for the delivery of all departmental mail for all Rock County departments, with one vendor responding;
- 6 and,
- 7
- 8 **WHEREAS**, the request for proposals required respondents to submit a proposal to provide courier
- 9 services along with the necessary capital and equipment to carry out the provisions of the contract; and,
- 10
- 11 **WHEREAS**, the proposal from Package Pro met the required specifications of RFP #2013-05; and,
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors, duly assembled
- 14 this _____ day of _____, 2012, that a contract for Courier services commencing January 1,
- 15 2013, be awarded to Package Pro of Janesville, Wisconsin in the amount of \$28,980 based on the terms
- 16 and conditions set forth in the contract; and,
- 17
- 18 **BE IT FURTHER RESOLVED**, that it be a three-year contract with an option for two, one-year annual
- 19 extensions upon the approval of the Human Services Board.

12-11D-177

Respectfully submitted,

Human Services Board

PURCHASING PROCEDURAL ENDORSEMENT

Brian Knudson, Chair

Reviewed and approved on a vote of
_____.

Sally Jean Weaver-Landers, Vice-Chair

Mary Mawhinney, Chair

Terry Fell

William Grahn

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams


Marvin Wopat

Awarding Contract for Courier Services

Page 2

FISCAL NOTE:

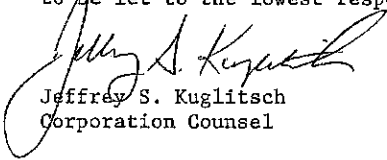
This resolution authorizes a contract with Package Pro for courier services. The contract will be administered by the Human Services Department with costs allocated to various departments. Sufficient funding has been included in the various departments' 2013 budgets for the cost of this contract.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary

The purpose of this resolution is to authorize a contract with Package Pro for courier services for the delivery of all departmental mail for Rock County. The contract will be overseen by the Human Services Department with costs allocated out to all departments that utilize the service.

During budget, it was decided that due to the construction of the new Rock Haven nursing home and the distance they will be from the Health Care Center, Human Services would oversee the day-to-day operations of mail delivery. The current Rock Haven position handling the mail delivery will be re-deployed to another position in 2013 and the services of the contracted courier will be utilized.

Because the contracted courier has the ability to modify their current route to provide services to Rock County, the cost of the contract will be significantly less than the current way we provide mail delivery. There will be a cost savings to the county of approximately \$30,000.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517



PROPOSAL SUMMARY FORM

PROJECT NUMBER #2013-05
PROJECT NAME COURIER SERVICES
PROPOSAL DUE DATE OCTOBER 1, 2012 - 12:00 NOON
DEPARTMENT HUMAN SERVICES

| | PACKAGE PRO JANESVILLE WI |
|-----------------------------------------------------|-------------------------------------------------------|
| DAILY RATE TO PROVIDE COURIER SERVICES 2013-2015 | \$ 115.00 PER DAY |
| DAILY RATE 2016 | \$ 126.50 |
| DAILY RATE 2017 | \$ 139.15 |
| OTHER COURIER SERVICES | \$40.00/HOUR RUSH SERVICE OR OTHER STOPS AS NEEDED |

Request for Proposals was advertised in the Janesville Gazette.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: PACKAGE PRO

SIGNATURE

Charmian J. Syne

11/6/12

DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR

VOTE

DATE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

JIM STUTE
INITIATED BY



JIM STUTE
DRAFTED BY

AGRICULTURE & EXTENSION
EDUCATION COMMITTEE
SUBMITTED BY

NOVEMBER 5, 2012
DATE DRAFTED

AWARDING CONTRACT FOR CROPLAND LEASE AT ROCK COUNTY FARM

- 1 **WHEREAS**, the County of Rock leased 392 acres of cropland at the Rock County Farm for the past nine
- 2 years; and,
- 3
- 4 **WHEREAS**, the current lease will expire on December 31, 2012; and,
- 5
- 6 **WHEREAS**, the Rock County Agriculture and Extension Education Committee has deemed it in the best
- 7 interest of the County to continue to lease the approximately 392 acres of crop land; and,
- 8
- 9 **WHEREAS**, proposals were received from four (4) area farms; and,
- 10
- 11 **WHEREAS**, the proposals were evaluated based on proposal bid per acre (summary attached), past
- 12 farming experience, and financial stability; and,
- 13
- 14 **WHEREAS**, the recommendation is to accept the most responsive and responsible proposal based on the
- 15 above facts.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 18 assembled on this _____ day of _____, 2012 awards the contract for the lease of
- 19 approximately 392 acres of cropland located at the Rock County Farm to Badgerland Grain Farms, LLC-
- 20 Nick Viney, 21 Garfield Street, Edgerton, Wisconsin 53534 in the amount of \$357.14 per acre in each of
- 21 the years - 2013, 2014 and 2015; and,
- 22
- 23 **BE IT FURTHER RESOLVED**, that one half (1/2) of the total annual lease payment will be made by
- 24 Badgerland Grain Farms LLC to Rock County on or before March 1st, and the balance paid on or before
- 25 October 15th each year.

12-11D-178

Respectfully submitted,

Agriculture & Extension Education Committee

Richard Bostwick, Chair

Eva Arnold, Vice Chair

Deloyde Sanders

Alan Sweeney

Larry Wiedenfeld

PURCHASING PROCEDURAL ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair

AWARDING CONTRACT FOR CROP LAND LEASE AT ROCK COUNTY FARM

Page 2

FISCAL NOTE:

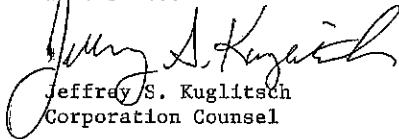
Lease payments are credited to Farm Fees, A/C 56-5625-0000-44100.



Sherry Oja
Finance Director

LEGAL NOTE:

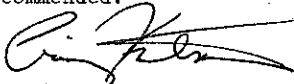
The County Board is authorized to take this action pursuant to § 59.52(6),
Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Kautson
County Administrator

Executive Summary
Awarding Contract for Crop Land Lease at the Rock County Farm

The County of Rock discontinued the Rock County Farm operation in 2003. For the past nine years, the County has leased out 392 acres of crop land. Crop land is leased by a three year contract to a local producer. The current three year lease expires on December 31, 2012.

Bids for the next three year contract have been accepted in October 2012. The contract will run from January 1, 2013 through December 31, 2015. The bids have been submitted based on dollars per acre for each of the next three years. Proposals are evaluated based on proposed cost per acre, past farming experience and financial stability of applicants.

The Agriculture and Extension Education Committee is recommending the high bid of \$357.14 per acre for the 392 acres submitted by Badgerland Grain Farms, LLC. The total bid is \$139,999 for each of the next three years. One half of the total annual lease payment is made on or prior to March 1st, and the remaining balance is paid no later than October 15th each year. Tenant is required to develop and follow a Nutrient Management Plan based on the State's 590 Nutrient Management Specifications and Conservation Plan for the Rock County Farm Property.

Respectfully submitted,

James K. Stute
UW-Extension Department Head



PROPOSAL SUMMARY FORM

PROJECT NUMBER #2013-10
 PROJECT NAME CROP LAND LEASE
 PROJECT DUE DATE OCTOBER 15, 2012 - 12:00 NOON
 DEPARTMENT ROCK COUNTY FARM

| 392 ACRES | BADGERLAND GRAIN MADISON WI | DOUDLAH FARMS EVANSVILLE WI | DARREN DEMMIN EVANSVILLE WI | JIM QUADE MILTON WI |
|-------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------|
| 2013 TOTAL BID | 140,000.00 | 127,991.92 | 121,128.00 | 98,392.00 |
| 2014 TOTAL BID | 140,000.00 | 127,991.92 | 121,128.00 | 98,392.00 |
| 2015 TOTAL BID | 140,000.00 | 127,991.92 | 121,128.00 | 98,392.00 |
| TOTAL 3 YEAR BID | \$ 420,000.00 | \$ 383,975.76 | \$ 363,384.00 | \$ 295,176.00 |

Proposal was advertised in the Janesville Gazette and on the Internet. Twelve additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Badgerland Grain

SIGNATURE: *Jodi Millis* 10/19/2012 DATE

GOVERNING COMMITTEE APPROVAL: _____ CHAIR VOTE _____ DATE

PURCHASING PROCEDURAL ENDORSEMENT: _____ CHAIR VOTE _____ DATE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Amy Spoden, HR Manager
DRAFTED BY

Finance Committee
SUBMITTED BY

November 12, 2012
DATE DRAFTED

APPROVING REINSURANCE CONTRACT FOR STOP-LOSS COVERAGE

- 1 WHEREAS, Willis of Wisconsin, Inc., Rock County's Insurance Consultant, solicited proposals from Stop-loss
- 2 carriers; and,
- 3
- 4 WHEREAS, Zurich is the most competitive option for Stop-Loss coverage for Rock County; and,
- 5
- 6 WHEREAS, the Finance Committee has reviewed the options and selected a Stop-Loss retention level of
- 7 \$175,000 for monthly premiums of \$25.02 per single plan and \$76.77 for a family plan.
- 8
- 9 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this
- 10 _____ day of _____, 2012 hereby authorizes the execution of a contract with Zurich for
- 11 administration of the County's Stop-Loss Coverage effective January 1, 2013.

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

FISCAL NOTE:

Sufficient funds are available in the 2013 Budget for administering the County's self-insurance health plan and specific stop-loss coverage. Based upon the current census of 359 Single Plans and 826 Family Plans, the annual stop-loss premium would be \$868,730.40.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action Pursuant to secs. 59.01, 59.51, and 59.52 (11)(c), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended

Craig Knutson
County Administrator

12-11D-187

County of Rock
SELF-FUNDED MEDICAL BENEFIT/COST ANALYSIS
 Effective: 01/01/2013

| | | Current | Renewal | Option 1 |
|-------------------------------------|------------------------------------------|----------------------------|---------------------------------------------|-------------------------------------------|
| | | PBA | PBA | PBA |
| | | Faber/Standard Life | Faber/Standard Life | Zurich |
| Medical Administrator | ADMINISTRATION | | | |
| Prescription Benefit Manager | | | | |
| Reinsurance Carrier | | | | |
| 1194 | Medical Administration | \$12.75 | \$13.25 | \$13.25 |
| 1194 | COBRA | \$1.15 | \$1.25 | \$1.25 |
| 1194 | PPO Liaison Fee | \$0.35 | \$0.40 | \$0.40 |
| | Annual Maintenance and Compliance Fee | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Monthly Administration Costs | \$17,014.50 | \$17,873.93 | \$17,873.93 |
| | Total Annual Administration Costs | \$204,174.00 | \$214,487.20 | \$214,487.20 |
| | Percent of Cost Difference | | 5.1% | 5.1% |
| | SPECIFIC STOP LOSS | | | |
| | Contract Type | Medical/Rx | Medical/Rx | Medical/Rx |
| | | 12/18 | 12/18 | 12/18 |
| | Specific Deductible | \$175,000 | \$175,000 | \$175,000 |
| | Specific Annual Maximum ¹ | \$2,000,000 | \$2,000,000 | \$2,000,000 |
| | Retiree Inclusion | Included | Included | Included |
| | Specific Premium | | | |
| 361 | Single | \$28.05 | \$39.20 | \$25.02 |
| 833 | Family | \$72.11 | \$101.31 | \$76.77 |
| | Total Annual Stop Loss Costs | \$842,324.16 | \$1,182,509.16 | \$875,779.56 |
| | Percent of Cost Difference | --- | 40.4% | 4.0% |
| A. | Total Annual Fixed Costs | \$1,046,498.16 | \$1,396,996.36 | \$1,090,266.76 |
| | Percent of Cost Difference | | 33.5% | 4.2% |
| NOTES: | | | Subject to review of claims through 10/2012 | Firm with signed disclosure by 11/14/2012 |

¹ Please review medical summary plan description to ensure that the annual maximum matches up with the carrier annual maximum. Failing to do so could result in a Vendors may charge or passthrough additional fees as required or related to PPACA. These fees are not represented in the costs above.

This comparison is intended to illustrate the carrier's proposed services and rates and should not be relied upon to fully determine benefits and rates. Refer to carrier's renewal/proposal for a complete representation of coverage terms and conditions.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

JAMES OTTERSTEIN
INITIATED BY



JEFFREY S. KUGLITSCH
DRAFTED BY

COUNTY BOARD STAFF
COMMITTEE
SUBMITTED BY

OCTOBER 30, 2012
DATE DRAFTED

**AUTHORIZATION TO APPROVE THE GOEX CORPORATION OPTION TO
PURCHASE 5 ACRES OF THE ROCK COUNTY FARM**

- 1 **WHEREAS**, the County of Rock owns approximately 55 acres of vacant farm land on the south side of
- 2 USH 14 (commonly referenced as Rock County Farm South), in the City of Janesville; and,
- 3
- 4 **WHEREAS**, this land is adjacent to privately held property, which is positioned to have future railroad
- 5 access off of an existing main railroad line; and,
- 6
- 7 **WHEREAS**, the GOEX Corporation is currently land-locked and lacks the ability to access railroad
- 8 service; thereby, restricting the company's ability to expand and add jobs at its current City of Janesville
- 9 location; and,
- 10
- 11 **WHEREAS**, a parcel owned by Rock County containing approximately 5 acres (MOL) in the far eastern
- 12 portion of that part of the Rock County Farm South, adjacent to the 24.4 acres already under the control of
- 13 the company's ownership, is the optimum available land to facilitate this economic development project;
- 14 and,
- 15
- 16 **WHEREAS**, the GOEX Corporation is interested in purchasing the said 5 acre (MOL) parcel to relocate,
- 17 expand and sustain their operations locally; and,
- 18
- 19 **WHEREAS**, this multi-million dollar economic development project is expected to retain 130 existing,
- 20 as well as create up to 70 new jobs.
- 21
- 22 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 23 this 15th day of November, 2012, that GOEX Corporation is given an option, to be exercised no later than
- 24 December 31, 2013 to purchase 5 acres (MOL) of the Rock County Farm South (more completely
- 25 described on the attached exhibit which is incorporated herein by reference) at a price of \$46,000 per acre
- 26 and such other terms and conditions as shall be agreed upon at time of sale.
- 27
- 28 **BE IT FURTHER RESOLVED** that the County be assured of an easement across the demised
- 29 premises, at no cost to the County, securing access to the future rail spur that will connect back to the
- 30 existing main railroad line.
- 31
- 32 **BE IT FURTHER RESOLVED** that if this transaction is completed within the appropriate timeframes,
- 33 the County will place the purchase price of \$46,000 per acre in the PDR/PACE Program Account.

12-11D-179

RESPECTFULLY SUBMITTED:

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Marilyn Jensen

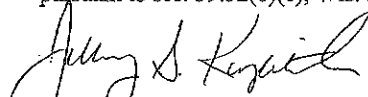
Mary Mawhinney

Louis Peer

Kurtis L. Yankee

LEGAL NOTE:

The County Board is authorized to take this action
pursuant to sec. 59.52(6)(c), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

This resolution authorizes the sale of 5 acres of the Rock
County Farm to GOEX Corporation. Proceeds of the
sale will be assigned for future use by PDR/PACE Program.


Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Craig Kautson
County Administrator

**AUTHORIZATION TO APPROVE THE GOEX CORPORATION
OPTION TO PURCHASE 5 ACRES OF THE ROCK COUNTY
FARM**

EXECUTIVE SUMMARY

GOEX Corporation (hereinafter GOEX) is a privately held, leading manufacturing of quality printable plastic sheet, based in Janesville, WI. Established over 20 years ago, the company operates out of a 75,000 SF production facility and it has a staff of 130 employees. In 1999, the County of Rock entered into an agreement with the City of Janesville to sell GOEX a 24-acre parcel from the property commonly referred to as Rock County Farm South. Due to unforeseen circumstances, that development project did not materialize and the proposed relocation of GOEX from 2532 Foster Avenue to its proposed USH 14 location did not occur.

During the last decade, GOEX has continued to grow its customer base; increase its market share; and expand operations locally. Consequently, GOEX has maximized its present location to the point where it is landlocked. More importantly, economic and supply chain considerations are now requiring GOEX to incorporate rail service into their business model. To meet the demands of existing, as well as prospective, customers GOEX must operate from a more cost-effective, efficient and functional, rail-served real estate location.

Per the Resolution, GOEX is requesting an Option to Purchase a five (5) acre parcel from the Rock County Farm South. This additional acreage is required to meet the future expansion plans of GOEX (beyond its initial relocation and expansion project), as well as accommodate infrastructure right-of-way considerations, local site plan and state building code requirements. This project involves a capital investment estimated between \$12MM and \$15MM dollars; a new 150,000 SF +/-, rail served facility; the retention of 130 jobs; and the creation of up to 70 new jobs. Prent Corporation, which shares ownership and supply chain connections with GOEX, intends to occupy/redevelop the 2532 Foster Avenue property following the GOEX relocation.

The Resolution authorizes the County of Rock to enter into an Option to Purchase with GOEX – to facilitate the aforementioned development project. GOEX will have until December 31, 2013 to execute this Option. Per an October 2012 appraisal commissioned by the County, the property is priced at \$46,000 per acre. Other terms and conditions associated with the sale of this property will be agreed upon and articulated within the future Sale Agreement.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff
INITIATED BY

County Board Staff
SUBMITTED BY



Nick Osborne, Assistant to the County
Administrator
DRAFTED BY

November 6, 2012
DATE DRAFTED

APPROVING EASEMENT WITH ALLIANT ENERGY ON COUNTY FARM PROPERTY

- 1 **WHEREAS**, Alliant Energy is rebuilding electrical lines and poles along State Highway 14 this
- 2 winter; and,
- 3
- 4 **WHEREAS**, to avoid long outages for their customers near the northwest side of the intersection of
- 5 Highway 14 and Highway 51, Alliant Energy wishes to reconstruct a 3 phase line to serve businesses;
- 6 and,
- 7
- 8 **WHEREAS**, Alliant Energy is requesting an 8'x10' easement to install an anchor for this 3 phase line
- 9 on the county owned land; and,
- 10
- 11 **WHEREAS**, Alliant Energy has agreed to pay Rock County a fee of \$440 for this easement; and,
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 14 this ____ day of _____, 2012, approves the Alliant Energy easement request.

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Marilynn Jensen

Mary Mawhinney

Louis Peer

Kurtis Yankee

12-11D-180

APPROVING EASEMENT WITH ALLIANT ENERGY ON COUNTY FARM PROPERTY
Page 2

AGRICULTURE AND EXTENSION COMMITTEE

Richard Bostwick, Chair

Eva Arnold, Vice Chair

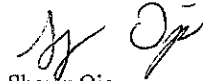
Deloyde Sanders

Alan Sweeney

Larry Wiedenfeld

FISCAL NOTE:

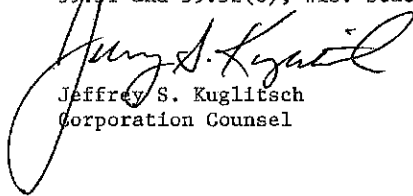
This revenue will be deposited into the Farm's rental fee account, A/C 56-5625-0000-44100.



Sherry Oja
Finance Director

LEGAL NOTE:

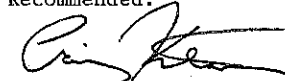
The County Board is authorized to take this action pursuant to sections 59.01, 59.51 and 59.52(6), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

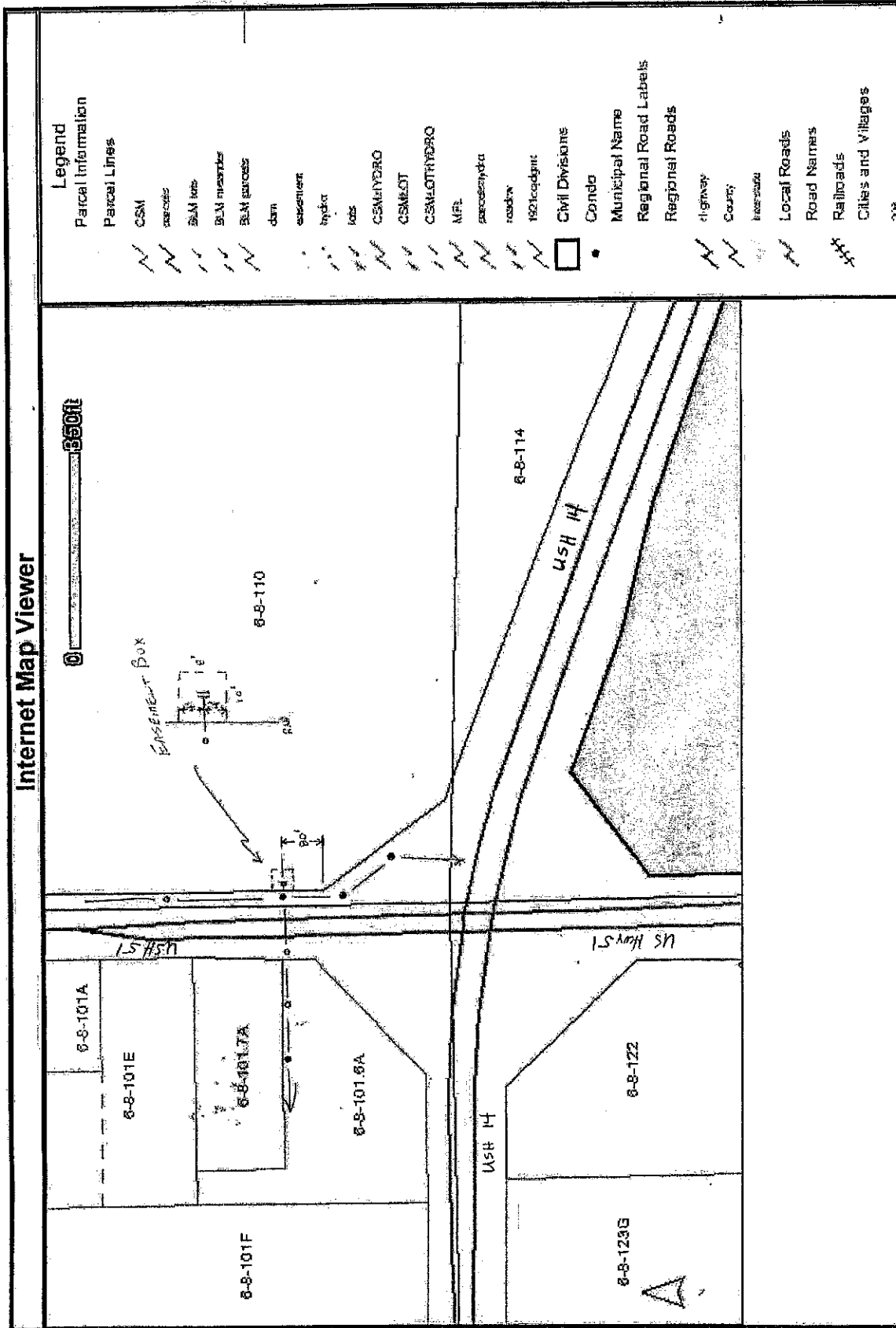


Craig Knutson
County Administrator

EXECUTIVE SUMMARY

The American Transmission Company (ATC) is rebuilding their overhead line along State Highway 14 this winter. Alliant Energy/Wisconsin Power and Light will also be rebuilding their lines on their poles. To avoid long outages for Alliant customers, they are building some new and temporary lines before ATC starts their work. Alliant is rebuilding their line on the northeast side of the intersection of State Highway 14 and State Highway 51. They are also rebuilding a 3-Phase line to feed across to the business on the west side of the intersection to give them a looped system so the business has access to more reliable power and outages are kept to a minimum during construction. To serve them with the new line, Alliant is asking for permission to place an anchor into the field on the northeast corner of the intersection. This would extend approximately nine feet beyond the right of way and occupy a total of 80 square feet of County Farm land.

Mr. James Stute from UW Extension anticipates this would take approximately 200 square feet out of production for agricultural purposes. Using the current UW Farm lease rate of \$357 per acre and noting how this small unusable area affects larger farm production value, Rock County proposes an easement fee of \$440.



RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Randy Terronez
INITIATED BY

Randy Terronez
DRAFTED BY

GENERAL SERVICES
COMMITTEES
SUBMITTED BY



November 1, 2012
DATE DRAFTED

APPROVING ADDITIONAL CONTINGENCY FUNDING FOR
ROCK HAVEN FACILITY REPLACEMENT PROJECT

1 WHEREAS, the County awarded the Rock Haven Facility Replacement Project to C. G. Schmidt, Inc.
 2 and established contingency funds to cover unforeseen conditions and necessary changes that may arise
 3 throughout the course of the project as contained in Resolution #11-9A-455; and,
 4
 5 WHEREAS, two separate contingency funds were established, one to address the soil conditions in the
 6 amount of \$515,900, and the other to address unforeseen conditions and owner-directed changes in the
 7 amount of \$773,850; and,
 8
 9 WHEREAS, various change orders have been approved which resulted in the Contingency balance at
 10 \$64,574.54; and,
 11
 12 WHEREAS, the new facility is scheduled for completion in January 2013; and,
 13
 14 WHEREAS, a pending change order in the amount of \$96,416.44 will result in a need for additional
 15 funding in the amount of \$31,841.90; and,
 16
 17 WHEREAS, both contingency accounts have been depleted and the Samuels Group acting as the
 18 Owner's Representative recommends replenishing the Contingency; and,
 19
 20 WHEREAS, funding is available from unallocated funds in the Rock Haven Project budget.
 21
 22 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly
 23 assembled this _____ day of _____, 2012, does hereby increase the project
 24 contingency in the amount of \$31,841.90 with funds to come from the unallocated funds in the Rock
 25 Haven Project budget.
 26
 27 BE IT FINALLY RESOLVED, that the General Services Committee be delegated the authority to
 28 approve all change orders for the Rock Haven Facility Replacement Project and report any change
 29 orders over \$10,000 to the Rock County Board of Supervisors at its regularly scheduled meetings.

12-11D-181

Respectfully Submitted,

General Services Committee:

Phillip Owens
Phillip Owens, Chair

Henry Brill
Henry Brill, Vice Chair

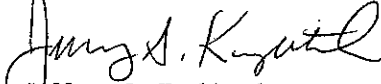
Ivan Collins
Ivan Collins

Jason Heidenreich
Jason Heidenreich

Edwin Nash
Edwin Nash


LEGAL NOTE:

County Board is authorized to take this action pursuant to § 59.01 & 59.51,
Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

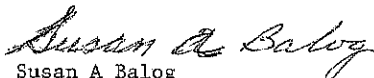
ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

FISCAL NOTE:

This resolution increases the contingency funding allocation for the Rock Haven project. The funding is coming from project funds that are currently unallocated. The resolution does not increase the overall budget for the Rock Haven project.


Susan A Balog
Sr. Accountant/Assistant to Finance Director

In September 2011 the County awarded the Rock Haven Facility Replacement project bid to C.G. Schmidt, Milwaukee, WI in the amount of \$25,685,000 with funding from two separate bonds.

The resolution (#11-9A-455) awarding the project also established two contingency accounts. The Samuels Group suggested having two separate contingency funds to allow for better tracking of change orders, even though both were funded from the same project account. Use of the amounts was made via change order reviewed and approved or modified by the General Services Committee.

The first Contingency in the amount of \$515,900 addressed the soil conditions and a second contingency in the amount of \$773,850 addressed unforeseen conditions (other than soils) and necessary changes that were discovered throughout the course of the project recommended by the project team—including staff from Rock Haven and County Administration—that in their opinion were necessary to improve the project's functionality.

Change orders approved by the General Services Committee have left the Contingency budget at \$64,574.54.

Please note that the project to date has identified \$191,000 in construction credits that have been applied back to the project.

The original project schedule had substantial completion at September 30, 2012 but due in part to coordination issues, substantial completion is now targeted at January 31, 2013.

A Change Order is pending in the amount of \$96,416.44 that requires \$31,841.90 in additional funding.

Funding is available from unallocated funds from the Rock Haven Capital project budget.

Approval of the request will increase the overall project contingency and this action is being requested.

Finally, this resolution continues the previously approved action that delegates authority to approve all change orders on this project to the General Services Committee of the Rock County Board of Supervisors. Current County Board Rules specify that the full County Board approve change orders over \$10,000. However, in certain circumstances, such as those involving unsuitable soils as described above, a delay in approving change orders may have the effect of shutting the project down for a period. Delays of this type could have large cost implications for the overall cost of the project. The flexibility of convening a smaller committee to address change orders would allow the County to respond more quickly to unforeseen conditions and save overall construction costs. There may still exist credits that could be applied back to the project.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY



Ben Coopman, Public Works Director
DRAFTED BY

November 1, 2012
DATE DRAFTED

AUTHORIZING OVERLAP OF POSITIONS FOR DEPARTMENT OF PUBLIC WORKS, HIGHWAY DIVISION

- 1 **WHEREAS**, the Department of Public Works, Highway Division currently has two
- 2 Patrolworker positions off work for medical reasons and who may not return to those duties
- 3 during the winter maintenance season; and,
- 4
- 5 **WHEREAS**, having a limited number of staff will cause difficulty adequately maintaining
- 6 the Highways during the upcoming winter season; and,
- 7
- 8 **WHEREAS**, temporarily overlapping another Patrolworker position for each of these
- 9 positions insures that the temporary new hires will be adequately trained prior to the winter
- 10 season; and,
- 11
- 12 **WHEREAS**, the Department has sufficient funds available for these positions.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors
- 15 duly assembled this _____ day of _____, 2012 does hereby authorize
- 16 temporarily overlapping two Patrolworker positions, not to exceed six months.

12-11D-182

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis L. Yankee
Kurtis L. Yankee, Chair

Betty Jo Bussie
Betty Jo Bussie, Vice-Chair

Absent
Eva Arnold

Dave Brown
Dave Brown

Brent Fox
Brent Fox

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice-Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Marilynn Jensen

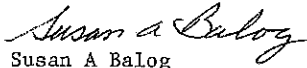
Mary Mawhinney

Louis Peer

Kurtis L. Yankee

FISCAL NOTE:

Sufficient funds are available in the DPW-Highways's 2012-2013 budgets for the cost of overlapping patrol worker positions.



Susan A Balog
Sr. Accountant/Assistant to Finance Director

LEGAL NOTE:

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



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

- Executive Summary -

For the past several years, the Highway Division of the Public Works Department has been downsizing its staff through attrition. These have been done mostly in the "Patrolworker" position. There have also been employees who have become physically unable to work. Vacancies/absences at any one time can reach several employees.

It has been difficult at times to deploy a full complement of plow drivers in winter storms due to these absences, especially on the two Interstate Highways in the County. The Wisconsin Department of Transportation also expects that service on these two roads should be provided twenty-four hours per day during these storms. Temporary shifting of work hours among staff is regularly done to provide this service. This further reduces the available workforce for snow storms.

This situation is not anticipated to change for many weeks, surely throughout this winter. This resolution seeks to temporarily fill the gaps in covering these duties with new hires.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Craig Knutson
INITIATED BY

Planning & Development Committee
SUBMITTED BY



Nick Osborne, Assistant to County Administrator
DRAFTED BY

November 2, 2012
DATE DRAFTED

Recognizing Don Barnes for His Service to Rock County

- 1 **WHEREAS**, Don Barnes has served the citizens of Rock County for the past 37 years as a dedicated
- 2 and valued Rock County employee in the position of Surveyor; and,
- 3
- 4 **WHEREAS**, in an office that extends back to 1837, Don is the longest tenured Surveyor; and,
- 5
- 6 **WHEREAS**, Don has diligently worked on the remonumentation process, replacing old land markers
- 7 with new ones throughout Rock County; and,
- 8
- 9 **WHEREAS**, Don has successfully integrated new surveying tools in Rock County such as Global
- 10 Positioning and Geographic Information System networks; and,
- 11
- 12 **WHEREAS**, Don has been a member of the American Congress on Surveying and Mapping, the
- 13 Wisconsin Society of Land Surveyors, and has served on the executive board for the Wisconsin County
- 14 Surveyors Association; and,
- 15
- 16 **WHEREAS**, Don's dedication to the profession, with eyes on both the past and future, has been
- 17 appreciated by the land surveying community and Rock County residents; and,
- 18
- 19 **WHEREAS**, Don's institutional knowledge of surveying in Rock County will be sorely missed as he
- 20 begins his retirement on December 3, 2012.
- 21
- 22 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 23 assembled this _____ day of _____, 2012, does hereby recognize Don Barnes for his 37 years
- 24 of service to the citizens of Rock County and extends its best wishes to him in his future endeavors.
- 25
- 26 **BE IT FINALLY RESOLVED** that the County Clerk be authorized and directed to furnish a copy of
- 27 this resolution to Don Barnes.

12-11D-183

Respectfully submitted,

PLANNING AND DEVELOPMENT COMMITTEE

Alan Sweeny
Alan Sweeny, Chair

Mary Mawhinney
Mary Mawhinney Vice Chair

Wayne Gustina
Wayne Gustina

Marilyn Jensen
Marilyn Jensen

Phillip Owens
Phillip Owens

Recognizing Don Barnes for His Service to Rock County

Page 2

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Marilynn Jensen

Mary Mawhinney

Louis Peer

Kurtis L. Yankee

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Lori Bienema
INITIATED BY



Pancreatic Cancer Action Network
DRAFTED BY

Board of Health
SUBMITTED BY

October 12, 2012
DATE DRAFTED

DECLARING THE MONTH OF NOVEMBER "PANCREATIC CANCER AWARENESS MONTH" IN ROCK COUNTY

1 **WHEREAS**, in 2012, an estimated 43,920 people will be diagnosed with pancreatic cancer in the
2 United States and 37,390 will die from the disease; and,

3
4 **WHEREAS**, pancreatic cancer is one of the deadliest cancers, is the fourth leading cause of cancer
5 death in the United States, and is the only major cancer with a five-year relative survival rate in the
6 single digits at just six percent; and,

7
8 **WHEREAS**, when symptoms of pancreatic cancer present themselves, it is usually too late for an
9 optimistic prognosis, and 74 percent of pancreatic cancer patients die within the first year of their
10 diagnosis while 94 percent of pancreatic cancer patients die within the first five years; and,

11
12 **WHEREAS**, of all the racial/ethnic groups in the United States, African Americans have the highest
13 incidence rate of pancreatic cancer, between 34 percent and 70 percent higher than the other groups;
14 and,

15
16 **WHEREAS**, approximately 760 deaths will occur in Wisconsin in 2012; and,

17
18 **WHEREAS**, there is no cure for pancreatic cancer and there have been no significant improvements in
19 survival rates in the last 40 years; and,

20
21 **WHEREAS**, the Federal Government invests significantly less money in pancreatic cancer research
22 than it does in any of the other leading cancer killers; and pancreatic cancer research constitutes only
23 approximately 2 percent of the National Cancer Institute's federal research funding, a figure far too
24 low given the severity of the disease, its mortality rate, and how little is known about how to arrest it;
25 and,

26
27 **WHEREAS**, the Pancreatic Cancer Action Network is the first and only national patient advocacy
28 organization that serves the pancreatic cancer community in Rock County and nationwide by focusing
29 its efforts on public policy, research funding, patient services, and public awareness and education
30 related to developing effective treatments and a cure for pancreatic cancer; and,

31
32 **WHEREAS**, the Pancreatic Cancer Action Network and its affiliates in Rock County support those
33 patients currently battling pancreatic cancer, as well as to those who have lost their lives to the disease,
34 and are committed to nothing less than a cure; and,

35
36 **WHEREAS**, the good health and well-being of the residents of Rock County are enhanced as a direct
37 result of increased awareness about pancreatic cancer and research into early detection, causes, and
38 effective treatments; therefore be it.

39
40 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
41 assembled on this _____ day of _____, 2012, does hereby designate the month of
42 November 2012 as "Pancreatic Cancer Awareness Month" in Rock County.

Respectfully submitted,


12-11D-184

DECLARING THE MONTH OF NOVEMBER "PANCREATIC CANCER AWARENESS MONTH" IN ROCK COUNTY 12.J.(2)

Page 2

BOARD OF HEALTH

Sandra Kraft, Chair



Richard Bostwick



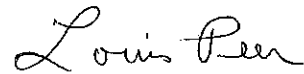
Dr. Aaron Best, M.D.



Dr. Connie Winter, DDS



James Rooney



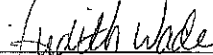
Louis Peer, Vice Chair



Mike Rundle

absent

Dr. Dean Peterson, DVM



Judith Wade

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Craig Knutson, County Administrator
DRAFTED BY

Finance Committee
SUBMITTED BY

November 8, 2012
DATE DRAFTED

Worker's Compensation Loss Control Consulting Services for 2013 and 2014

- 1 **WHEREAS**, Willis of Wisconsin currently provides loss control consulting services to assist Rock
- 2 County in complying with safety regulations and reducing workers compensation losses; and,
- 3
- 4 **WHEREAS**, the Human Resources Department is charged with overseeing the County's safety
- 5 compliance efforts as well as the workers compensation program; and,
- 6
- 7 **WHEREAS**, these activities require the assistance of consultants who possess particular expertise in
- 8 furthering such efforts; and,
- 9
- 10 **WHEREAS**, Willis of Wisconsin is willing to provide these services in 2013 and 2014 at the same
- 11 cost as 2012.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 14 assembled this ____ day of _____, 2012, hereby contracts with Willis of Wisconsin for loss
- 15 control consulting services for 2013 and 2014 at the rate of \$30,000 per year.

12-11D-185

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

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

Marilynn Jensen

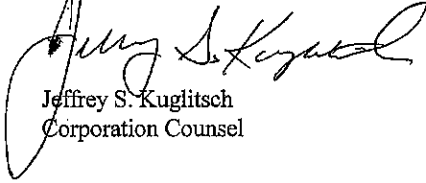
Louis Peer

Kurtis Yankee

Worker's Compensation Loss Control Consulting Services for 2013 and 2014
Page 2

LEGAL NOTE:

County Board is authorized to take this action pursuant to sec. 59.01 & 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

Sufficient funding has been requested in the 2013 budget and will need to be included in the 2014 budget for the cost of this contract.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Randy Terronez
INITIATED BY



Randy Terronez
DRAFTED BY

GENERAL SERVICES
COMMITTEES
SUBMITTED BY

November 8, 2012
DATE DRAFTED

**AUTHORIZING FUNDING FOR UNIVERSITY OF WISCONSIN ROCK COUNTY
ENERGY CONSERVATION PROJECT**

- 1 **WHEREAS**, the County funds capital projects for county-owned facilities at the University of Wisconsin
- 2 Rock County; and,
- 3
- 4 **WHEREAS**, the State of Wisconsin through the Campus Improvement Energy Conservation Program
- 5 funds energy conservation projects subject to the entity conducting a comprehensive energy conservation
- 6 audit and provided that local match funds are committed; and,
- 7
- 8 **WHEREAS**, the University of Wisconsin Rock County underwent a comprehensive energy
- 9 conservation audit that identified a variety of areas to improve the facilities heating, ventilation and air
- 10 conditioning system at a total cost of \$919,402; and,
- 11
- 12 **WHEREAS**, participation in the State's program will require a County match of \$380,073 with said
- 13 funds available in the 2013 General Services Capital Projects - University of Wisconsin Rock County
- 14 account.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board duly assembled this
- 17 day of , 2012 does hereby authorize funding for the University of
- 18 Wisconsin Rock County Energy Conservation Project in the amount of \$380,073.

12-11D-186

Respectfully Submitted

General Services Committee

Phillip Owens, Chair

Henry Brill, Vice Chair

Ivan Collins


Jason Heidenreich

Edwin Nash

AUTHORIZING FUNDING FOR UNIVERSITY OF WISCONSIN ENERGY CONSERVATION
PROJECT
Page 2


FISCAL NOTE:

Sufficient funding is available in the U-Rock Capital Improvement account, A/C 18-1843-0000-67200,
for the cost of the County match portion of this project.


Sherry Oja
Finance Director

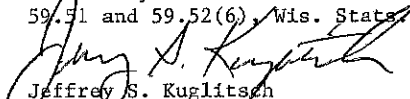
ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01,
59.51 and 59.52(6), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

EXECUTIVE SUMMARY

This resolution would authorize 2013 funds as local match to allow University of Wisconsin Rock County to participate in a state energy conservation program. The Campus Improvement Energy Conservation Program funds energy conservation projects subject to the entity conducting a comprehensive energy conservation audit and provided that local match funds are committed.

A recently completed energy audit identified \$919,402 in facility heating, ventilation and air conditioning system improvement work. The County's match would be \$380,073, which is available in the 2013 General Services Capital Projects - University of Wisconsin Rock County account.

The project will include replacing the 45-year-old steam boiler system with energy efficient hot water boilers along with required piping and ancillary components. Also included are certain building envelope improvements and modernizing the air handling units throughout the facilities.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging
Services Committee
INITIATED BY



Joyce Lubben
DRAFTED BY

Education, Veterans & Aging
Services Committee
SUBMITTED BY

November 12, 2012
DATE DRAFTED

**APPROVAL OF REVISED ROCK COUNTY COUNCIL ON AGING DRUG AND ALCOHOL
TESTING POLICY**

- 1 **WHEREAS**, the Council on Aging contracts with the municipalities of Beloit and Janesville to provide
- 2 complementary transit services through the Rock County Specialized Transit Program for persons who
- 3 are elderly and/or disabled; and
- 4
- 5 **WHEREAS**, the Council on Aging's Specialized Transit Program, as a sub-contractor of the
- 6 municipality transit programs receiving federal funds, is subject to the Federal Transit Administration's
- 7 mandated drug and alcohol testing program for safety sensitive positions; and
- 8
- 9 **WHEREAS**, findings of a recent audit by the Federal Transit Administration requires additional
- 10 language in the Council on Aging's Drug and Alcohol Testing Policy to comply with federal regulations.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 13 assembled this _____ day of _____, 2012 does approve the revised Rock County
- 14 Council on Aging's Drug and Alcohol Testing Policy.

12-11D-188

Respectfully submitted,

Education, Veterans & Aging Services Committee

Terry Thomas, Chair

Dave Brown

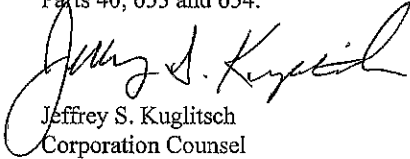
Wayne Gustina

Steve Howland

Edwin Nash

LEGAL NOTE:

The County Board is required to take this action pursuant to 49 Code of Federal Regulations (CFR)
Parts 40, 653 and 654.



Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

No fiscal impact.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

The transit systems of Beloit and Janesville contract with the Council on Aging to provide complementary paratransit services for persons who are elderly and/or disabled. As a sub-recipient of Federal Transit Administration funding, those persons engaged in safety sensitive positions with the Rock County Specialized Transit Program are subject to federal drug and alcohol testing policies. A recent audit by the Federal Transit Administration showed a few minor updates are needed in the policy to reflect changes in federal language.

It is required that the County Board of Supervisors approved the updated policy. The deadline for that approval is November 19, 2012. The added language is as follows:

1. A covered employee who has not performed a safety-sensitive function for 90 consecutive days or more and has not been in the Council on Aging random selection pool shall take a pre-employment drug test with a verified negative result before returning to safety-sensitive duties.
2. Substance Abuse Management, Inc. (SAMI), using a scientifically valid method shall administer the selection of employees for random testing. This method will be a computer software-based random selection program that is matched with employee social security numbers or payroll identification numbers. Under this selection process, each employee will have an equal chance of being tested each time selections are made. As a result, some employees may be tested more than once each year, while other employees may not be tested at all.

The following behaviors constitute refusals to submit to a test:

3. Failure to remain at the testing site until the testing process is complete.
4. Failure to undergo a medical examination or evaluation as directed by the MRO as part of the verification process, or as directed by the DER.
5. Failure to cooperate with any part of the testing process.
6. In a case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of the provision of a specimen.
7. For an observed collection, failure to follow the observers instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there is any type of prosthetic or other device that could be used to interfere with the collection process.
8. Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
9. Admitting the adulteration or substitution of a specimen to the collector or MRO.
10. Reporting by the MRO of a verified adulterated or substituted test result.
11. Refusal to sign the test form(s) will be regarded as a refusal to take the test.

No county tax levy is required.