



**ROCK COUNTY BOARD OF SUPERVISORS' MEETING
THURSDAY, DECEMBER 12, 2013 – 6:00 P. M.**

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

Agenda

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES – November 21, 2013
6. PUBLIC HEARING
 - A. Creating Section 2.105 of the Rock County Code of Ordinances (First Reading)
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
 - A. Appointments to the Arrowhead Library System Board
 - B. Appointments to Disabled Parking Enforcement Assistance Council
 - C. Appointments to Council on Aging Advisory Board/Council on Aging Nutrition Advisory Council
9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - A. Supplementary Appropriations and Budget Changes - Roll Call
 1. Amending the Sheriff's 2014 Budget to Use Equitably Shared Funds to Purchase Maintenance for VeriPic Software
 2. Amending 2014 Local Emergency Planning Committee Budget
 3. Amending the 2013 UW-Extension Budget to use Transform Wisconsin Grant Funds

NOTE: Item 12.A.3. will be considered by the Agriculture & Extension Education Committee on December 11, 2013

ROCK COUNTY BOARD OF SUPERVISORS

December 12, 2013

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12. NEW BUSINESS

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

- 1. Approval of Conveyance Agreement and Escrow Instructions for the Purchase of Agricultural Conservation Easements Program
- 2. Authorizing Purchase of Computer Equipment for Human Services in 2013
- 3. Authorizing Purchase of a Unitrends Disk-to-Disk Backup Expansion Unit
- 4. Awarding Contract for Rock County’s Outdoor Warning Siren System – Preventative Maintenance Program
- 5. Awarding Bid for Sanitation Products at the Rock County Sheriff’s Office and Jail
- 6. Authorizing Agreement with Woodland Enhanced Health Service (WEHS) Commission

NOTE: Item 12.D.6. will be considered by the Human Services Board on December 11, 2013

- 7. Approval of Final Site Plan and Legal Description for a Residence Hall on the UW Rock County Campus

NOTE: Item 12.D.7. will be considered by the General Services Committee on December 10, 2013

- 8. Highway Jurisdictional Transfer Agreement – County Trunk Highway Y
- 9. Highway Jurisdictional Transfer Agreement – Ex. McCormick Drive (New CTH Y), City of Janesville,

NOTE: Items 12.D.8. and 12.D.9. will be considered by the Public Works Committee on December 12, 2013

- E. Amending the County’s Personnel Ordinance (Second Reading and Adoption)
- F. Urging Wisconsin to Use Federal Medicaid Funding to Improve BadgerCare

NOTE: Item 12.F. will be considered by the County Board Staff Committee on December 10, 2013

- G. Recognizing Robert Kane for Service to Rock Haven
- H. Recognizing Carol McKeown for Service to Rock Haven
- I. Recognizing Patti Stedman for Service to Rock Haven

NOTE: Items 12.G., 12.H. and 12.I. will be considered by the County Board Staff Committee on December 10, 2013 and Health Services Committee on December 11, 2013

ROCK COUNTY BOARD OF SUPERVISORS

December 12, 2013

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12. NEW BUSINESS

- J. **EXECUTIVE SESSION:** Per Section 19.85(1)(e), Wis. Stats. Update on Collective Bargaining

13. ADJOURNMENT

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

SHERIFF ROBERT SPODEN
INITIATED BY



JEROME A. LONG
DRAFTED BY

PUBLIC SAFETY & JUSTICE
COMMITTEE
SUBMITTED BY

NOVEMBER 13, 2013
DATE DRAFTED

CREATING SECTION 2.105 OF THE ROCK COUNTY CODE OF ORDINANCES

1 WHEREAS, the Rock County Board of Supervisors finds it desirable that the Rock County
2 Sheriff and his/her deputies shall have the ability to issue abatement orders under sec. 173.11, Wis. Stats.;
3 and
4

5 WHEREAS, that sec. 173.03(2) of the Wisconsin Statutes requires that a county official who may
6 modify or withdraw abatement orders issued under sec. 173.11, Wis. Stats., be designated by county
7 ordinance.
8

9 NOW, THEREFORE, BE IT ORDAINED by the Rock County Board of Supervisors in session
10 this ___ day of _____, 2013, that Section 2.105 of the Rock County Code of
11 Ordinances be created to read as follows:
12

13 **2.105 Abatement Orders**

14
15 The Rock County Administrator, or his/her delegate, shall serve as the official who
16 may modify or withdraw abatement orders issued under sec. 173.11, Wis. Stats.
17

18 Section 2.105 shall be effective upon publication.

Respectfully submitted:

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins
Ivan Collins, Chair

Henry Brill
Henry Brill, Vice Chair

Absent
Mary Beaver

Absent
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

LEGAL NOTE:

County Board is authorized to take this action pursuant to § 59.01, 59.51 & 173.03(2), Wis. Stats.

Jerome A. Long
Jerome A. Long
Deputy Corporation Counsel

FISCAL NOTE:

No fiscal impact.

Sherry Oja
Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
Craig Knutson
County Administrator

13-12A-465

EXECUTIVE SUMMARY

Section 173.11 provides a mechanism whereby minor violations of a statute that cause or have the potential to cause injury to animals may be stopped and corrective action taken without the need for the imposition of criminal charges against the violator.

In order to avail itself of this tool, the county must designate, by ordinance, a county official to serve in an informal appellate capacity with the authority to modify or withdraw any issued abatement order. (§ 173.03(2)) This ordinance designates the County Administrator or his delegate as that person.

APPOINTMENTS TO ARROWHEAD LIBRARY SYSTEM BOARD

POSITION: Members of the Arrowhead Library System Board

AUTHORITY: Wis. Stats. 43.19 and County Board Resolution 73-7-64

TERM: Terms Ending December 31, 2016

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

PRESENT MEMBERS: Richard Bostwick
Jose Carrillo
Chuck Goldstein

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Richard Bostwick
61 Harrison Street
Janesville, WI 53545

Jose Carrillo
125 Winesap Drive
Janesville, WI 53548

Chuck Goldstein
4027 Wilshire Lane
Janesville, WI 53546

EFFECTIVE DATE: December 12, 2013

**APPOINTMENTS TO DISABLED PARKING
ENFORCEMENT ASSISTANCE COUNCIL**

POSITION: Members of the Disabled Parking Enforcement Assistance Council

AUTHORITY: Wis. Stats. 349.145 and County Board Resolution #95-9B-068

TERM: Three Years Ending December 31, 2016

PER DIEM: No

PRESENT MEMBERS: Jay J. Buswell Linda Gregg
Janet McCarthy Robert D. Mills
Ronald Yttri

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: Jay J. Buswell Janet McCarthy
1052 Morningside Dr. 3502 Hemingway Dr.
Janesville, WI 53546 Janesville, WI 53548

Ronald Yttri Robert D. Mills
214 Sunset Dr. 837 Sentinel Dr.
Janesville, WI 53548 Janesville, WI 53546

EFFECTIVE DATE: December 12, 2013

**APPOINTMENTS TO COUNCIL ON AGING ADVISORY BOARD/COUNCIL ON
AGING NUTRITION ADVISORY COUNCIL**

POSITION: Members of the Council on Aging Advisory Board/
Council on Aging Nutrition Advisory Council

AUTHORITY: County Board Resolution #79-6B-280

TERM: Terms ending 12/31/16

PER DIEM: For County Board Supervisors Only
Yes, Per Board Rule IV.J.

CONFIRMATION: Yes, by County Board of Supervisors

PRESENT MEMBERS: Ronnie Thomas
Janet Kopp
Hjordis Olson

NEW APPOINTMENTS: Ronnie Thomas
2120 Garden Drive
Janesville, WI 53546

Pam Strom
427 Highland Park Avenue
Clinton, WI 53525

Jessica Day
842 Parkview Drive #6
Milton, WI 543563

DATE: December 12, 2013

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Robert D. Spoden, Sheriff
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

November 25, 2013
DATE DRAFTED

**Amending the Sheriff's 2014 Budget to Use Equitably Shared Funds
To Purchase Maintenance for VeriPic Software**

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, and through the efforts of the Special Investigations
12 Unit and the Detective Bureau, the Sheriff's Office received funds in the amount of \$7,400; and,
13

14 **WHEREAS**, the Rock County Sheriff's Office owns a software product called VeriPic Digital Media
15 Evidence Storage System; and,
16

17 **WHEREAS**, the VeriPic Digital Media Evidence Storage System is used to meet digital evidence
18 handling needs; and,
19

20 **WHEREAS**, a maintenance contract is needed for the VeriPic Digital Media Evidence Storage System.
21

22 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
23 this _____ day of _____, 2013, that the 2014 budget be amended as follows:
24

Account/Description	Budget 01/01/14	Increase (Decrease)	Amended Budget
Source of Funds			
21-2195-0000-46000			
Contributions	\$0.00	\$7,400.00	\$7,400.00
Use of Funds			
21-2195-0000-62491			
Software Maintenance	\$0.00	\$7,400.00	\$7,400.00

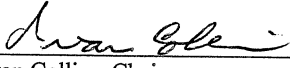
35 **BE IT FURTHER RESOLVED** that a purchase order be issued to VeriPic of Santa Clara, CA in the
36 amount of \$7,399.95, for the purchase of a one-year maintenance contract.

13-12A-466

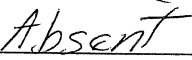
AMENDING THE SHERIFF'S 2014 BUDGET TO USE EQUITABLY SHARED FUNDS TO
PURCHASE MAINTENANCE FOR VERIPIC SOFTWARE

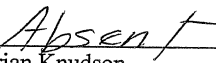
Respectfully submitted,

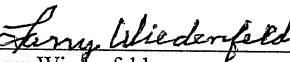
Public Safety and Justice Committee


Ivan Collins, Chair


Henry Brill, Vice Chair


Mary Beaver



Brian Knudson


Larry Wiedenfeld

Finance Committee Endorsement

Reviewed and approved on a vote of

5-0


Mary Mawhinney, Chair

FISCAL NOTE:

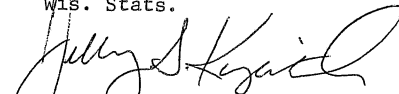
This resolution authorizes a transfer in from the Sheriff's Trust Account, FBI Forfeitures, A/C 00-0000-0070-29637, which has a current balance of \$76,360.



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. As an amendment to the adopted 2014 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

Amending the Sheriff's 2014 Budget to Use Equitably Shared Funds To Maintenance for VeriPic Software

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, and through the efforts of the Special Investigations Unit (SIU) and the Detective Bureau, the Sheriff's Office received funds in the amount of \$7,400.

The Rock County Sheriff's Office owns a software product called VeriPic Digital Media Evidence Storage System. The Sheriff's Office plans to spend \$7,400 of equitably shared funds to purchase software maintenance for the VeriPic Digital Media Evidence Storage System. The storage system is used by law enforcement officers to meet digital evidence handling needs.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY

Public Safety & Justice
Committee
SUBMITTED BY



Sergeant Shena Kohler
DRAFTED BY

November 25th, 2013
DATE DRAFTED

AMENDING 2014 LOCAL EMERGENCY PLANNING COMMITTEE BUDGET

1 **WHEREAS**, Rock County Sheriff's Office - Emergency Management Bureau budgeted \$39,353 in its
2 Local Emergency Planning Committee (LEPC) Grant Program for the period October 1, 2013 to
3 September 30, 2014; and,
4

5 **WHEREAS**, the State has increased the amount available under that Program to \$42,609, which
6 represents an increase of \$3,256 in the total allocation for the 2014 EPCRA Planning Grant; and,
7

8 **WHEREAS**, the increased State Aid will be used to offset the cost of office supplies supporting the
9 LEPC in Federal Fiscal Year 2014.
10

11 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
12 assembled this _____ day of _____ 2013, does approve and authorize the increase of \$3,256 in
13 State Aid and amends the 2014 Local Emergency Planning Committee Budget as follows:
14

<u>Account/Description</u>	<u>Budget</u> <u>10/1/2013</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
<u>Source of Funds</u>			
21-2560-2014-42200 State Aid	\$39,353	\$3,256	\$42,609
<u>Use of Funds</u>			
21-2560-2014-63100 Office Supplies	\$1,190	\$3,256	\$4,446

Respectfully Submitted,

Public Safety and Justice Committee

Ivan Collins
Ivan Collins, Chair

Absent
Mary Beaver

Henry Brill
Henry Brill

Absent
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

Finance Committee Endorsement

Reviewed and approved on a vote of
5-0

Mary Mawhinney
Mary Mawhinney, Chair

13-12A-467

AMENDING 2014 LOCAL EMERGENCY PLANNING COMMITTEE BUDGET

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FISCAL NOTE:

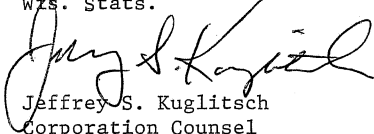
This resolution authorizes the acceptance and expenditure of \$3,256 in additional State Aid for the LEPC program. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wts. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

AMENDING 2014 LOCAL EMERGENCY PLANNING COMMITTEE BUDGET**EXECUTIVE SUMMARY**

The Rock County Local Emergency Planning Committee (LEPC) operates under Rock County Emergency Management through state funding received annually to cover operating costs. Annually, Rock County Emergency Management submits for the Emergency Planning and Community Right-to-Know Act (EPCRA) Planning Grant under Wisconsin Emergency Management Guidance. As required under the EPCRA Grant, Rock County Emergency Management serves the LEPC in accordance with Wisconsin requirements, including the control of the annual LEPC budget. The 2014 LEPC budget operates on the Federal Fiscal Year schedule, thus operating from October 1st, 2013 to September 30th, 2014.

The 2014 LEPC budget was submitted during the 2012 budget cycle, when the award amount was unknown. The Rock County 2014 EPCRA Grant Award was announced in 2013, which now supplements additional funds in the amount of \$3,256 to the 2014 LEPC budget.

The additional funds will be allocated to LEPC Office Supplies (21-2560-2014-63100) for possible uses to include increasing outreach measures, and purchasing letterhead and general office supplies and equipment to be utilized for LEPC operations.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Jim Stute
INITIATED BY



Jim Stute
DRAFTED BY

Agriculture and Extension Education
SUBMITTED BY

December 5, 2013
DATE DRAFTED

Amending the 2013 UW-Extension Budget to use Transform Wisconsin Grant Funds

- 1 **WHEREAS**, The Rock County Health Department was awarded a 2012 Transform Wisconsin grant with
 2 the goal of creating healthier places to live, work and play; and,
 3
 4 **WHEREAS**, UW-Extension is a project partner working on project components including “Farm to
 5 School”: getting students to eat fresh, local produce at school; and “Get Active”: using local schools to
 6 provide physical activity opportunities for community members: and,
 7
 8 **WHEREAS**, \$9,000 were transferred to UW-Extension for project supplies; and,
 9
 10 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
 11 this _____ day of _____, 2013 to amend the 2013 UW-Extension as follows:
 12
 13

Account/ Description	Budget 12/1/13	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
56-5600-0000-44100 Fees	\$30,000	\$9,000	\$39,000
<u>Use of Funds</u>			
56-5600-0000-64904 Sundry Expense	\$25,000	\$9,000	\$34,000

Respectfully submitted,

Agriculture & Education

Richard Bostwick, Chair

Eva Arnold, Vice Chair

Norvain Pleasant Jr.

Alan Sweeney

Larry Wiedenfeld

13-12A-468

Amending the 2013 UW-Extension Budget to use Transform Wisconsin Grant Funds

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FISCAL NOTE:

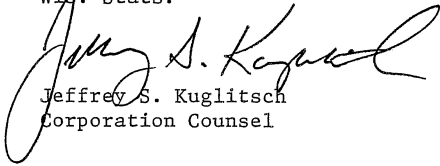
This resolution authorizes the expenditure by UW-Extension of Transform Wisconsin Grant funds. These funds will be used for the 'Farm to School' program. No additional County funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2013 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

RESOLUTION NO. 13-12A-469

AGENDA NO. 12.B.(1)

SUBMITTED BY: FINANCE COMMITTEE

DATE: **DEC 05 2013**

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 DEC 12 2013, 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
BLACKHAWK TECHNICAL COLLEGE	GENERAL FUND	SHERIFF	RECAP OPERATI S0215722	16,513.42	16,513.42
BOARD OF REGENTS	GENERAL FUND	UW EXTENSION	U.W.EXTENSION EXT0206805 01	55,218.00	55,218.00
NAMI WAUKESHA INC	SRF-GRANTS	SHERIFF	JAG CIT GRANT NAMI2013	14,573.20	14,573.20
REED, ROGER	SRF-GRANTS	LAND CONSERV.	LWC PLAN IMPL 0012896	12,582.50	12,582.50

13-12A-469

CLAIMS IN THE AMOUNT OF 98,887.12

RESPECTFULLY SUBMITTED,

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

FINANCE COMMITTEE

Mary Neumann

P. Kraft

Burt Fox

Marlene

Dennis Boger

LEGAL NOTE:

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

Jeffrey S. Kugitsch

JEFFREY S. KUGITSCH
CORPORATION COUNSEL

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

Sherry Oja

SHERRY OJA
FINANCE DIRECTOR

ADMINISTRATIVE NOTE

RECOMMENDED

Craig Knutson

CRAIG KNUTSON
COUNTY ADMINISTRATOR

RESOLUTION NO. 13-12A-470

AGENDA NO. 12.C.(1)

INITIATED: FINANCE DIRECTOR

SUBMITTED BY: FINANCE COMMITTEE

DATE: **DEC 05 2013**

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES 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 DEC 12 2013, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

Vendor Name	Fund Name	Department Name	Program Name	PR Number	Claim Amount
MIDLAND HEALTH TESTING SERVICES	ISF-SELF INS	NOT APPLICABLE	BAL.SHEET A/C	R1400211	100,000.00
WILLIS OF WISCONSIN INC	GENERAL FUND	ALL OTHER GEN	WORKERS COMP	R1400215	30,000.00

CLAIMS IN THE AMOUNT OF 130,000.00

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

FINANCE COMMITTEE

Maureen

P. Kraft

But For

Maureen

Russ Bodzely

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

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

Sherry Oja

SHERRY OJA
FINANCE DIRECTOR

ADMINISTRATIVE NOTE

RECOMMENDED

Craig Knutson

CRAIG KNUTSON
COUNTY ADMINISTRATOR

13-12A-470

2013.12.12 C.(2)

RESOLUTION NO. _____ AGENDA NO. _____

INITIATED: FINANCE DIRECTOR

SUBMITTED BY: FINANCE COMMITTEE
DATE: **DEC 05 2013**

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES 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 **DEC 12 2013**, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD:

Vendor Name	Fund Name	Department Name	Program Name	PR Number	Claim Amount
INTERNATIONAL ACADEMY OF PUBLIC SAFETY	GENERAL FUND	NOT APPLICABLE	BAL.SHEET A/C	R1304084	25,000.00
NETSMART TECHNOLOGIES INC	ISF-CS	NOT APPLICABLE	BAL.SHEET A/C	R1304085	48,703.80

CLAIMS IN THE AMOUNT OF 73,703.80

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

FINANCE COMMITTEE

May A. Dewhenna

P. Kept

Paul Taylor

Man Beaver

Russ Polze

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

RESOLUTION NO. _____

AGENDA NO. _____

SUBMITTED BY: FINANCE COMMITTEE

DATE: **DEC 05 2013**

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES 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 **DEC 12 2013**, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

Vendor Name	Fund Name	Department Name	Program Name	PR Number	Claim Amount
CITRIX SYSTEMS INC	ISF-CS	INFORMATION TECH	INFORMATION TECH	R1400101	14,838.36
CORE BTS INC	ISF-CS	INFORMATION TECH	INFORMATION TECH	R1400156	29,937.99
ELECTION SYSTEMS AND SOFTWARE INC	ISF-CS	INFORMATION TECH	INFORMATION TECH	R1400100	24,974.12
ESRI INC	ISF-CS	INFORMATION TECH	INFORMATION TECH	R1400113	43,500.00
FIDLAR COMPANIES	ISF-CS	INFORMATION TECH	INFORMATION TECH	R1400117	60,000.00
JP MORGAN CHASE BANK NA	ISF-CS	INFORMATION TECH	INFORMATION TECH	R1400118	37,450.00
LEXIPOL LLC	ISF-CS	INFORMATION TECH	INFORMATION TECH	R1400103	10,593.00
ORACLE CORPORATION	ISF-CS	INFORMATION TECH	INFORMATION TECH	R1400114	10,939.70

CLAIMS IN THE AMOUNT OF 232,233.17

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

FINANCE COMMITTEE

[Handwritten Signature]

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

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JEFFREY S. KUGLITSCH
CORPORATION COUNSEL

ADMINISTRATIVE NOTE

RECOMMENDED

[Handwritten Signature]

CRAIG KNUTSON
COUNTY ADMINISTRATOR

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

[Handwritten Signature]

SHERRY OJA
FINANCE DIRECTOR

RESOLUTION NO. _____

AGENDA NO. _____

SUBMITTED BY: FINANCE COMMITTEE

DATE: **DEC 05 2013**

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES 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 **DEC 12 2013**, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

Vendor Name	Fund Name	Department Name	Program Name	PR Number	Claim Amount
BAKER TILLY VIRCHOW KRAUSE LLP	GENERAL FUND	FINANCE DIRECTOR	AUDITING, ETC.	R1400029	87,000.00
RETIRED SENIOR VOLUNTEER PROGRAM	GENERAL FUND	ALL OTHER EDUC	RSVP ASST TRANS	R1400034	50,897.00
RHYME BUSINESS PRODUCTS	GENERAL FUND	FINANCE DIRECTOR	FINANCE DIRECTOR	R1400002	40,000.00
ROCK COUNTY HISTORICAL SOCIETY	GENERAL FUND	ALL OTHER EDUC	HERITAGE ROCK CO	R1400035	22,546.00
ROCK VALLEY COMMUNITY PROGRAMS INC	GENERAL FUND	ALL OTHER PS	COMMUNITY SERV.	R1400037	73,505.00
SILHA LLC,DAN	GENERAL FUND	LAND CONSERV.	LAND CONSERVATN.	R1400019	11,424.96
WILLIS OF WISCONSIN INC	ISF-SELF INS	NOT APPLICABLE	BAL.SHEET A/C	R1400025	36,000.00
WMMIC	GENERAL FUND	ALL OTHER GEN	P & L INSURANCE	R1400031	270,000.00

CLAIMS IN THE AMOUNT OF 591,372.96

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

FINANCE COMMITTEE

Mary Mawhanna

P. Kraft

Paul Top

Man Beaver

Dress Bogden

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

RESOLUTION NO. _____

AGENDA NO. _____

SUBMITTED BY: FINANCE COMMITTEE

DATE: **DEC 05 2013**

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES 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 **DEC 12 2013**, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

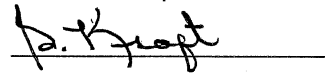
Vendor Name	Fund Name	Department Name	Program Name	PR Number	Claim Amount
ALLIANT ENERGY/WP&L	GENERAL FUND	GENERAL SERVICES	HCC BLDG.COMPLEX	R1400020	112,276.08
CONTINGENCY PLANNING SOLUTIONS INC	ISF-CS	INFORMATION TECH	IT CAPITAL PROJ	R1400157	47,717.58
DIVERSIFIED BUILDING MAINTENANCE	GENERAL FUND	GENERAL SERVICES	HCC BLDG.COMPLEX	R1400152	86,704.00
DIVERSIFIED BUILDING MAINTENANCE	GENERAL FUND	GENERAL SERVICES	GENERAL SERVICES	R1400160	248,410.00
JP MORGAN CHASE BANK NA	GENERAL FUND	NOT APPLICABLE	BAL.SHEET A/C	R1400139	150,000.00
KONICA MINOLTA BUSINESS SOLUTIONS	GENERAL FUND	GENERAL SERVICES	GENERAL SERVICES	R1400130	10,800.00
KONICA MINOLTA BUSINESS SOLUTIONS	GENERAL FUND	GENERAL SERVICES	GENERAL SERVICES	R1400137	11,276.64
MIDLAND PAPER	GENERAL FUND	NOT APPLICABLE	BAL.SHEET A/C	R1400135	27,500.00
OFFICE PRO	GENERAL FUND	NOT APPLICABLE	BAL.SHEET A/C	R1400136	65,000.00

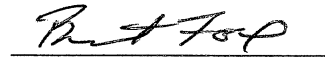
CLAIMS IN THE AMOUNT OF 759,684.30

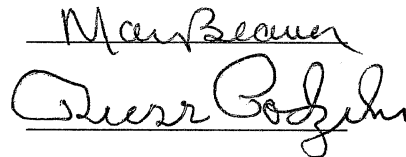
HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

FINANCE COMMITTEE

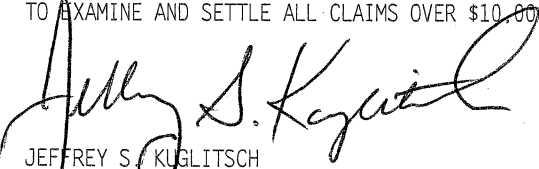








LEGAL NOTE:
THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER \$10,000.00



JEFFREY S. KUGLITSCH
CORPORATION COUNSEL

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.



SHERRY OJA
FINANCE DIRECTOR

ADMINISTRATIVE NOTE

RECOMMENDED



CRAIG KNUTSON
COUNTY ADMINISTRATOR

2014...

RESOLUTION NO. _____ AGENDA NO. _____

SUBMITTED BY: FINANCE COMMITTEE
DATE: **DEC 05 2013**

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES 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 **DEC 12 2013**, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

Vendor Name	Fund Name	Department Name	Program Name	PR Number	Claim Amount
HENDRICKS COMMERCIAL PROPERTIES LLC	GENERAL FUND	GENERAL SERVICES	GENERAL SERVICES	R1400163	134,119.74
JP MORGAN CHASE BANK NA	GENERAL FUND	911 COMM.	911 PROJ.OPER.	R1400075	20,900.00
JP MORGAN CHASE BANK NA	GENERAL FUND	SHERIFF	CORR.FACILITY	R1400151	24,050.00
SGTS INC	GENERAL FUND	GENERAL SERVICES	COMM.CTR.OPER.	R1400166	16,980.04

CLAIMS IN THE AMOUNT OF 196,049.78

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

FINANCE COMMITTEE

Mary Mauder

D. Kraft

Paul Tol

Mark Beaman

Quinn Rodgers

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

RESOLUTION NO. _____ AGENDA NO. _____

INITIATED: FINANCE DIRECTOR

SUBMITTED BY: FINANCE COMMITTEE
DATE: DEC 05 2013

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

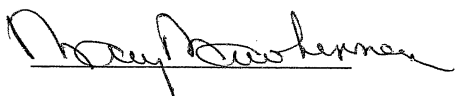
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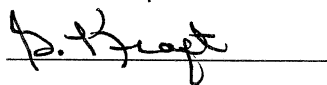
Vendor Name	Fund Name	Department Name	Program Name	PR Number	Claim Amount
CHARTER COMMUNICATIONS	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400033	18,000.00
KALEMBER MD, ROBERT L	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400048	44,000.00
MANPOWER US INC	SPF-ALL OTHER	UW EXTENSION	4-H FAIRGROUNDS	R1400090	35,000.00
MERCY HEALTH SYSTEM	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400038	13,000.00
RAO, RAMACHANDRA	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400043	30,000.00
WEST MD, WILLIAM PETER	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400045	130,000.00
WISCONSIN DEPARTMENT OF HEALTH AND SOCIA	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400040	261,120.00
WISCONSIN HEALTH CARE LIABILTIY	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400046	35,000.00

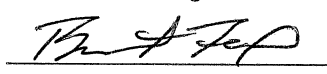
CLAIMS IN THE AMOUNT OF 566,120.00

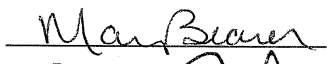
HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

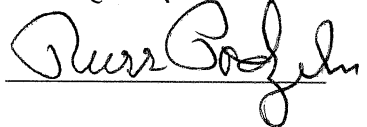
FINANCE COMMITTEE



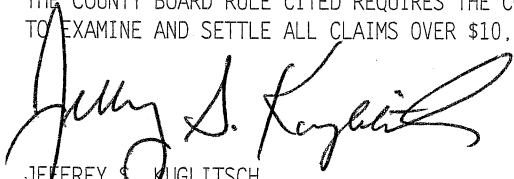









LEGAL NOTE:
THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER \$10,000.00



JEFFREY S. KUGLITSCH
CORPORATION COUNSEL

ADMINISTRATIVE NOTE

RECOMMENDED



CRAIG KNUXTSON
COUNTY ADMINISTRATOR

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.



SHERRY OJA
FINANCE DIRECTOR

2014

Rock County - Production 12/03/13 APPROVAL OF ENCUMBRANCES OVER \$10,000.00

RESOLUTION NO. _____ AGENDA NO. _____

INITIATED: FINANCE DIRECTOR

SUBMITTED BY: FINANCE COMMITTEE
DATE: DEC 05 2013

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES 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 DEC 12 2013, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

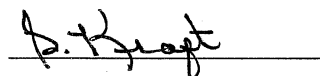
Vendor Name	Fund Name	Department Name	Program Name	PR Number	Claim Amount
CENTRAD HEALTHCARE INC	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400106	35,500.00
DBR BUILDERS INC	CPF-ALL OTHER	DPW	PARKS CAP PROJ	R1400140	33,237.00
GULF SOUTH MEDICAL SUPPLY	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400109	163,000.00
JP MORGAN CHASE BANK NA	SRF-HUMAN SERVIC	HUMAN SERVICES	ADRC	R1400154	66,500.00
REINHART FOODSERVICE INC	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400112	131,000.00
SYSCO FOODS OF BARABOO LLC	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400096	112,700.00

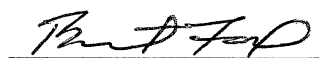
CLAIMS IN THE AMOUNT OF 541,937.00

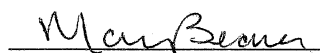
HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

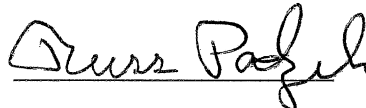
FINANCE COMMITTEE











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


JEFFREY S. KUGLITSCH
CORPORATION COUNSEL

ADMINISTRATIVE NOTE


RECOMMENDED



CRAIG KNUTSON
COUNTY ADMINISTRATOR

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.


SHERRY OJA
FINANCE DIRECTOR

RESOLUTION NO. _____

AGENDA NO. _____

SUBMITTED BY: FINANCE COMMITTEE

DATE: **DEC 05 2013**

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES 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 **DEC 12 2013**, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

Vendor Name	Fund Name	Department Name	Program Name	PR Number	Claim Amount
AMSAN LLC	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400094	11,000.00
ARAMARK UNIFORM SERVICES INC	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400080	108,000.00
COUNTRY QUALITY DAIRY	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400076	40,000.00
MJ CARE INC	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400086	265,000.00
PINNACLE PHARMACY	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400088	150,000.00
PROFESSIONAL MEDICAL INC	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400092	30,000.00
SHERMAN SANITATION SERVICES LLC	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400084	15,000.00
TROPIC JUICES INC	EF-HCC	ROCK HAVEN	ROCK HAVEN	R1400077	13,000.00

CLAIMS IN THE AMOUNT OF 632,000.00

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

FINANCE COMMITTEE

Donna Martens

D. Kuglitsch

Paul J. Fox

Mark Beaman

Russ Bogdan

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

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

LAND CONSERVATION
COMMITTEE
INITIATED BY



THOMAS SWEENEY
DRAFTED BY

LAND CONSERVATION
COMMITTEE
SUBMITTED BY

NOVEMBER 14, 2013
DATE DRAFTED

**APPROVAL OF CONVEYANCE AGREEMENT AND ESCROW INSTRUCTIONS FOR THE
PURCHASE OF AGRICULTURAL CONSERVATION EASEMENTS PROGRAM**

- 1 **WHEREAS**, the Rock County Board of Supervisors officially approved the Rock County Purchase of
2 Agricultural Conservation Easements (PACE) Program and adopted the document entitled Rock County PACE
3 Program Manual, identifying and outlining all aspects of Program development and implementation, on
4 January 13, 2011; and,
5
- 6 **WHEREAS**, the Rock County Board of Supervisors officially authorized staff to accept applications to the PACE
7 Program for the full donation of an Agricultural Conservation Easement and process applications according to the
8 PACE program policies and procedures, on June 13, 2013; and,
9
- 10 **WHEREAS**, the Program works to achieve its mission by acquiring agricultural conservation easements
11 (Easements) on eligible lands throughout unincorporated Rock County; and,
12
- 13 **WHEREAS**, applications were submitted by landowners to the Program in 2013, with said applications reviewed
14 and approved by Rock County Land Conservation Department (LCD) staff, the Rock County PACE Council, and
15 the Rock County Land Conservation Committee (LCC), all in accordance with the Rock County PACE Program
16 Manual; and,
17
- 18 **WHEREAS**, application approval by the LCC authorizes the LCD to begin the Easement acquisition process on
19 properties identified in said applications, subject to the consent of the landowners, as follows:
20
- 21 1. Plankey Property (Purchase) - Rock County tax parcel numbers 6-19-264A, 6-19-264B, 6-19-264C and
22 6-19-264D, Section 23, Township 1N, Range 13E, Turtle Township (approximately 181.5 total acres).
23
 - 24 2. Sweeney Property (Full Donation) - Rock County tax parcel numbers 6-16-137 and 6-16-175.3,
25 Sections 16 and 21, Township 4N, Range 11E, Porter Township (approximately 60 total acres), and,
26
- 27 **WHEREAS**, to move towards completion of the Easement acquisition process, each of the owners of the
28 aforementioned Properties, Rock County, and Brabazon Title Company, Inc. will sign and execute a *Rock County*
29 *- Conveyance Agreement and Escrow Instructions - Agricultural Conservation Easement* document, identifying
30 and outlining all aspects of the Easement acquisition process, including but not limited to, the following activities,
31 subject to all terms and conditions as stated therein:
32
- 33 1. Opening escrow with Brabazon Title Company, Inc. and Securing a Minimum Title Insurance
34 Commitment of \$15,000 (Title Report) for each Property - County Activity;
 - 35 2. Landowner depositing three thousand five hundred dollars (\$3,500) in the established escrow account
 - 36 3. Rock County contracting with an appraiser to determine the fair market value of an Easement on each
37 Property; and,
38
- 39 **NOW, THEREFORE, BE IT RESOLVED**, the Rock County Board of Supervisors duly assembled this
40 _____ day of _____, 2013, do by enactment of this Resolution approve a *Rock County -*
41 *Conveyance Agreement and Escrow Instructions - Agricultural Resources Conservation Easement* for each
42 Property, authorizing the LCD to undertake activities identified therein and obligate all necessary funds to
43 complete said activities.

13-12A-471

APPROVAL OF CONVEYANCE AGREEMENT AND ESCROW INSTRUCTIONS FOR THE PURCHASE OF AGRICULTURAL CONSERVATION EASEMENTS PROGRAM

Page 2

Respectfully submitted:

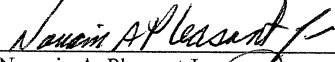
LAND CONSERVATION COMMITTEE

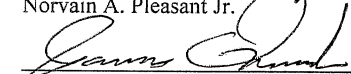

Richard Bostwick, Chair


Larry Wiedenfeld, Vice-Chair

Absent
Eva Arnold


Ed Nash


Norvain A. Pleasant Jr.


Jim Quade

Abstain
Alan Sweeney


Fred Yoss

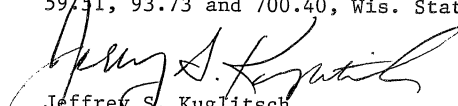
FISCAL NOTE:

Sufficient funds are available in the PDR/PACE program account for the cost of these activities.


Sherry Oja
Finance Director


LEGAL NOTE:

The County Board is authorized to take these actions pursuant to secs. 59.01, 59.91, 93.73 and 700.40, Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

EXECUTIVE SUMMARY

This resolution authorizes the County to enter into a *Rock County – Conveyance Agreement and Escrow Instructions – Agricultural Conservation Easement* (Agreement) with landowners and Brabazon Title Company for two PACE applications located in unincorporated Rock County. The Agreement identifies and outlines the agricultural conservation easement (Easement) acquisition process to be undertaken by the Rock County PACE Program, including establishing an escrow account to be held by Brabazon Title Company, purchasing title insurance, and contracting for appraisals of the Easements. Acquisition of Easements will protect and preserve productive agricultural lands in Rock County, encouraging and promoting the goals of a strong agricultural economy and community identity, and intergovernmental cooperation.

This resolution includes one application for the purchase component of the PACE program and one application for the full donation component. If this resolution is approved, the LCD will continue with the Easement acquisition process on each of the two applications as follows:

Application for purchase: Following a title review, appraisal and acceptance of the value by the landowner an Option to Purchase will be drafted and presented to the LCC and County Board for approval. If approved, the application will be submitted to the USDA-Farm and Ranch Land Protection Program, which constitutes funding for 50% of the easement value. Acquisition of the easements by Rock County is contingent upon funding from the USDA.

Application for donation: Following a title review, appraisal and acceptance of the value by the landowner, a resolution will be drafted and presented to the LCC and County Board to accept the easement donation.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Diana Arneson
INITIATED BY



Diana Arneson
DRAFTED BY

Finance Committee
SUBMITTED BY

November 25, 2013
DATE DRAFTED

Authorizing Purchase of Computer Equipment for Human Services in 2013

- 1 **WHEREAS**, the Rock County Information Technology Department is authorized to purchase
- 2 computer 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 2013 Budget did designate funds for the purchase of this computer equipment for the
- 9 Human Services Department.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 12 this _____ day of _____, 2013 that a Purchase Order be issued to CDW Government, 230
- 13 North Milwaukee Ave., Vernon Hills, IL 60061 for 54 19" LCD monitors, 7 Fujitsu fi-6130z scanners, 18
- 14 Targus messenger bags, 20 HP docking stations, 18 HP SB 6570b laptops, and 20 keyboard and mouse
- 15 kits in an amount not to exceed \$31,085.54.
- 16
- 17 **NOW, THEREFORE, BE IT FURTHER RESOLVED** that payment in an amount not to exceed
- 18 \$31,085.54 be made to CDW Government upon receipt and acceptance by the Finance Committee.

13-12A-472

Respectfully submitted,

Finance Committee

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

J. Russell Podzilni
J. Russell Podzilni

Mary Beaver
Mary Beaver

Brent Fox
Brent Fox

FISCAL NOTE:

Computer equipment is purchased by the Information Technology Department, then cross-charged to the user department. Sufficient funding is available in the Human Services Department for the purchase of this equipment.

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.

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
Craig Knutson
County Administrator

Executive Summary for Authorizing Purchase of 2013 Human Services Budgeted Computer Equipment

This resolution is to authorize the purchase of budgeted computer equipment for the Human Services department. All of the computer equipment in this resolution represent replacements for obsolete equipment and new equipment for additional HSD positions. The IT Department specified the computer equipment based on the application and operational needs of the Human Services Department. The items to be purchased are:

<u>Qty</u>	<u>Description</u>	
54	Acer V195L 19" monitors (\$99.54 ea)	\$ 5,375.16
7	Fujitsu fi-6130z scanners w maint (\$999.28 ea)	6,994.96
18	HP SB 6570b I5-3230 laptops (\$794.00 ea)	14,292.00
18	Targus messenger bags (\$18.09 ea)	325.62
20	HP keyboard and mouse kits (\$24.18 ea)	483.60
20	HP SB 120W docking stations (\$180.71 ea)	<u>3,614.20</u>
Total Authorized Purchase		\$ 31,085.54

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

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Mickey Crittenden, Director of IT
INITIATED BY



Mickey Crittenden, Director of IT
DRAFTED BY

Finance Committee
SUBMITTED BY

November 26, 2013
DATE DRAFTED

Authorizing Purchase of a Unitrends Disk-to-Disk Backup Expansion Unit

- 1 **WHEREAS**, the expansion of the County's disk-to-disk backup system is an Information Technology
- 2 strategic initiative, with funding provided as part of the 2014 budget; and,
- 3
- 4 **WHEREAS**, the expansion of the backup system will allow for safeguarding the County's increasing
- 5 information storage related to all County systems and enhancing disaster recovery capacity; and,
- 6
- 7 **WHEREAS**, the Information Technology Department staff did specify the configuration of an
- 8 appropriate disk-to-disk backup system expansion unit; and,
- 9
- 10 **WHEREAS**, the specified disk-to-disk backup expansion unit will be purchased using the pricing and
- 11 terms of the State of Wisconsin UW Contract #MV10-2052.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 14 this _____ day of _____, 2013 that a Purchase Order for a disk-to-disk backup system be
- 15 issued to Contingency Planning Solutions, Inc. in the amount of \$47,717.58.
- 16
- 17 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon approval and acceptance
- 18 by the Finance Committee.

13-12A-473

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Mary Beaver
Mary Beaver

Brent Fox
Brent Fox

J. Russell Podzilni
J. Russell Podzilni

FISCAL NOTE:

Sufficient funds are available in the IT Capital Projects account, A/C 07-1444-0000-67131, for the cost of this purchase.

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.

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
Craig Knutson
County Administrator

Executive Summary for the Purchase of a Unitrends Backup System Expansion Unit

One of the budgeted 2014 Information Technology strategic initiatives is the expansion of the County's disk-to-disk information backup system. The backup system expansion is required in order to accommodate the increased usage of disk storage throughout all of the County's systems and to provide for the recovery of critical information for disaster recovery and business continuity purposes.

The major components of the network recovery server include:

- Unitrends RC833 Backup Expansion Unit;
- One Rotational Archive unit for off-site placement of redundantly stored data, and
- Network components for connectivity to the County's storage area network.

The planned, useful life for the backup expansion unit is 5-7 years, and it can be further expanded to accommodate additional capacity, as may be dictated by future County requirements.

The total cost of the Unitrends backup expansion unit is \$47,717.58 which includes installation and two years of support services. The system will be purchased using the pricing and terms of the State of Wisconsin UW Contract MV10-2052 and funded by the IT Capital Projects account.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden

INITIATED BY

Public Safety & Justice
Committee

SUBMITTED BY



Sergeant Shena Kohler

DRAFTED BY

November 25, 2013

DATE DRAFTED

**AWARDING CONTRACT FOR ROCK COUNTY'S
OUTDOOR WARNING SIREN SYSTEM - PREVENTATIVE MAINTENANCE PROGRAM**

- 1 WHEREAS, Rock County Emergency Management recognizes the need for preventative maintenance
- 2 of the outdoor warning system located in Rock County due to the age of the 40 sirens; and,
- 3
- 4 WHEREAS, Rock County wants to establish a three-year preventative maintenance cycle for the siren
- 5 system; and,
- 6
- 7 WHEREAS, Rock County Purchasing Department did advertise and solicit bids for the preventative
- 8 maintenance of the sirens (summary attached); and,
- 9
- 10 WHEREAS, the bids received were reviewed by Rock County Emergency Management and the Rock
- 11 County Purchasing Manager with the recommendation that a contract be awarded to the lowest, most
- 12 responsive and responsible bidder, Bandt Communications of Janesville, Wisconsin.
- 13
- 14 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
- 15 assembled this _____ day of _____, 2013 that a contract be awarded to Bandt
- 16 Communications of Janesville, Wisconsin for maintenance of the 40 sirens over the next three years at a
- 17 cost of \$3,780.00 for 2014, \$3,660.00 for 2015 and \$3,430.00 for 2016.

13-12A-474

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins
Ivan Collins, Chair

Absent
Mary Beaver

Henry Brill
Henry Brill

Absent
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson

Craig Knutson
County Administrator

FISCAL NOTE:

Sufficient funds are available in the Emergency Management repair and maintenance account, A/C 21-2500-0000-63500, for the 2014 portion of this contract.

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.

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

**AWARDING CONTRACT FOR ROCK COUNTY'S
OUTDOOR WARNING SIREN SYSTEM - PREVENTATIVE MAINTENANCE PROGRAM**

EXECUTIVE SUMMARY

Rock County Emergency Management has recognized the need for preventative maintenance on the 40 outdoor warning system sirens located in Rock County. Currently, siren maintenance is completed on a three-year cycle through the previously awarded preventative maintenance contract. If a siren is not functioning correctly, the awarded contractor is called to repair the siren and do the preventative maintenance at that time.

Bids were requested from qualified contractors to continue a three-year cycle of preventative maintenance for the county-wide outdoor warning system. The awarded bid will allow continued service to the 40 sirens in Rock County, utilizing a three-year maintenance rotation with 13 to 14 sirens being completed each calendar year. This cycle will continue the previous maintenance schedule from 2011 through 2013.

Preventative maintenance for each siren will consist of the following components:

1. Siren Site Observation and Inspection.
2. Siren Control.
3. Remote Terminal Unit Inspection, Testing and Parts Replacement.
4. Siren Head Inspection and Testing.
5. Software Testing (where applicable).
6. System Testing and Calibration.
7. Annual Report Identifying Areas of Concern and Recommendations.

The bids were reviewed by Rock County Emergency Management and the Rock County Purchasing Manager for compliance with the specifications. The recommendation is to award the contract to Bandt Communications of Janesville, Wisconsin. The award will be made as follows:

- 2014 - \$3,780.00 for Maintenance of 14 Sirens
- 2015 - \$3,660.00 for Maintenance of 14 Sirens
- 2016 - \$3,430.00 for Maintenance of 13 Sirens

Funds for siren maintenance will come from the existing budget for siren repairs and maintenance. Due to the age and complexity of Siren 19 – Evansville, preventative maintenance is scheduled for the first and third year of the awarded contract.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



BID SUMMARY FORM

PROJECT NUMBER #2014-11
PROJECT NAME PREVENTATIVE MAINTENANCE PROGRAM
WEATHER ALERT SIREN SYSTEM
BID DUE DATE OCTOBER 14, 2013 – 1:30 P.M.
DEPARTMENT EMERGENCY MANAGEMENT

	BANDT COMMUNICATION JANESVILLE WI	ANS SERVICES LLC SWEDESBORO NJ
2014 COST-14 SIRENS	3,780.00	9,364.00
2015 COST-14 SIRENS	3,660.00	9,433.00
2016 COST-13 SIRENS	3,430.00	8,613.00
TOTAL 3 YEAR COST	\$ 10,870.00	\$ 27,410.00
PER LABOR HOUR COST	\$ 80.00 HOUR	\$ 120.00 HOUR 8 HR STANDARD \$ 175.00 HOUR 8 HR + 2 HR OVERTIME
PARTS DISCOUNT	20%	COST PLUS 15%
ADDENDA RECEIVED	YES	YES

Invitation to Bid was advertised in the Beloit Daily News and on the internet. Seven additional vendors were solicited that did not respond.

PREPARED BY: ALAN DRANSFIELD, SENIOR BUYER

DEPARTMENT HEAD RECOMMENDATION: Bandt

Sherriff Robert Spad
SIGNATURE

11-13-13
DATE

GOVERNING COMMITTEE APPROVAL:

Alan Dransfield
CHAIR

3-0-2 12-2-2013
VOTE DATE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert Spoden
INITIATED BY



Cmdr. Erik Chellevoid
DRAFTED BY

Public Safety and Justice
Committee
SUBMITTED BY

November 21, 2013
DATE DRAFTED

**AWARDING BID FOR SANITATION PRODUCTS AT THE ROCK COUNTY
SHERIFF'S OFFICE AND JAIL**

- 1 **WHEREAS**, funds have been incorporated into the 2014 Budget for the purchase of sanitation products
- 2 to be used at the Rock County Sheriff's Office and Jail; and,
- 3
- 4 **WHEREAS**, the Rock County Sheriff's Office is committed to the safe, efficient and cost effective
- 5 operation of the Rock County Sheriff's Office and Jail; and,
- 6
- 7 **WHEREAS**, Purchasing did solicit bids from sanitation vendors with the results attached; and,
- 8
- 9 **WHEREAS**, Sheriff and Purchasing staff did review all bids submitted and determined that Devere
- 10 Chemical, Nassco and Med-Port were the most responsive and responsible bidders.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 13 this _____ day of _____, 2013 that Purchase Orders be issued as follows:
- 14
- 15 **Devere Chemical for:** Detergent Disinfectant, Glass Cleaner, HD Multi-Purpose Cleaner, Bowl Cleaner,
- 16 Unwrapped Bar Soap.
- 17 **Nassco for:** Floor Stripper, Floor Restorer, Floor Finish, Neutral Floor Cleaner, Metered Air Freshener.
- 18 **Med-Port for:** Hand Sanitizer.

13-12A-475

RESPECTFULLY SUBMITTED

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins
Ivan Collins, Chair

Absent
Mary Beaver

Henry Brill
Henry Brill

Absent
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
Craig Knutson
County Administrator

FISAL NOTE:

Sufficient funds are available in the Sheriff's budget for the cost of these items.

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.

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

**AWARDING BID FOR SANITATION
PRODUCTS AT THE
ROCK COUNTY SHERIFF'S OFFICE AND JAIL**

EXECUTIVE SUMMARY

The 2014 budget contains funds for the provision of sanitation products at the Rock County Sheriff's Office and Jail. This contract runs through 2014, with options to renew for two additional one-year periods, not to exceed a total of three years.

The Purchasing Division solicited bids from vendors for providing sanitation products. Five vendors submitted complete bids. Cmdr. Chellevold and Capt. Strouse reviewed the bids for compliance with the bid specifications.

Based on the information provided, the recommendation of the Sheriff's Office is to contract as follows:

Devere Chemical: Detergent Disinfectant, Glass Cleaner, HD Multi-Purpose Cleaner, Bowl Cleaner, Unwrapped Bar Soap.

Nassco: Floor Stripper, Floor Restorer, Floor Finish, Neutral Floor Cleaner, Metered Air Freshener.

Med-Port: Hand Sanitizer.

PROPOSAL SUMMARY FORM

PROJECT NUMBER: 2014-10
 PROJECT NAME: SANITATION PRODUCTS
 DUE DATE: OCTOBER 1, 2013 – 12:00 NOON
 DEPARTMENT: SHERIFF'S OFFICE AND JAIL

	DEVERE JANESVILLE WI	NASSCO NEW BERLIN WI	BADGERLAND CHEMICAL MIDDLETON WI	JANESVILLE INDUSTRIAL SUPPLY JANESVILLE WI	ER ABERTNATHY WAUKESHA WI	MED-PORT BROOKLYN NY
1. DETERGENT DISINFECTANT	4,273.92	5,189.76	10,074.24	11,721.48	16,688.64	
2. GLASS CLEANER	3,655.68	7,546.64	10,190.20	12,052.38	13,480.32	
3. HD MULTI-PURPOSE CLEANER	4,032.00	6,854.40	10,321.92	8,460.00	9,216.00	
4. BOWL CLEANER	3,542.40	12,831.60	11,689.92	11,608.56	13,933.44	
TOTAL ESTIMATED ANNUAL COST ITEMS 1 – 4	15,504.00	32,422.40	42,276.28	43,842.42	53,318.40	
5. FLOOR STRIPPER	249.00	249.24	946.00	234.85	446.25	
6. FLOOR RESTORER	83.20	114.80	85.76	159.96	640.00	
7. FLOOR FINISH	1,452.65	855.10	891.65	1,072.70	1,517.25	
11. NEUTRAL FLOOR CLEANER	8,448.31	4,762.42	NO BID	6,084.00	4,625.88	
TOTAL ESTIMATED ANNUAL COST ITEMS 5,6,7,11 (FLOOR PRODUCTS)	10,233.16	5,981.56	1,923.41	7,551.51	7,229.38	
8. UNWRAPPED BAR SOAP	3,217.50	7,350.72	3,564.60	** 1,813.11	6,194.00	
9. HAND SANITIZER	1,978.80	1,277.21	2,652.00	1,696.60	2,013.00	699.86
10. METERED AIR FRESHENER	568.20	332.80	604.80	548.90	813.00	

- Products 1-4 will be bought in concentrate form and diluted for use in a chemical dispensing system. Items 1 through 4 will be awarded to one vendor. The amount listed is for the annual cost based on estimated quantities provided in the Proposal specifications.
 - Items 5, 6, 7 & 11 are all floor care products and will be purchased from the same vendor.
 - Item 8 - Bar soap is priced per case of 500 unwrapped bars.
 - Item 9 – Hand Sanitizer is priced per case of 4 bottles.
 - Item 10 - Air Freshener is priced per case of 12 cans
 - Items 8 through 10 will be awarded item-by item to the lowest, most responsive and responsible Proposer.
- *** Janesville Industrial Supply hand soap is smaller than required in the bid specifications therefore not the low cost.
- NOTES:**
 Three vendors submitted non-responsive Proposals because they did not include literature on the products bid as required in the specifications. The three vendors are Staples, Unisource and Amercare.

Request for Proposal was advertised in the Beloit Daily News and on the Internet. Five additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS
Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION:

- ITEMS 1 - 4 TO DEVERE CHEMICAL
- FLOOR CARE ITEMS 5, 6, 7, & 11 TO NASCCO
- BAR SOAP TO DEVER
- HAND SANITIZER TO MED PORT
- METERED AIR FRESHENER TO NASCCO

Shirley Robert Spoden
Signature

11-20-13
Date

GOVERNING COMMITTEE APPROVAL:

Laura Galli
Chair

3-0-2
Vote

12-2-2013
Date

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY



Phil Boutwell, Deputy Director
DRAFTED BY

December 2, 2013
DATE DRAFTED

Authorizing Agreement with Woodland Enhanced Health Service (WEHS) Commission

- 1 **WHEREAS**, Under state law Rock County is required to make protective placements of individuals who
- 2 are of danger to themselves or others; and,
- 3
- 4 **WHEREAS**, at times some of those individuals may have complex medical conditions that are difficult
- 5 to accommodate and require specialized care that may not be available within Rock County; and,
- 6
- 7 **WHEREAS**, Clark County currently owns and operates a facility known as Clark County Health Care
- 8 Center ("CCHCC") which, among other things, is a skilled nursing facility that has capacity to accept out-
- 9 of-county placements; and,
- 10
- 11 **WHEREAS**, Clark County and other counties, including Bayfield, Taylor, Rusk, Chippewa, Eau Claire,
- 12 Portage, Wood, Douglas, Barron and Florence counties formed the WEHS Commission under an
- 13 intergovernmental agreement and offer other Wisconsin Counties an affiliation through an Associate
- 14 Membership Agreement; and,
- 15
- 16 **WHEREAS**, Rock County believes it is advantageous to join WEHS as an Associate Member in order
- 17 to make sure it has options to make residential placements of Rock County citizens who have very
- 18 specialized needs that can be accommodated by the CCHCC.
- 19
- 20 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 21 this _____ day of _____, 2013 does hereby authorize the Associate Member Agreement with
- 22 the WEHS and directs the Rock County Human Services Board Chair to sign the document on behalf of
- 23 Rock County.
- 24
- 25 **BE IT FURTHER RESOLVED** that upon execution of the Associate Member Agreement, Rock
- 26 County is authorized to expend funds related to the placement of persons in CCHCC and otherwise
- 27 comply with the terms and conditions of the Associate Member Agreement.

13-12A-476

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

William Grahn

Ashley Kleven

Phillip Owens

Terry Thomas

Marvin Wopat

Shirley Williams

Authorizing Agreement with Woodland Enhanced Health Service (WEHS) Commission
Page 2

FISCAL NOTE:

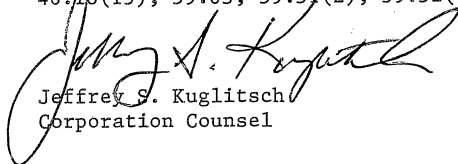
This resolution authorizes the County to join the Woodland Enhanced Health Service Commission and to place individuals in the Clark County Health Care Center when necessary. Funds are included in the 2014 budget for protective placements.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes sections 46.13(15), 59.03, 59.51(2), 59.52(7) and 66.0301.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

At present, Rock County is a member of two Intergovernmental Cooperation Agreements: Marsh Country Health Alliance and Mississippi Valley Health Services Corporation. The Agreements allow Rock County to make residential placements in either Clearview in Juneau, WI or Lakeview Health Center in La Crosse, WI. Membership gives Rock County the option to make placements for roughly \$40 to \$50/day over the Medical Assistance rate for a bed in one of those skilled nursing facilities. At times those facilities are near capacity and there might not be a bed available should Rock County be required to place an individual.

It would be advantageous for Rock County to join the Woodland Enhance Health Services (WEHS) Commission as an Associate Member. Membership allows Rock County to make residential placements in the Clark County Health Care Center (CCHCC) in Neilsville, WI. The CCHCC gives Rock County another placement alternative to Clearview and Lakeview if those facilities are unable to take a Rock County resident.

Passage of this resolution authorizes Rock County to join the WEHS as an Associate Member. There is no initial membership fee but the rate as an Associate Member is twice the rate of the regular Commission members or \$80/day over and above the Medical Assistance rate.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

UW ROCK COUNTY
FOUNDATION
INITIATED BY



JEFFREY S. KUGLITSCH
DRAFTED BY

DECEMBER 3, 2013
DATE DRAFTED

COUNTY BOARD STAFF
COMMITTEE AND GENERAL
SERVICES COMMITTEE
SUBMITTED BY

**APPROVAL OF FINAL SITE PLAN AND LEGAL DESCRIPTION FOR A RESIDENCE HALL
ON THE UW ROCK COUNTY CAMPUS**

1 WHEREAS, on November 21, 2013 the Rock County Board of Supervisors approved the transfer
2 of not more than four acres of land to the Rock Residential Foundation, Inc., (once they are incorporated)
3 for the purpose of building a residence hall on the UW Rock County campus; and
4

5 WHEREAS, final approval was dependent on approval of a final site plan and legal description by
6 the General Services Committee and County Board; and
7

8 WHEREAS, the UW Rock County has brought a new plan back to the County moving the
9 residence hall west of the previously proposed parking lot, with the property further being described as
10 follows:

11
12 A part of the Northeast ¼, Southeast ¼, Southwest ¼ and Northwest ¼ of the Southeast ¼ of
13 Section 10, Township 2 North, Range 12 East, City of Janesville, Rock County, Wisconsin,
14 bounded and described as follows:

15
16 Commencing at the Southeast corner of said Section 10; thence North 00°17'12" West along the
17 east line of said Section 10, 597.76 feet; thence South 89°27'00" West, 990.14 feet to the
18 southwest corner of Lot 1 of Certified Survey Map Volume 23, Pages 400-402; thence North
19 00°16'50" West along the west line of said Certified Survey Map and then along the west line of
20 Wick Addition (a recorded subdivision plat), 311.10 feet to the northeast corner of University
21 Heights (a recorded subdivision plat); thence South 89°22'32" West along the north line of said
22 University Heights (a recorded subdivision plat), 108.50 feet to the point of beginning;

23
24 Thence South 89°22'32" West along said north line, 276.00 feet; thence North 00°16'50" West,
25 563.13 feet; thence North 89°43'10" East, 276.00 feet; thence North 00°16'50" West, 35.00 feet;
26 thence North 89°43'10" East, 108.50 feet to the northwest corner of Burbank Avenue (said point
27 also being the southwest corner of Lot One of Certified Survey Map Volume 11, Page 548);
28 thence South 00°16'50" East along the west right of way line of said Burbank Avenue, 70.00 feet
29 to the southwest corner of said Burbank Avenue (said point also being the northwest corner of
30 Lot 1 – Block 10 of Valley Park (a recorded subdivision plat)); thence South 89°43'10" West,
31 108.50 feet; thence South 00°16'50" East, 526.47 feet to the point of beginning.

32
33 Containing in all 162,790 square feet (3.7372 acres) gross and 155,195 square feet (3.5628 acres)
34 net of land, more or less. Dedicating 7,595 square feet (0.1744 acres) of land, as graphically
35 shown, for public roadway purposes.

36
37 ; and

38
39 WHEREAS, the new plan puts it farther away from the residences on Garden Drive; and
40

41 WHEREAS, the General Services Committee has reviewed the site plan and its description and
42 recommended its adoption.
43

13-12A-477

44 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors in session
45 this 12th day of December, 2013, that they approve the final site plan and legal description of the new
46 proposed residence hall on the UW Rock County campus consisting of 3.5628 acres as described
47 above.

48
49 BE IT FURTHER RESOLVED that all other requirements and actions approved by Resolution
50 No. 13-11D-447 on November 21, 2013 remain in effect.

Respectfully submitted:

GENERAL SERVICES COMMITTEE

Phillip Owens, Chair

Henry Brill, Vice Chair

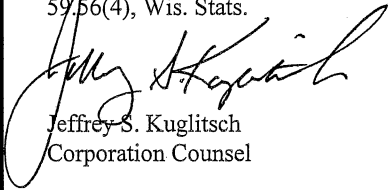
Ivan Collins

Jason Heidenreich

Edwin Nash


LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51, 59.52(6)(c), and 59.56(4), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of policy.


Craig Knutson
County Administrator

FISCAL NOTE:

This resolution transfers approximately 3.5628 acres of land to the Rock Residential Foundation, Inc. for the purpose of building a residence hall. All transaction costs to be paid by Rock Residential Foundation, Inc.

Sherry Oja
Finance Director

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY _____

Public Works Committee
SUBMITTED BY _____



Ben Coopman, Director of Public Works
DRAFTED BY _____

December 4, 2013
DATE DRAFTED _____

HIGHWAY JURISDICTIONAL TRANSFER AGREEMENT - COUNTY TRUNK HIGHWAY Y

1 **WHEREAS**, the functional/jurisdictional relationship of present State and Local Highway
2 Systems have been cooperatively reviewed by the Town of Harmony and Rock County; and,
3

4 **WHEREAS**, Rock County and the Town of Harmony have cooperated in developing this
5 jurisdictional change; and,
6

7 **WHEREAS**, Section 83.025, Wis. Stats, allows the County Board to make changes to the
8 County Trunk Highway System with the approval of the governing body of the communities in
9 which the proposed changes are located.
10

11 **NOW, THEREFORE, BE IT RESOLVED**, that the County Board of Rock County duly
12 assembled this ____ day of _____, 2013 approves the following segments of highway
13 be removed from the County highway system:
14

15 Existing CTH Y from a point at the intersection of McCormick Drive, thence
16 southerly 0.44 miles; also including only the west half of the road from a point
17 0.44 miles south of the intersection with McCormick Drive and extending
18 southerly 0.03 miles. This section of roadway is 0.44 miles in length for full
19 width and 0.03 miles in length for half width.
20

21 **BE IT FURTHER RESOLVED**, that the County Board of Rock County approves the following
22 segments of highway be added to the County highway system:
23

24 Existing McCormick Drive from a point at the intersection with CTH Y, thence easterly
25 0.21 miles to the Town limits; also including from a point at the intersection with WIS
26 26, thence northwesterly 0.08 miles to the Town limits. These sections of roadway total
27 0.29 miles in length.
28

29 **BE IT FURTHER RESOLVED**, that the County Board of Rock County authorizes the County
30 Board Chair to execute the Jurisdictional Transfer Agreement with the Town of Harmony,
31 effective December 31, 2013.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis L. Yankee, Chair

Brent Fox

Betty Jo Bussie, Vice-Chair

Rick Richard

Eva M. Arnold

13-12A-478

HIGHWAY JURISDICTIONAL TRANSFER AGREEMENT - COUNTY TRUNK HIGHWAY Y

Page 2

FISCAL NOTE:

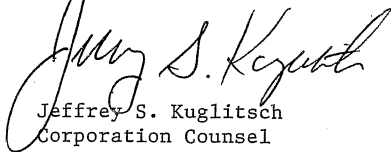
This resolution authorizes the acceptance of jurisdiction and responsibility of a portion of McCormick Drive. This resolution also turns over a portion of former CTH Y to the Town of Harmony. No significant impact to the County's highway maintenance expenses is expected.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.51 and 83.025, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

The Wisconsin Department of Transportation (WisDOT) has constructed STH 26 as a new multilane expressway between Janesville and Milton. To eliminate a safety problem at the intersection of STH 26 and CTH Y, the roadway for CTH Y was redirected at McCormick Drive out to the new STH 26. The portion of CTH Y between STH 26 and McCormick Drive now only provides local access to adjoining properties.

This resolution authorizes a Jurisdictional Transfer Agreement turning over approximately 0.44 miles of the former CTH Y between STH 26 and McCormick Drive to the Town of Harmony. WisDOT has agreed to make some pavement improvements on this segment of roadway. The Town has agreed in concept to the transfer and is expected to pass a similar resolution and enter the agreement.

This resolution also authorizes a Jurisdictional Transfer Agreement adding approximately 0.29 miles of the former McCormick Drive to the County road system.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY



Ben Coopman, Director of Public Works
DRAFTED BY

December 4, 2013
DATE DRAFTED

HIGHWAY JURISDICTIONAL TRANSFER AGREEMENT - EX. MCCORMICK DRIVE (NEW CTH Y), CITY OF JANESVILLE

- 1 **WHEREAS**, the functional/jurisdictional relationship of present State and Local Highway
- 2 Systems have been cooperatively reviewed by the City of Janesville and Rock County; and,
- 3
- 4 **WHEREAS**, Rock County and the City of Janesville have cooperated in developing this
- 5 jurisdictional change; and,
- 6
- 7 **WHEREAS**, Section 83.025, Wis. Stats, allows the County Board to make changes to the
- 8 County Trunk Highway System with the approval of the governing body of the communities in
- 9 which the proposed changes are located.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that the County Board of Rock County duly
- 12 assembled this _____ day of _____, 2013 approves the following segments of highway
- 13 be added to the County highway system:
- 14
- 15 Existing McCormick Drive from a point 0.21 miles southeasterly of the intersection
- 16 with existing CTH Y, thence southeasterly 0.04 miles to the City limits. The end
- 17 point is 0.08 miles northwest of WIS 26. This section of roadway is 0.04 miles in
- 18 length.
- 19
- 20 **BE IT FURTHER RESOLVED**, that the County Board approves the following segments of
- 21 highway be deleted from the County highway system:
- 22
- 23 Existing CTH Y from the intersection of STH 26, thence northwesterly 0.18 miles to
- 24 the City limits. This section of roadway is 0.18 miles in length.
- 25
- 26 **BE IT FURTHER RESOLVED**, that the County Board of Rock County authorizes the County
- 27 Board Chair to execute the Jurisdictional Transfer Agreement with the City of Janesville,
- 28 effective December 31, 2013.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis L. Yankee, Chair

Brent Fox

Betty Jo Bussie, Vice-Chair

Rick Richard

Eva M. Arnold

13-12A-479

HIGHWAY JURISDICTIONAL TRANSFER AGREEMENT - EX. MCCORMICK DRIVE
(NEW CTH Y), CITY OF JANESVILLE

Page 2

FISCAL NOTE:

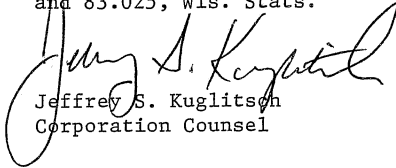
This resolution authorizes the acceptance of jurisdiction and responsibility of a portion of McCormick Drive. This resolution also turns over a portion of former CTH Y to the City of Janesville. No significant impact to the County's highway maintenance expenses is expected.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.51 and 83.025, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

The Wisconsin Department of Transportation (WisDOT) has constructed STH 26 as a new multilane expressway between Janesville and Milton. To eliminate a safety problem at the intersection of STH 26 and CTH Y, the roadway for CTH Y was redirected at McCormick Drive out to the new STH 26. The portion of CTH Y between STH 26 and McCormick Road now only provides local access to adjoining properties.

This resolution authorizes a Jurisdictional Transfer Agreement turning over a portion of the existing McCormick Drive between CTH Y and STH 26 to the County.

This resolution authorizes a Jurisdictional Transfer Agreement turning over a portion of the former CTH Y between STH 26 and McCormick Drive to the City of Janesville. WisDOT has agreed to make some pavement improvements on this segment of roadway. The City has agreed in concept to the transfer and is expected to pass a similar resolution and enter the agreement.

**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 13, 2013
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, 2014.

15
16 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
17 _____ day of _____, 2013 does hereby amend Chapter XVIII, the County's Personnel
18 Ordinance as follows:

CHAPTER XVIII

PERSONNEL ORDINANCE

SECTION 1

OBJECTIVES AND SCOPE

19
20
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24
25
26 18.101 Authority.

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

28
29
30 18.102 Purposes.

31 The purposes of this Ordinance shall be to:

32
33
34 A. Establish a clear understanding of responsibilities in the establishment and maintenance of a
35 personnel program for Rock County.

36
37 B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop and
38 maintain an effective and responsive workforce for the County. The Ordinance shall be based
39 on the following objectives:

40
41 (a) To recruit, select and advance employees on the basis of their relative knowledge,
42 skills, and abilities.

43
44 (b) To provide internally equitable and externally competitive compensation for all
45 employees.
46

13-11D-441

- 47 (c) To recognize good job performance, reward exceptional performance and correct
48 inadequate performance in a fair and timely manner.
49
- 50 (d) To assure fair treatment of all applicants and employees in all aspects of personnel
51 administration without regard to political affiliation or beliefs, race, color, national
52 origin or ancestry, sex, age, religion, disability, sexual identity and orientation,
53 genetic information, or any other cause for discrimination as defined by law, and
54 with proper regard for their rights as citizens.
55
- 56 (e) To protect employees against coercive political activities and to prohibit the use of
57 official authority for the purpose of interfering with or affecting the result of an
58 election or a nomination for office.
59
- 60 C. Provide a system of standardized titles and standardized class descriptions for the effective
61 administration of personnel activities such as: manpower planning and budgeting, standards
62 of job performance, fair and equitable pay, valid selection and recruitment programs, training
63 programs and career development.
64
- 65 D. Provide a system to recruit and select the most qualified persons for positions in County
66 service. Recruitment and selection shall be conducted in an affirmative manner to ensure
67 open competition, provide equal employment opportunity, prohibit discrimination because
68 of race, political affiliation or beliefs, religion, sex, national origin or ancestry, age,
69 disability, sexual identity and orientation, genetic information, or any other cause for
70 discrimination as defined by law, to ensure that persons of disadvantaged groups are fairly
71 represented in the County workforce.
72
- 73 E. Provide an effective career development plan for qualified employees through promotional
74 opportunities in an environment free of discrimination.
75

18.103

Scope.

76 THIS ORDINANCE SHALL NOT BE DEEMED A CONTRACT OF EMPLOYMENT. The
77 provisions of this Ordinance do not vary or modify the at will employment relationship between
78 the employee and the County. Any individual may voluntarily cease employment upon proper
79 notice and may be terminated by Rock County at any time and for any reason. Any oral or written
80 statements of promises to the contrary are expressly disallowed and should not be relied upon by
81 any prospective or existing employee. The contents of this ordinance are subject to change at any
82 time by action of the County Board.
83
84

85 This Ordinance shall govern personnel administration for all employees and departments of the
86 County of Rock except:
87

- 88 (a) members of the Rock County Board of Supervisors;
89
90 (b) elected County Officials;
91
92 (c) members of boards, commissions, and committees (including citizens);
93
94 (d) persons employed to conduct temporary and special inquiry, investigation or examination
95 on behalf of the County Board, a committee thereof, or the County Administrator;
96
97 (e) persons employed by employment services agreements or purchase of service contracts,
98 unless expressly included in said contract or agreement;
99
- 100 (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats., which
101 shall be handled by the Public Safety and Justice Committee of the Rock County Board of
102 Supervisors in accordance with statute.
103

104 This Ordinance shall not be interpreted as infringing upon the Constitutional powers of Elected
105 Department Heads.
106

18.104

Collective Bargaining Agreements.

107 This Ordinance applies to employees not covered by collective bargaining agreements
108 (Unilaterals) and to employees so covered when specific contracts are silent on a particular issue,
109 or otherwise do not apply to the contrary.
110
111
112
113

114 18.105 Human Resources Section of the Administrative Policies and Procedures Manual

115

116 The Human Resource Department shall develop a standard set of policies and procedures to
 117 administer the personnel system based upon the Policies established in this Ordinance. These
 118 policies and procedures shall be a part of the County's Administrative Policies and Procedures
 119 Manual. The Human Resource Policies and Procedures shall be subject to review and
 120 approval by the County Board Staff Committee.

121

122 The Ordinance shall take precedence over the Human Resource Policies and Procedures.

123

124 18.106 Department Work Rules.

125

126 Nothing herein shall preclude an Appointing Authority from promulgating Department Work
 127 Rules covering topics not covered by this Ordinance or the Human Resource Department's
 128 Policies and Procedures. Work rules so promulgated must be consistent with this Ordinance and
 129 Human Resource Policies and Procedures.

130

131 18.107 Non Elected Department Heads.

132

133 Any non elected Department Head hired shall be employed pursuant to a personal employment
 134 contract of up to two (2) years. Non elected Department Heads serving on the date of adoption of
 135 this section may voluntarily negotiate a personal employment contract of up to two (2) years. Non
 136 elected Department Heads shall continue to be at will employees and may be removed at the
 137 pleasure of the County Administrator. Removal of the Corporation Counsel by the County
 138 Administrator requires the concurrence of the County Board. The County Administrator shall
 139 remain the appointing authority for non elected Department Heads. The personal employment
 140 contract covering the initial appointment of a non elected Department Head is subject to approval
 141 by the County Board after action by the appropriate Governing Committee.

142

143 18.108 Administrator Position.

144

145 The position of the County Administrator shall be included under the coverage of this Ordinance,
 146 except where there are exclusions or where this Ordinance conflicts with the resolution
 147 establishing the administrator form of government. In the case of any such conflict, the resolution
 148 shall control.

149

150 18.109 Sheriff's Office Command Staff.

151

152 In addition to the benefits provided to other unilateral employees, if the following provisions of
 153 the labor agreement with the Rock County Deputy Sheriffs Supervisors Association are
 154 modified, such modifications shall be extended to the Chief Deputy (CB resolution Nov 9,
 155 1993); Commanders (CB resolution Nov 15, 1991); and Captains (CB resolution Dec. 31,
 156 2008).

157

- 158 • Education
- 159 • Health insurance for retirees*
- 160 • Life insurance
- 161 • Retirement
- 162 • Sick Leave Accumulation
- 163 • Sick leave payout
- 164 • Sick leave payment
- 165 • Uniform allowance
- 166 • Worker's compensation

167

168 *For Command Staff who are at least age 53 and retire after January 1, 2014, the County shall
 169 pay 100% of the health insurance premiums for the applicable coverage for the retired and
 170 eligible dependents thru the end of the month before they turn 65.

171

172 18.110 Amendments.

173

174 This Ordinance may be amended by the Rock County Board of Supervisors in the same manner
 175 as adopted.

176

177 18.111 Management Rights.

178

179 The management of Rock County and the direction of the workforce is vested exclusively in the
 180 County, including but not limited to the right to:

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- 1) Hire, promote, demote, suspend, discipline, and discharge;
- 2) Decide job qualifications for hiring;
- 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.

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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.
- (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.

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- (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.
 - (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.

356 F. Department Heads. Department Heads shall:

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- (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.

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- (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
- (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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- 18.201 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.
- 18.202 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.
- 18.203 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.
- 18.204 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.
- 18.205 Reclassification Requests.

- 451 A reclassification is the re assignment of a position from one existing class to another class to
 452 recognize a change in the duties and responsibilities of a position.
 453 Reclassification requests shall normally be contained within the annual budget. In such situations,
 454 prior to approval of the budget, the Human Resources Department shall audit the position and
 455 make a written recommendation to the County Administrator who shall then recommend approval
 456 or denial of reclassification requests. If a reclassification request is denied, the position shall not
 457 be reconsidered for reclassification until there is a significant change in the duties and
 458 responsibilities of the position. If, in exceptional cases, duties of a position change during a
 459 budget year, the County Board may approve a reclassification request upon the performance of an
 460 audit and the recommendation of the Human Resources Director and County Administrator and
 461 with the confirmation of the County Board Staff Committee.
 462
 463
 464 18.206 Reallocation Requests.
 465
 466 A reallocation is the re assignment of a position from one pay range to another pay range to
 467 correct an error in the original assignment, to reflect changing labor market conditions, or to
 468 reflect significant changes over a period of time in the duties and the responsibilities of the
 469 position.
 470
 471 Salary adjustments shall be part of the budget process. If salary reallocations are approved, they
 472 will become effective the first day of the fiscal year. Persons in positions reallocated shall
 473 normally be advanced to the step with the next highest dollar amount in the new pay range. ~~With~~
 474 ~~approval of the Human Resources Director and the County Administrator, an employee may be~~
 475 ~~advanced a step over and above the next highest dollar amount. In unusual circumstances, the~~
 476 reallocated individual may be placed in a higher step upon approval of the Human Resources
 477 Director and the County Administrator.
 478
 479 When a position becomes vacant and it is determined by the Human Resources Director and the
 480 County Administrator that a reallocation of the position is necessary for recruitment purposes,
 481 such reallocation may occur outside the budget process upon the confirmation of the County
 482 Board Staff Committee and approval of the County Board.
 483
 484 18.207 Reorganization of Department.
 485
 486 Each time a department or division of a department is reorganized, class descriptions for all
 487 affected employees shall be submitted to the Human Resources Director for review and approval
 488 as part of such reorganization.
 489
 490 18.208 Position Description Questionnaires.
 491
 492 The Human Resources Director may require departments or employees to submit Position
 493 Description Questionnaires when vacancies occur, any time there is reason to believe that there
 494 has been a significant change in the duties and responsibilities of one or more positions, or as part
 495 of a position audit conducted by the Human Resources Department.
 496
 497 18.209 Review of Classification Plan.
 498
 499 At least every three years, or as often as may be appropriate, the Human Resources Director shall
 500 review the Classification Plan to ensure that the plan accurately reflects existing position responsi-
 501 bilities and market conditions. The Human Resources Director shall take whatever action is
 502 appropriate to amend and update the Classification Plan, subject to the review of the County
 503 Board Staff Committee and approval of the County Board.
 504
 505 18.210 Underslotting.
 506
 507 As a vacancy occurs, the Department Head may recommend the position not be filled at the
 508 existing level. With the concurrence of the Human Resources Director and County Administrator,
 509 the position may be filled at a lower classification.
 510
 511 18.211 Upgrade.
 512
 513 Upgrades shall be part of the annual budget process. Prior to approval of the budget, the Human
 514 Resources Department shall audit the position and make a written recommendation to the County
 515 Administrator who shall then recommend approval or denial of the upgrade request. If an upgrade
 516 request is denied, the position shall not be reconsidered for upgrade until there is a significant
 517 change in the duties and responsibilities of the position.
 518

519 When a position is upgraded, an open recruitment shall be conducted to fill the position. Hiring
 520 procedures for approved upgraded positions shall be subject to guidelines established by the
 521 Human Resources Director.
 522

523 **SECTION 3**

524 **RECRUITMENT AND SELECTION**

525 18.301 Recruitment.

526 The Human Resources Director shall develop and conduct an active recruitment program
 527 designed to meet current and projected County manpower needs.
 528

529 Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to
 530 yield qualified candidates.
 531

532 (a) Job Announcements and Publicity.

533 The Human Resources Director shall issue job announcements and otherwise publicize
 534 vacancies as may be appropriate. Job vacancies shall be formally announced for a
 535 minimum of five working days prior to the closing date for filing applications. Depending
 536 upon the vacancy and the scope of the recruitment process, this period may be longer. The
 537 Human Resources Director may also initiate continuous recruitment programs for any
 538 class of positions. (See HR Policies and Procedures.)
 539

540 (b) Application Form.

541 All applications for employment shall be made on forms prescribed by the Human
 542 Resources Director. The Human Resources Director may require proof of application
 543 statements.
 544

545 (c) Rejection of Applications.

546 The Human Resources Director may reject any application if the applicant:
 547

- 548 (1) does not meet the minimum qualifications established for the position.
- 549 (2) provides any false or misleading information in the application process.
- 550 (3) is physically, mentally or otherwise unable to perform the duties of the position,
 551 as permitted under applicable State and Federal laws.
- 552 (4) has been convicted of a crime, which renders him/her unsuitable for the position,
 553 as permitted under applicable State and Federal laws.
- 554 (5) is not within the legal age limits prescribed for the position or for County
 555 employment.
- 556 (6) has established an unsatisfactory employment record, which demonstrates
 557 unsuitability for the position.
- 558 (7) is a member of an organization, which advocates the violent overthrow of the
 559 government of the United States.
- 560 (8) based on job related factors, is found by the Human Resources Director to be
 561 clearly unsuitable for the position for which he/she has applied.
 562

563 (d) Whenever an application is rejected, notice of such rejection shall be promptly made to
 564 the applicant.
 565

566 (e) The Human Resources Director may select only the best qualified applicants for
 567 screening and final consideration.
 568

569 (f) Where written exams are used as part of the recruitment process, applicants will not be
 570 eligible to re take the exam until a period of six months has lapsed.
 571

572 18.302 Relocation Expense.

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

594
 595 18.303 Selection.

596
 597 The selection process shall maximize reliability, objectivity, and validity through a practical and
 598 job related assessment of applicant attributes necessary for successful job performance and career
 599 potential. The selection process shall also be balanced to provide promotional opportunities as
 600 well as open competitive opportunities at all levels of County employment.

601
 602 (a) Selection Devices.

603
 604 The Human Resources Director shall be responsible for determining when formal
 605 selection devices are to be used to screen applicants for job vacancies which may include,
 606 but need not be limited to a review of training and experience, work sample and
 607 performance tests, practical written tests, physical fitness examinations, and background
 608 and reference inquiries. In the development of selection devices, the Human Resources
 609 Director shall confer with Department Heads, consultants, or others familiar with the
 610 knowledge, skills and abilities required and specific devices to best measure these factors.

611
 612 (b) Confidentiality.

613
 614 Formal selection materials shall be known only to the Human Resources Director and to
 615 other individuals designated by the Human Resources Director. Every precaution shall be
 616 exercised by all persons participating in the development and maintenance of materials to
 617 ensure the highest level of integrity and confidentiality.

618
 619 18.304 Eligibility Lists.

620
 621 The Human Resources Director shall be responsible for establishing and maintaining eligibility
 622 lists as may be necessary or desirable.

623
 624 (a) Layoff List for unilateral employees.

625
 626 An employee laid off or demoted in lieu of layoff may be considered for re-employment
 627 when a vacancy occurs for which he/she is qualified. Human Resources shall notify said
 628 employee of any vacancy arising in the same job from which the employee was laid off.
 629 Said employee shall make application for the vacant position. Once application is made,
 630 the laid off employee shall participate in a competitive hiring process and, if most
 631 qualified, shall be required to accept an offer of employment for the position within 10
 632 days of said offer. Failure to make application or accept an offer of employment for the
 633 position from which the employee was laid off shall result in the forfeiture of notification
 634 rights for future openings.

635
 636 (b) Open Competitive and Promotional Eligibility.

637
 638 The Human Resources Director may establish and maintain such open competitive and
 639 promotional eligibility lists of applicants who have qualified for a particular job or class
 640 of County positions.

641
 642 (c) Duration of Eligibility Lists.

643
 644 The duration of eligibility lists shall be not less than one year, or as provided for in a
 645 Department's Work Rules.

646
 647 (d) Removal of Candidates from Eligibility Lists.

648
 649 The Human Resources Director may remove candidates from an eligibility list if the
 650 candidate:

- 651
 652 (1) receives a regular appointment to a position in the same class or another class
 653 having the same or higher pay grade.

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- (2) files a written statement indicating unwillingness to accept appointment.
 - (3) declines an offer of employment under such conditions previously indicated by the candidate as acceptable.
 - (4) fails to respond within a specified time period to any official written inquiry regarding relative availability.
 - (5) fails to report for an interview or for duty at the time specified by the Human Resources Director or appointing authority.
 - (6) is disqualified for employment under County policies or state law.
 - (7) factors covered under Section 18.301.
- (e) The Human Resources Director shall notify each candidate in writing of his/her removal from an eligibility list. The candidate may appeal his/her removal from an eligibility list and, at the discretion of the Human Resources Director, the candidate may be reinstated.

674 18.305 Certification and Appointment.

675
676 Whenever a vacancy in County employment is to be filled, the appointing authority
677 shall submit a request to the Human Resources Director to provide names of eligible
678 candidates.

679
680 Appointment of Eligible Candidates.

681
682 The appointing authority shall make an appointment from among the names submitted by the
683 Human Resources Director. The appointing authority shall justify to the Human Resources
684 Director each candidate's unsuitability if they are bypassed on the list. Such justification must be
685 acceptable to the Human Resources Director.

686
687 The date upon which a new employee commences employment shall be jointly determined by the
688 Human Resources Director and Department Head.

689
690 18.306 Probationary Period.

691
692 Except for Department Heads and the County Administrator, original appointments to all
693 positions shall be made with a Probationary Period of one (1) calendar year.

694
695 The length of the Probationary Period shall be specified in the written offer of
696 employment, which will be written by the Human Resources Department.

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- (1) Regular status begins on the first workday following completion of the Probationary Period.
 - (2) The Probationary Period may be extended for a period of time not to exceed six (6) months, with prior approval of the Human Resources Director. This request must be made in writing citing the reason for the request.
 - (3) An employee shall automatically be appointed at the end of the prescribed Probationary Period, unless the appointing authority, with approval of the Human Resources Director, notifies the probationary employee of the extension, or the unsuccessful completion of the Probationary Period at which time the employee shall have their Probationary Period extended or be dismissed.
 - (4) Dismissal of an employee during the initial Probationary Period shall be at the sole discretion of the employer and without recourse to the grievance procedures herein provided.
 - (5) An employee appointed to a position in an acting capacity by the County Administrator and subsequently selected as the regular employee in that position shall have his/her total time of continuous employment, including the time spent in an interim capacity, counted for seniority purposes, but shall serve at least a six month Probationary Period after regular appointment.

721 (6) Probationary employees will not be permitted to apply for other positions until
 722 they have completed after six months of employment. In unusual circumstances,
 723 this requirement may be waived by the Department Head and Human Resources
 724 Director.

725
 726 (7) Completion of the Probationary period does not guarantee continued employment
 727 for any specified period of time, nor does it modify or change the employee's at
 728 will status.

729
 730 18.307 Part-time and Seasonal Employment.

731
 732 When possible, employment shall be on a full time year round basis. However, when it is
 733 determined to be in the best interest of the County, part-time and seasonal employees may be
 734 hired.

735
 736 18.308 Temporary Appointments.

737
 738 Temporary appointments may be made from appropriate eligibility lists. If no eligibility list is
 739 available or if the eligible candidates are not available for temporary work, the Human Resources
 740 Director may authorize the appointment of a qualified individual. The acceptance or refusal by an
 741 eligible candidate of a temporary appointment shall not affect the candidate's standing on the
 742 eligibility list for regular appointment.

743
 744 18.309 Overlap of Positions.

745
 746 Any request for hiring in excess of the budgeted personnel roster must be approved by the County
 747 Board. This would include cases where the Department Head requests an overlap of personnel for
 748 more than one payroll period in order to train the new employee. The request should be approved
 749 by the governing committee and County Board Staff Committee prior to submission to the Board.

750
 751 18.310 Other Appointments May Follow Ordinance.

752
 753 Nothing herein shall preclude an appointing authority from filling those positions not covered by
 754 this Ordinance in a manner consistent with it.

755
 756

757

SECTION 4

758

SALARY ADMINISTRATION

759

760 18.401 Pay Plan.

761
 762 The Pay Plan shall include the schedules of pay ranges for all unilaterals and all employees
 763 covered by a collective bargaining agreement that has limited bargaining rights under Wisconsin
 764 Statutes Section 111.70.

765
 766 Schedules shall consist of minimum and maximum rates of pay and the intermediate pay steps.
 767 The objectives of the Pay Plan shall be:

768
 769 (a) To provide an appropriate salary structure, to recruit and retain an adequate number of
 770 competent employees; and,

771
 772 (b) To provide appropriate pay incentives for satisfactory or outstanding job performance.

773
 774 The pay plan schedules described above shall be contained in the County's Administrative Policy
 775 and Procedures Manual.

776
 777 18.402 Development and Administration.

778
 779 The Human Resources Director shall be responsible for the development and administration of the
 780 Pay Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of
 781 pay. When appropriate, the Human Resources Director shall recommend necessary amendments
 782 to the County Board Staff Committee, which shall become effective upon approval of the County
 783 Board.

784
 785 18.403 Linkage.

786

787 The Pay Plan shall be directly linked to the Classification Plan and shall be based on the principle
 788 of equal pay for equal work. Pay ranges within the Pay Plan shall be determined with regard to
 789 such factors as: uniformity of pay for each class, relative difficulty, complexity, and
 790 responsibility of work, recruiting experience, prevailing rates of pay for similar jobs in public and
 791 private service, changes in cost of living indices, and the financial policies of the County.
 792

793 18.404 Entrance Pay Rate.
 794

795 The entrance pay rate for new County employees shall normally be the minimum rate of the pay
 796 range prescribed for the class. A Department Head may recommend that a particular appointment
 797 be made above the entrance pay rate. Such requests must be made in writing, approved in advance
 798 by the Human Resources Director in recognition of relevant experience and /or exceptional
 799 qualifications.
 800

801 Elected Department Heads that wish to appeal the decision for placement of a new County
 802 employee made by the Human Resources Director and/or County Administrator may do so in
 803 writing to the County Board Staff Committee, whose decision shall be final.
 804

805 18.405 In Range Increment.
 806

807 In range increments shall be based on satisfactory work performance and length of service in a
 808 class. Such increments shall not be granted automatically. Whenever an employee is promoted,
 809 their annual pay increments (step increase) shall be based on the length of service in that range or
 810 class. The employee shall have an overall performance evaluation of "satisfactory" or "meets
 811 expectations" or higher in order for an in range increment to be granted. If the rater plans to
 812 recommend the denial of an in grade salary increment, the report shall be discussed with the
 813 Human Resources Director prior to review with the employee. The performance of the employee
 814 will be evaluated in accordance with procedures outlined in Section 7 of this Ordinance.
 815

816 18.406 Productivity/Incentive Awards.
 817

818 Extraordinary productivity/incentive awards may be granted in recognition of exceptional
 819 performance in addition to an employee's regular pay. Recommendations for such pay shall be
 820 initiated by the employee's supervisor and/or Department Head, reviewed and approved by the
 821 Human Resources Director, County Administrator, appropriate Governing Committee and the
 822 County Board Staff Committee. Specific guidelines for the administration of the
 823 Productivity/Incentive Awards Program shall be the responsibility of the Human Resources
 824 Director to establish and maintain subject to approval by the County Administrator and County
 825 Board Staff Committee. Such requests shall be in writing and supported by evidence of the
 826 following:
 827

- 828 (a) The employee has personally conceived and suggested a procedure or device which has
 829 resulted in substantially greater operating efficiency or in a marked decrease in operating
 830 expenses; or,
 831
- 832 (b) The employee has performed extensive collateral duties or has continually completed
 833 difficult work assignments, which significantly increased the efficiency and effectiveness
 834 of his/her department's program or the County service.
 835

836 18.407 Seasonal Employment.
 837

838 Seasonal employees shall be compensated on an hourly basis at a rate established within the
 839 parameters of the annual budget as determined annually by the Human Resources Director.
 840

841 18.408 Temporary employment
 842

843 Temporary employees shall be compensated by placing them on a step in the appropriate salary
 844 schedule.
 845

846 Should a non regular employee be reclassified as a regular employee in the same job. He/she
 847 shall be advanced in pay to the appropriate salary rate of his/her classified position. His/her
 848 total time of continuous employment including his/her temporary employment, shall be counted
 849 as part of his/her probationary period.
 850

851 18.409 Pay Rate Adjustments.
 852

853 The following actions shall affect the pay status of an employee:
 854

- 855 (a) Transfer.
856
857 When an employee is transferred from one class to another with a common pay range,
858 he/she shall continue to receive the same pay rate.
859
- 860 (b) Promotion.
861
862 When an employee is promoted from one class to another having a higher pay range,
863 he/she shall normally advance to the pay step in the new range which is immediately
864 above his/her former rate of pay. In unusual circumstances, the promoted individual may
865 be placed in a higher step upon approval of the Human Resources Director and the
866 County Administrator.
867
- 868 (c) Demotion.
869
870 When an employee is demoted for any reason, the Human Resources Director shall
871 consult with the supervisor(s) involved to decide the pay for the re-assignment. In no
872 case will it exceed the maximum of the pay range of the job to which the employee is
873 demoted.
874
- 875 (d) Reinstatement.
876
877 When an employee is reinstated to his/her former job he/she shall normally be paid the
878 same pay step as before leaving. When the employee is reinstated to a job with a lower
879 pay range, the Human Resources Director shall decide on the new pay rate in accordance
880 with the employee's experience and qualifications. In no case, will it exceed the
881 maximum of the pay range to which the employee is assigned.
882
- 883 (e) Compensation During Temporary Assignment.
884
885 In a situation where an employee is assigned the duties of a higher classification
886 anticipated to be for a period in excess of ten (10) consecutive working days, the
887 employee will be assigned a temporary pay rate in the range of the higher classified
888 position. Such pay will be for the period of the temporary assignment. Temporary
889 assignments must be approved by the Human Resources Director. An employee who is
890 temporarily assigned to a position with a lower pay range, for any period, shall not
891 receive a reduction in pay. No such temporary assignment shall exceed six months unless
892 approved by the County Administrator upon recommendation of the Human Resources
893 Director.
894
- 895 18.410 Overtime.
896
897 "Unilateral A" employees earn overtime at time and one half over 40 hours per week.
898
899 "Unilateral B" employees earn overtime at straight time over 40 hours per week.
900
901 "Unilateral C" employees, who are exempt under the federal Fair Labor Standards Act (FLSA),
902 do not earn overtime.
903
904 For additional policies and procedures regarding overtime for unilaterals and other employees
905 see the HR Policy and Procedure Manual.
906
907
- 908 18.411 Red Circled Classifications.
909
910 Employees in classifications that are to be red circled will be frozen at their current salary until the
911 salary of the pay range to which they are assigned equals or exceeds their rate of pay. Employees
912 with ten years of service, whose classification has been red circled, shall receive one half of the
913 across the board increase granted to employees on the Unilateral Pay Plan until the salary of the
914 pay range to which they are assigned equals or exceeds their rate of pay.
915

SECTION 5

FRINGE BENEFITS

917
918

919 18.501

Holidays.

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

- (a) New Year's Day
- (b) Spring Holiday to be observed the Friday immediately preceding Easter
- (c) Memorial Day
- (d) July 4th
- (e) Labor Day
- (f) Thanksgiving Day
- (g) Friday following Thanksgiving
- (h) Day before Christmas
- (i) Christmas Day
- (j) One Floating Holiday of the employees' choice
- (k) Any additional holiday granted by the County Board.
- (l) The County Administrator may designate additional holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair.

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 who are required to work a holiday; will be paid or granted compensatory time off at a rate of time and one half and receive an additional day in lieu thereof.

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 Communication Center, who are required to work on 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.

985 The floating holiday may be taken upon at least twenty-four (24) hours notice prior to the
 986 beginning of the shift. A floating holiday with less than twenty-four (24) hours notice may be
 987 taken in an emergency circumstance at the discretion of the Department Head or his/her designee.
 988

989 18.502 Health and Dental Insurance.

- 990
 991 A. The County shall pay that portion of the employee's health insurance as is approved by the County
 992 Board.
 993
 994 B. For part-time unilateral employees who are in a .5 or higher FTE position and hired after
 995 September 1, 2009 the employee shall contribute toward health coverage pro-rated to the FTE of
 996 the position they hold. [CB resolution – September 2009.]
 997
 998 C. Part-time employees who are normally scheduled to work less than twenty hours per week are not
 999 eligible for County health and dental benefits. Employees who normally work twenty hours or
 1000 more per week are eligible to receive dental insurance and health benefits. Part-time employees
 1001 may participate in vision insurance at their own cost provided it is allowable under the plan rules
 1002 in effect at the time of participation.
 1003
 1004 D. Employees retiring from the County who are eligible for a WRS annuity may retain their in-
 1005 surance coverage under the County's group policy if they pay the premium.
 1006
 1007 E. Dental coverage will be provided consistent with coverage and co payments as set by the County
 1008 Board. Eligibility for coverage shall be governed by the policy issued by the carrier/administrator.
 1009 The employer shall pay 60% of applicable premium of the lowest cost available plan and the
 1010 employee shall pay the remainder of the applicable premium.
 1011

1012 18.503 Life Insurance.

1013
 1014 Regular full-time employees are eligible for group life insurance in an amount equal to the next
 1015 highest thousand dollars of their annual salary. Unless they specifically waive such coverage, a
 1016 portion of the premium shall be deducted monthly from their regular salary as approved by the
 1017 County Board. Regular part-time employees are also eligible if they work enough hours in a year
 1018 to qualify for Wisconsin Retirement System coverage.
 1019

1020 18.504 Retirement.

1021
 1022 Retirement benefits are administered by the State of Wisconsin Retirement System (WRS). The
 1023 benefits are governed by applicable State statutes and regulations.
 1024

1025 18.505 Unemployment Compensation.

1026
 1027 County employment is covered by Wisconsin Unemployment Compensation laws.
 1028

1029 18.506 Vacation.

1030
 1031 (a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid vacation after
 1032 one year of continuous service. Thereafter, he/she shall earn one additional day per year
 1033 for each year of continuous employment to a maximum of twenty two days. Employees
 1034 shall continue to earn vacation until the employee's length of service would provide
 1035 additional vacation under paragraph (b) below, at which time they shall be placed on that
 1036 schedule.
 1037

1038 (b) Unilateral employees hired after January 1, 2008, shall earn vacation according
 1039 to the following schedule:
 1040

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	"

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Unilateral A & B Employees may use up to 5 of their 10 days after they have been with the County for six months. Unilateral C employees may use 7.5 of their 15 days after they have been with the County for six months. Any time used between six (6) months and one year, will result in a reduction of the days available after one year. (Example: a Unilateral B employee uses 2 days after six months but prior to his one year anniversary date, that person would have 8 days to use after completing one year of service. $10 - 2 = 8$.)

- (c) Vacation schedules for those employees covered by a bargaining agreement that has limited bargaining rights as of January 1, 2012 are contained in the HR Policies and Procedures manual.
- (d) Credit for years of service may be awarded to an employee based on years of prior related experience plus years of service with the County. Prior related experience shall be determined by the Human Resources Director and the Corporation Counsel, and will only be awarded for service in jobs that are substantially related to the work performed for the County.
- (e) An employee shall take earned vacation time within the twelve month period immediately following eligibility. Earned vacation time not taken within the designated twelve month period shall be forfeited, unless the Department Head and Human Resources Director specifically approves the carry over of an employee's vacation, in writing, due to an inability of the employee to utilize the time requested to be carried over because of work requirements or other legitimate reasons; or paid out according to HR Policy and Procedures. Vacation deferral or carry over of one (1) hour or more shall be requested by the employee in writing prior to his or her anniversary date, or within ten weeks of his or her anniversary date, and shall state with specificity the reason for the request. Failure to make a timely request shall result in the vacation being forfeited.
- (f) The amount of vacation days deferred shall not exceed the number of vacation days that the employee earns on that anniversary date. Vacation may be granted in advance only upon the approval of the Department Head and the Human Resources Director.

Department Heads shall establish work and vacation schedules with the first consideration to be given to the efficient operation of the department. Senior employees in terms of length of service shall be given vacation schedule preferences when practicable. Deferral of vacation for the County Administrator shall be at the discretion of the County Board Staff Committee.
- (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation time on a pro rata basis directly proportionate to the amount of time worked in relation to the normal full time employment period. Part-time employees whose regular workweek is less than sixteen hours shall not earn vacation credits.
- (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of absence, earned vacation time may be used for this purpose if the employee or employer so elects.
- (i) Upon separation, an employee shall be paid for the unused portion of his/her accrued vacation credits provided the employee has completed six consecutive months of service, except as modified by the rules governing resignation without sufficient notice.
- (j) An employee who moves from one position to another in the County service, by

- 1097 transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation
 1098 leave in the new position.
 1099
 1100 (k) An employee, whose appointment status is changed from temporary to regular
 1101 status without a break in service, shall receive vacation credits from the date of his/her
 1102 original appointment to temporary status.
 1103
 1104 (l) No credit for vacation leave shall be granted for time worked by an employee in
 1105 excess of his/her normal workweek.
 1106
 1107 (m) Vacation credits shall not be earned by an employee during a leave of absence
 1108 without pay, a suspension without pay, or when the employee is otherwise in a non
 1109 compensable status, should such period without pay exceed thirty working days in any
 1110 calendar year.
 1111
 1112 (n) There shall be charged against accrued vacation only those days on which an
 1113 employee normally would have worked. In the event a legal holiday falls within the vacation
 1114 period, the holiday shall not be charged against vacation.
 1115
 1116 (o) Use of vacation time must be approved in advance by the Department Head or his
 1117 or her designee. Use of vacation by appointed Department Heads must be
 1118 approved in advance by the County Administrator.
 1119
 1120 (p) All vacation shall be utilized in not less than ~~one hour~~ thirty minute increments.
 1121

1122 18.507 Workers Compensation.

1123 Worker compensation benefits will be provided in accordance with applicable statutory provisions
 1124 and administrative codes.
 1125

1126 Rock County strives to insure all work assignments are performed safely and work areas are
 1127 maintained in a safe manner. The County promotes a light duty program for injured employees on
 1128 worker compensation. All on the job accidents must be reported to the Human Resources
 1129 Director or his/her designee immediately and proper forms must be completed in full.
 1130

1131 Any employee, who is receiving worker's compensation, may at the employee's option, take
 1132 sufficient sick leave or vacation to make up the difference between the worker's compensation
 1133 payment and his/ her regular wage. When the employee's sick leave and/or vacation account is
 1134 exhausted, he/she shall receive worker's compensation payments only. If an employee is on
 1135 worker's compensation for a period of twelve (12) months, that employee shall have his/her earned
 1136 vacation paid out, unless the employee asks for deferral of vacation payout in writing.
 1137

1138 Workers compensation supplemental benefits will be provided in accordance with HR Policy and
 1139 Procedures.
 1140

1141 18.508 Leave Of Absence Policy (Non FMLA).

1142 The County Administrator or the Department Head after consulting with the Human
 1143 Resources Director, may grant a regular employee leave without pay for a period up to
 1144 one year except for an educational leave, subject to the following conditions:
 1145

- 1146 (1) Leave without pay may be granted when it is in the best interest of the County to
 1147 do so. Requests for leave of absence shall be approved prior to the taking of such
 1148 leave. When such leave is requested as an extension of sick leave, an acceptable
 1149 physician's certificate shall be required.
 1150
 1151 (2) At the expiration of a leave without pay, the employee shall be reinstated to the
 1152 position he/she vacated or to an equivalent position which is vacant at the time,
 1153 provided the employee meets the stated qualifications. If there is not a suitable
 1154 vacancy available, the employee's name shall be placed on an appropriate
 1155 reinstatement list.
 1156
 1157 (3) Credit toward vacation and sick leave shall not be earned after 30 days while an
 1158 employee is on leave without pay. Insurance benefits may be retained according
 1159 to HR Policy and Procedure.
 1160
 1161
 1162

- 1163 (4) Leave without pay shall not constitute a break in service; however, if the
 1164 employee is absent more than thirty days during a calendar year, it shall change
 1165 the employee's anniversary date.
 1166
 1167 When a leave of more than thirty (30) consecutive days is taken, the employee's
 1168 anniversary date shall be moved ahead by the total number of days of the leave.
 1169
 1170 (5) A return to work earlier than the scheduled termination of leave date may be
 1171 arranged by the supervisor and the employee, with the approval of the Human
 1172 Resources Director.
 1173
 1174 (6) Employees on leave of absence from the County may not be employed
 1175 full time elsewhere. Employees holding employment elsewhere
 1176 during a leave of absence shall be deemed to have voluntarily resigned
 1177 from employment with Rock County.
 1178
 1179 (7) If an employee is unable to return to work on the date stipulated, he/she may
 1180 submit a written request to extend the leave of absence, subject to the approval of
 1181 the County Administrator or Department Head and the HR Director. If, on the
 1182 date following the expiration of the leave of absence, an extension is not
 1183 requested and granted and the employee has not returned to his/her position, the
 1184 employee shall be considered to have voluntarily resigned from County
 1185 employment.
 1186
 1187 (8) Unauthorized Absence. It is recognized that there may be extenuating
 1188 circumstances for unauthorized absence, and due consideration shall be given
 1189 each case. However, an employee who is absent from duty without approval
 1190 shall receive no pay for the duration of the absence, and shall be subject to
 1191 disciplinary action, which may include dismissal.
 1192

1193
 1194 18.509 Bereavement Leave.
 1195

1196 In the event of a death in an employee's immediate family, he/she may be excused
 1197 from work without loss of pay according to the following schedule to attend the
 1198 funeral, make necessary arrangements, or grieve for the loved one. Immediate family
 1199 shall not include former "in-laws" due to divorce. The appointing authority may
 1200 require an obituary to substantiate the leave.
 1201

- 1202
 1203 a. Up to three days for spouse, domestic partner as defined by the state of Wisconsin, child,
 1204 parent, mother-in-law, father-in-law, brother, or sister.
 1205
 1206 b. Up to two days for an employee's stepparent, stepchild, grandparents, or grandchildren.
 1207
 1208 c. Up to one day for an employee's sister-in-law, brother-in-law, son-in-law,
 1209 daughter-in-law, aunt, uncle, niece or nephew.
 1210

1211
 1212 If additional time is required, an employee may request to use accumulated vacation,
 1213 holiday or comp-time. Sick leave cannot be used.
 1214

1215 In the event that an employee is required to act as a pallbearer for a funeral not
 1216 otherwise eligible for funeral leave, he/she shall be granted up to one day to serve without the
 1217 loss of pay.
 1218

1219 All leaves under this section shall be prorated based upon the employee's FTE.
 1220

1221 18.510 Jury Duty.
 1222

1223 Any employee called for jury duty in any court of competent jurisdiction shall be granted time
 1224 off from his/her regular and normal daily schedule of working hours with pay, for such jury
 1225 service provided such employee shall remit to Employer all fees received from the Clerk of
 1226 Courts for such service, and further provided that no claim for overtime pay or compensatory
 1227 time off shall be made by such employee as a result of his/her jury services. If the employee
 1228 does not remit the fee, he/she shall be considered to be on leave of absence without pay while
 1229 performing jury duty. The County shall pay a reasonable amount for the difference if the
 1230 employee has to pay parking fees and reimbursement from the Court does not fully cover the fee.

- 1231 18.511 Medical Leave.
 1232
 1233 Employees requiring a leave of absence for a period of medical disability shall request the leave in
 1234 accordance with HR Policy and Procedure. Employees are entitled to medical leave in accordance
 1235 with applicable Federal and State laws and HR Policy and Procedures. Any leave granted under
 1236 this section will run concurrently with State and Federal FMLA.
 1237
- 1238 18.512 Military Leave.
 1239
 1240 An employee who leaves the service of the County to join the military forces of the
 1241 United States during time of war or other national emergency, or who is drafted into
 1242 the military service at any time, shall be granted military leave without pay, such leave to extend
 1243 through a date ninety days after being relieved from such service. Proof must be filed with the
 1244 Human Resources Director. Such employee shall be restored to the position which he/she vacated
 1245 or to a comparable position with full rights and without loss of seniority or benefits accrued and
 1246 not taken while serving in the position he/she occupied at the time the leave was granted, provided
 1247 that application is made to the Human Resources Director within ninety days after the date of
 1248 his/her honorable discharge, or fifteen days after rejection, and is physically and mentally capable
 1249 of performing the work of his/her former position. Failure of an employee to notify the County
 1250 within this time period of his/her intention to return to work shall be considered as a termination
 1251 of his/her employment. Leave will be granted in compliance with State and Federal law.
 1252
- 1253 18.513 Military Reserve Leave.
 1254
 1255 (1) An employee who, by reason of membership in the United States Military Reserve, or ordered
 1256 by the appropriate authorities to attend a training or encampment under the supervision of
 1257 the United States Armed Forces, or by reason of membership in the National Guard, is
 1258 required by the authorities thereof to do so, shall be granted a leave of absence from his/her
 1259 position without loss of pay for a period not to exceed ~~ten~~ fifteen working days in any
 1260 calendar year. It is intended that this shall be done without financial penalty to the
 1261 employee. The County will therefore pay such employee for this time lost in an amount
 1262 equaling the difference between his/her daily military pay and the employee's normal
 1263 County daily wage. To receive such leave, the employee must file a copy of his/her orders
 1264 with the Human Resources Director at least two weeks prior to date such training or
 1265 encampment leave is to commence.
 1266
 1267
 1268 (2) An employee who has active membership in the U.S. Military Reserve or
 1269 National Guard and who is ordered to long-term active duty of 30 days or more in the U.S.
 1270 Armed Forces shall be granted military leave with supplemental pay equal to the difference
 1271 between the employee's basic military pay and his/her normal County daily wage.
 1272 Supplemental pay granted under this section is provided for the duration of an employee's
 1273 military service, not to exceed 5 years. Proof must be filed with the Human Resources
 1274 Director. To receive compensation the employee must submit a copy of his/her Military
 1275 Leave & Earnings statement to the County Payroll Office on a monthly basis. The net pay
 1276 to an employee may be an estimate with final pay reconciliation by the County's Payroll
 1277 Office after receipt of the employee's military pay vouchers, either during the course of
 1278 military service or after completion. Accrual of seniority and benefits, and reinstatement
 1279 rights and limitations, shall be consistent with those outlined in section (d) and as required
 1280 by law. An employee who voluntarily extends his/her military service shall not be granted
 1281 supplemental pay, but may apply for additional unpaid military leave under section (d). The
 1282 effect of this subsection is retroactive to January 1, 2004, and is subject to the rights of the
 1283 various unions representing County employees to object to said compensation policy prior
 1284 to implementation and request that this subsection be subject to the collective bargaining
 1285 process.
 1286
 1287 (3) Any employee described in subsection (2) shall also be entitled to
 1288 continue paid coverage under the County's group medical plan for four (4)
 1289 weeks.
 1290
- 1291 18.514 Non Work Related Witness or Personal Litigation.
 1292
 1293 A leave of absence without pay shall be granted an employee upon his/her request to appear under
 1294 subpoena or in his/her own behalf in litigation involving personal or private matters
 1295
- 1296 18.515 Sick Leave.
 1297
 1298 Sick leave pay shall commence on the first day of any period of illness due to

- 1299 accident, injury or disease.
- 1300
- 1301 (1) All full-time employees shall earn one sick leave day per month of continuous
- 1302 employment. All part-time employees whose regular workweek is sixteen hours
- 1303 or more shall earn one sick leave day on a prorata basis directly in relation to the
- 1304 normal full time employment period. All part-time employees, who work less
- 1305 than sixteen hours per week, shall not earn sick leave. Temporary and seasonal
- 1306 employees are not eligible for sick leave.
- 1307
- 1308 (2) Sick leave shall be granted after six months continuous service when an
- 1309 employee is required to be absent from work because of:
- 1310
- 1311 (a) illness of the employee.
- 1312
- 1313 (b) illness of an employee's spouse or domestic partner (as defined by the
- 1314 State of Wisconsin).
- 1315
- 1316 (c) illness of a minor child (includes stepchild, current foster child, or any
- 1317 other child they are legally responsible for) or a child who meets the
- 1318 definition of a disabled adult child.
- 1319
- 1320 (d) illness of a parent (includes stepparents and current foster parents).
- 1321
- 1322 (e) contact with or exposure to a contagious disease rendering the
- 1323 employee's presence hazardous to fellow workers.
- 1324
- 1325 (f) reasonable medical or dental attention that cannot be scheduled
- 1326 during non working hours.
- 1327
- 1328 (3) Sick leave shall accrue to a maximum of one hundred thirty days.
- 1329
- 1330 (4) Employees who are absent from work for reasons which entitle them to sick leave
- 1331 shall notify their supervisor as close to their regular starting time as possible in
- 1332 accordance with Department Work Rules.
- 1333
- 1334 (5) A supervisor may identify a potential problem with an employee's sick leave
- 1335 usage. Patterns that may indicate a problem with sick leave usage include
- 1336 but are not limited to: when:
- 1337
- 1338 a) it occurs before or after a holiday,
- 1339
- 1340 b) it occurs before or after a scheduled day off,
- 1341
- 1342 c) an employee takes ~~for~~ sick leave in excess of three days which has not been
- 1343 reported to FMLA, or
- 1344
- 1345 d) ~~when an~~ the employee has a history of using short amounts of sick leave
- 1346 repeatedly over an extended period of time.
- 1347
- 1348 Once a potential problem with sick leave usage has been identified the supervisor
- 1349 shall meet with the employee to discuss the reason(s) for the absences. The goal
- 1350 of the meeting is to gather information, counsel the employee and if there is an
- 1351 admitted problem, have the employee change his/her behavior.
- 1352
- 1353 When a problem has been identified and the employee has not voluntarily
- 1354 changed their behavior, a Department Head or the Human Resources Director
- 1355 may require the employee to submit a medical statement, stating the specific
- 1356 illness, period of treatment, and date that the employee may return to work.
- 1357
- 1358 The Department Head or Human Resources Director may require an employee to
- 1359 take a medical examination on returning from sick leave or on such occasions
- 1360 that it is in the best interest of the County. The medical examination shall be
- 1361 given by a physician designated by the Human Resources Director.
- 1362
- 1363 The Department Head or the HR Director may investigate the alleged illness of
- 1364 an employee absent from work on sick leave. False or fraudulent use of sick
- 1365 leave shall be cause for disciplinary action against the employee, up to and
- 1366 including dismissal.

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[Note: numbers 5 and 6 have been combined so the other paragraphs 7 – 11 need to be renumbered.]

- (7) an employee on vacation who presents an acceptable medical certificate giving the dates of illness may have that portion of his/her vacation leave converted to sick leave.
- (8) sick leave shall be debited in no less than quarter hour units.
- (9) no credit for sick leave shall be granted for time worked by an employee in excess of his/her normal workweek.
- (10) a regular employee who moves from one department to another by transfer, promotion or demotion shall have his/her total sick leave credits transferred to the new department.
- (11) Unilateral employees who resign or retire with ten or more years of continuous service shall be paid for one half of the accumulated sick leave days, not to exceed a total of sixty-five days. In the event of the death of an employee, the County shall make the same sick leave payment to the employee's estate. In the event of a discharge, the employee will not receive this benefit.

18.516 Subpoenaed Witness.

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

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

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

18.517 Training/Educational Leave.

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

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

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

18.518 Voluntary Public Service Leave.

County employees may be allowed time off with pay to serve on public or nonprofit boards, committees, or commissions if such service received the prior approval of the County Board Staff Committee.

18.519 Voting.

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

SECTION 6

CONDITIONS OF EMPLOYMENT

1434	18.601	<u>Communications and Confidentiality.</u>
1435		
1436		Communication is a joint responsibility shared by the County and all employees. No
1437		information, which is confidential in nature, concerning the internal operations of the County,
1438		including but not limited to the release of records of the County, may occur except through, and
1439		with the permission of, the County Administrator or individual Department Head if designated
1440		by the County Administrator.
1441		
1442		If requests for information are received by employees, whether on or off duty, from any person,
1443		then the employee is required to politely decline to provide such information and to direct that
1444		individual to the County Administrator or Department Head for a response to that inquiry.
1445		
1446		Because of an employee's responsibilities at the County, an employee may have access to
1447		confidential County, resident, personnel or other sensitive information. This may include
1448		information concerning a resident's financial status, the County's business practices including
1449		purchasing and negotiating strategies, and employee records. This sensitive information can not
1450		be disclosed to any personnel who do not have a legitimate business need to know such
1451		information or to persons outside of the County without the determination of the County
1452		Administrator or Department Head designated by the Administrator. All employees are
1453		responsible for protecting the confidentiality of this information.
1454		
1455		The County acknowledges the right of its employees, as citizens in a democratic society, to
1456		speak out on issues of public concern. When those issues are related to the County, however,
1457		the employee's expression must be balanced against the interests of the County. In situations in
1458		which the employee is not engaged in the performance of professional duties, the employee
1459		should state clearly that his or her expression represents personal views and not necessarily
1460		those of the County.
1461		
1462	18.602	<u>Conflict of Interest.</u>
1463		
1464		Except for the salary or compensation received from the County, no County employee shall use
1465		his/her office or position for personal financial gain or the financial gain of his/her family. No
1466		employee shall engage in his/her own business activity, accept private employment or render
1467		services for private interests when such employment, business activity or service is incompatible
1468		with the proper discharge of the employees official duties or would impair his/her independence
1469		or judgment or action in the performance of the employee's official duties. Such employment,
1470		business activity or service shall not be engaged in or promoted during normal working hours for
1471		which such employee is being remunerated by the County and such employment, business activity
1472		or service shall not involve the use of County facilities or materials. No employee shall use or
1473		disclose "privileged information" gained in the course of or by reason of the employee's official
1474		position or activities. Failure to comply with these conditions shall be considered grounds for
1475		discipline up to and including immediate dismissal.
1476		
1477	18.603	<u>County Administrator (Tenure).</u>
1478		
1479		The County Administrator shall hold his/her position at the pleasure of the County Board. The
1480		action of the County Board in removing the County Administrator shall be final. Dismissal
1481		actions against the County Administrator may be initiated by individual supervisors as per County
1482		Board rules.
1483		
1484	18.604	<u>County Equipment (return of).</u>
1485		
1486		Employees leaving County employment must return County identification cards, keys, tools and
1487		equipment on or before their last day of work.
1488		
1489	18.605	<u>County Residence.</u>
1490		
1491		Key County officials, as determined by the County Administrator, shall reside in the County.
1492		
1493	18.606	<u>Demotions.</u>
1494		
1495		Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be
1496		voluntary. Demotions must be approved in advance by the Human Resources Director.
1497		
1498	18.607	<u>Discipline /Investigations.</u>
1499		
1500		The purpose of discipline is correcting job behavior and performance problems of employees.
1501		Employees shall be informed of standards of conduct and performance. No disciplinary action

1502 will be taken until a thorough investigation has been completed. Employees may be placed on a
 1503 Paid/Non Paid Administrative Leave during the investigation. Rules and standards shall be
 1504 consistently applied. Penalties shall be uniform and shall match the infraction. Persons
 1505 administering corrective discipline shall systematically document the case. Records of written
 1506 reprimands, suspensions, demotions and terminations shall be provided to Human Resources and
 1507 kept in the employee's personnel file. Written reprimands will remain in effect for a period not to
 1508 exceed one year, and at the end of such period shall be removed from the employee's personnel
 1509 file. Records of suspension shall remain in the Employee's personnel file for a period of two
 1510 years and at the end of such period shall be removed from the Employee's personnel file.

1511
 1512 Suspensions, demotions, and terminations shall be discussed with the Human Resources Director
 1513 or the County Administrator before such actions are taken. In the event that the immediate
 1514 dismissal action is required and the HR Director or the County Administrator cannot be reached,
 1515 the employee shall be suspended with pay pending investigation.
 1516

1517 18.608 Disciplinary Action (Grounds for).

1518 The following shall be grounds for disciplinary action ranging from a written reprimand to
 1519 immediate discharge depending upon the seriousness of the offense in the judgment of
 1520 management:
 1521

- 1522
- 1523 (a) Dishonesty or falsification of records.
 - 1524
 - 1525 (b) Use, possession, distribution, selling, or being under the influence of alcohol or illegal
 1526 drugs while on Rock County premises or while conducting business related activities
 1527 off Rock County premises. The legal use of prescribed drugs is permitted on the job
 1528 only if it does not impair an employee's ability to perform the essential functions of the
 1529 job effectively and in a safe manner that does not endanger other individuals in the
 1530 workplace.
 - 1531
 - 1532 (c) Unauthorized use or abuse of County equipment or property.
 - 1533
 - 1534 (d) Theft or destruction of County equipment or property.
 - 1535
 - 1536 (e) Work stoppages such as strikes or slow downs.
 - 1537
 - 1538 (f) Insubordination or refusal to comply with the proper order of an authorized supervisor.
 - 1539
 - 1540 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws,
 1541 ordinances and regulations.
 - 1542
 - 1543 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or repeated
 1544 attempts to use unpaid leave when the employee does not have benefit time available.
 - 1545
 - 1546 (i) Use of official position or authority for personal or political profit or advantage.
 - 1547
 - 1548 (j) Disregard or repeated violations of safety rules and regulations.
 - 1549
 - 1550 (k) Incompetence, unprofessional or poor work performance.
 - 1551
 - 1552 (l) Discrimination because of race, color, creed, national origin, marital status, sex, sexual
 1553 orientation, or any other grounds prohibited by State or Federal law.
 - 1554
 - 1555 (m) Violations of Section 18.601 "Communications and Confidentiality".
 - 1556
 - 1557 (n) Failure to call in or report to work.
 - 1558
 - 1559 (o) Sleeping during scheduled work hours.

1560 Other circumstances may warrant disciplinary action and will be treated on a case by case basis.
 1561

1562 18.609 Exit Interview.

1563 An exit interview shall be conducted when possible with every employee who is separating from
 1564 County employment regardless of his/ her length of service, position or circumstances or
 1565 separation.
 1566
 1567
 1568

- 1569 18.610 Gifts And Gratuities.
 1570
 1571 No County employee shall use their position to solicit or accept for himself/herself or another
 1572 person any gift, campaign contribution, gratuity, favor, services, promise of future employment,
 1573 entertainment, loan or any other thing of monetary value. This does not include acceptance of
 1574 loans from banks or other financial institutions on customary terms of finance for personal use,
 1575 such as home mortgage loans, the acceptance of unsolicited advertising or promotional material,
 1576 such as pens and calendars, and acceptance of an award for meritorious public or personal
 1577 contributions or achievements.
 1578
- 1579 18.611 Harassment.
 1580
 1581 It is the policy of Rock County that all employees should be able to enjoy a work environment
 1582 free from all forms of harassment. Employees who engage in harassment not only hurt others,
 1583 but they also expose both themselves and the County to potential legal liability. Consequently,
 1584 Rock County will not condone or tolerate any conduct in the workplace on the part of its
 1585 employees (whatever their positions), elected officials, vendors, or members of the public, if
 1586 that conduct violates the right of someone else to be free from harassment. County employees
 1587 who violate this policy will be subject to appropriate discipline, up to and including
 1588 termination. (See HR Policies and Procedures for a detailed description of the procedures
 1589 employees should follow in regard to this policy.)
 1590
- 1591 18.612 Hours of Work.
 1592
 1593 The normal workweek for County employees shall be forty hours per week. Most County
 1594 employees work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since some
 1595 County services are provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m.
 1596 schedule, some County employees may have different work schedules which are designated in
 1597 Department work rules.
 1598
 1599 Non standard work schedules may be approved by a Department Head, when doing so is in the
 1600 interest of County operations. Notice of non standard work schedules shall be made to Human
 1601 Resources and payroll.
 1602
 1603 Staffing needs and operational demands may necessitate variations in starting and ending times,
 1604 days of the week worked, as well as variations in the total hours that may be scheduled each
 1605 day and week.
 1606
 1607 Employees included in Sections 18.1001, 18.1010, and 18.1018 are considered salaried exempt
 1608 employees. These employees must cover a partial day taken off with paid vacation, sick leave
 1609 or comp time (where applicable). If the employee has insufficient paid time to cover the entire
 1610 day off, the employee must take the entire day off without pay.
 1611
- 1612 18.613 Layoffs.
 1613
 1614 The appointing authority may layoff an employee: a) whenever it is necessary to reduce the
 1615 workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b)
 1616 when an employee has exhausted all available leave options and is unable to return to work, or c)
 1617 when an employee has failed to successfully complete their probationary period after a promotion.
 1618
 1619 In situation (a) above, no regular employees shall be laid off while there are temporary or
 1620 probationary employees serving in the same classification, in the same department. Layoffs shall
 1621 be based on the needs of the County.
 1622
 1623 The appointing authority shall notify each person laid off of all his/her rights. Regular employees
 1624 shall receive at least thirty (30) calendar days notice prior to layoff. Layoff plans shall be
 1625 approved by the Human Resources Director before they are implemented.
 1626
 1627 Laid-off employees shall be held in a layoff pool for a period of time equal to their length of
 1628 service, but in no case longer than two years.
 1629
- 1630 18.614 Lunch Periods and Break Time.
 1631
 1632 (a) Lunch Periods.
 1633
 1634 Lunch periods are normally scheduled midway in an eight hour shift. Lunch periods shall
 1635 not be longer than one hour nor shorter than thirty minutes.
 1636

- 1637 (b) Break Time.
 1638
 1639 Employees may leave their workstation and return fifteen minutes later for two breaks in
 1640 an eight hour shift, one during the first four hours of their first shift, and the second
 1641 during the last four hours of their shift. Breaks not taken are lost. Breaks cannot be
 1642 accumulated or used to extend lunch periods or to shorten the workday.
 1643
 1644 Lunch periods and break times are to be arranged between the employee and his/her
 1645 supervisor or Department Head. Since most County offices remain open continuously on
 1646 normal work days between 8:00 a.m., and 5:00 p.m., it is the Department Head's
 1647 responsibility to assure that lunch periods and breaks are scheduled so that adequate staff
 1648 coverage is provided at all times.
 1649
 1650 Employees who are on a non standard work schedule or work 2nd or 3rd shift shall follow
 1651 Department Work Rules for lunches and breaks.
 1652
 1653 (c) The Lunch Period and Break Times can not be combined to the start or end of the shift in
 1654 order to come in late or leave early.
 1655
 1656 18.615 More Than One County Position.
 1657
 1658 No person shall hold more than one full or part-time County position at the same
 1659 time without written consent of the County Administrator.
 1660
 1661 18.616 Nepotism.
 1662
 1663 Members of immediate families shall not be hired or transferred into a position that would create a
 1664 direct or indirect superior subordinate relationship. This policy does not include situations where
 1665 the superior subordinate relationship would be incidental.
 1666
 1667 18.617 Outside Employment.
 1668
 1669 The County's policy on outside duties or employment shall be as follows: County employees may
 1670 engage in outside employment, unless such employment conflicts with or affects the performance
 1671 of their duties. Prior to engaging outside employment, the County employee must give written
 1672 assurance prescribed by the Human Resources Director that said employment does not violate
 1673 Section 18.602 of the Rock County Ordinance. ~~This written assurance, by the employee, shall not~~
 1674 ~~be binding in any on management if a conflict arises. disciplinary decision. The fact that an~~
 1675 ~~employee has reported outside employment does not mean that management has given its~~
 1676 ~~approval to that employment.~~
 1677
 1678 18.618 Outside Services.
 1679
 1680 All fees, gratuities, honorarium or any other form of compensation for outside services
 1681 performed during normal County work hours or while being paid by the County shall
 1682 be turned over to the County and any such activities for which said compensation is
 1683 paid shall be reported to the County Board Staff Committee. This subsection shall not
 1684 be construed to apply to activities performed after regular work hours, or while an
 1685 employee is on a bona fide vacation, or taking a floating or other holidays, or to part-
 1686 time employees. Failure to comply with these conditions shall be considered grounds
 1687 for discipline up to and including immediate dismissal.
 1688
 1689 18.619 Payday.
 1690
 1691 Employees shall be paid biweekly on alternate Fridays, except when those days fall on a
 1692 holiday in which case employees shall receive their pay on the day preceding the holiday. If an
 1693 employee is on vacation or leave of absence, his/her pay shall be mailed to him/her upon
 1694 request. (See HR Policy and Procedures.)
 1695
 1696 18.620 Pre-Employment Physicals.
 1697
 1698 New full time and regular part-time employees may be required to pass a physical examination
 1699 before they are employed. Such exams shall measure the individual's physical capabilities in
 1700 terms of the job to be performed. When preemployment physicals are required, they shall be
 1701 conducted by a licensed physician at the County's expense.
 1702
 1703

1704	18.621	<u>Political Activity.</u>
1705		
1706		Employees are precluded from engaging in political activity that interferes with their normal work
1707		performance or is conducted during hours for which the employee is being paid by the County.
1708		Employees may not use County equipment or property for political purposes. Employees are
1709		specifically prohibited from using their County position or their official authority with the County
1710		for the purpose of directly or indirectly coercing any person to hold or contribute monetary or
1711		other types of assistance to any political candidate, party or purpose.
1712		
1713		Under provisions of the federal Hatch Act, employees who are principally employed in an activity
1714		which is financed in whole or in part by federal loans or grants cannot:
1715		
1716		(a) use his/her official authority or influence for the purpose of interfering
1717		with or affecting the result of an election or nomination for office;
1718		
1719		(b) directly or indirectly coerce, attempt to coerce, command, or advise a state
1720		or local officer or employee to pay, lend or contribute anything of value to a
1721		party, committee, organization, agency or person for political purposes; or
1722		
1723		(c) be a candidate for partisan elective office.
1724		
1725	18.622	<u>Professional Liability Insurance.</u>
1726		
1727		The County shall provide professional liability insurance for employees for performance of
1728		their duties within the scope of their employment.
1729		
1730	18.623	<u>Resignations.</u>
1731		
1732		Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and wishing
1733		to leave Rock County employment shall submit a resignation in writing to their Department Head
1734		at least two weeks in advance of their planned departure. Employees in positions in Pay Range 17
1735		or higher, shall submit their resignation in writing at least four weeks in advance of their planned
1736		departure (see Unilateral Pay Grid).
1737		
1738		Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave Rock
1739		County employment shall submit a resignation in writing to their Department Head at least two
1740		weeks in advance of their planned departure. FLSA exempt employees shall submit their
1741		resignation in writing at least four weeks in advance of their planned departure.
1742		
1743		Employees who do not give sufficient notice shall lose the vacation benefits they are accruing for
1744		use after they reach their next anniversary date, unless such requirement is waived by the Human
1745		Resources Director. It is expected that employees will give as much notice as possible in order to
1746		facilitate recruitment and orientation of new staff members. A resignation, once accepted, may
1747		not be rescinded.
1748		
1749	18.624	<u>Safety.</u>
1750		
1751		Safety is very important to each employee and Rock County. Employees must conduct
1752		themselves carefully at all times. All employees must act in a safe manner and practice good
1753		safety procedures. Similarly, all work areas are to be kept clean and free from debris, and tools
1754		and equipment are to be kept clean and in good repair.
1755		
1756		The employer will comply with all applicable safety laws and regulations in order to provide a
1757		safe and secure workplace for its employees and clients.
1758		
1759		Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an
1760		employee's supervisor immediately for action. If the unsafe condition can be corrected
1761		immediately as to avoid any additional hazard, then the employee should implement the
1762		corrective action.
1763		
1764		Any employee who is injured or becomes ill while performing service related to his or her
1765		employment must contact his or her supervisor immediately on the same day the injury or
1766		illness occurs and report the incident. If necessary the employee should secure the necessary
1767		medical attention on the job site to the extent practicable.
1768		
1769		The first report of injury form must be in filled out completely, usually the day of the incident,
1770		if not, as soon as possible.
1771		

1772 The employer has established the following protocols for evacuation of the premises. When
 1773 employees are advised to evacuate the building, the employees should:

- 1774
- 1775 • Stop all work immediately.
- 1776 • Contact outside emergency response agencies, if needed.
- 1777 • Shut off all electrical equipment and machines, if possible.
- 1778 • Walk to the nearest exit, including emergency exit doors.
- 1779 • Exit quickly, but do not run. Do not stop for personal belongings.
- 1780 • Proceed, in an orderly fashion, to a parking lot near the building.
- 1781 • Do not reenter the building until instructed to do so.
- 1782 • Employees must know the location of fire extinguishers, emergency exits and
- 1783 first aid kits.
- 1784

1785 18.625 Telephone.

1786
 1787 As a condition of employment, employees must have a telephone or a place of telephone
 1788 contact. Employees shall be requested to notify the Department Head of any change of name,
 1789 address, telephone number or contact place.

1790
 1791 18.626 Travel.

1792
 1793 The County shall reimburse employees for actual necessary and reasonable itemized travel costs
 1794 incurred while on official authorized County business. Commuting expenses between an
 1795 employee's residence and normal place of employment are not reimbursable. All travel must be
 1796 authorized by the Department Head in order to be eligible for reimbursement. Department Heads
 1797 shall inform the County Administrator of any out of County travel plans. There will be no
 1798 reimbursement for meals within the County, except as authorized by the Board Chair or Vice
 1799 Chair. Employees shall receive mileage reimbursement at the IRS allowed rate for all authorized
 1800 travel in their personal automobile. Employees shall be required to complete an expense voucher
 1801 before reimbursement will be made. All automobile allowances in all County departments shall
 1802 be paid in a manner similar to that in which salaries are paid. Receipts are required for air, train,
 1803 bus or taxi travel, hotels or motels, meals, conference registration and all other items (except
 1804 tolls) in excess of five dollars. Clerical employees who are required to return to work to take
 1805 minutes at evening meetings shall be reimbursed for mileage to and from their residence. (This
 1806 reimbursement is taxable to the employee.)

1807
 1808
 1809 Meals allowed while in travel status:

- 1810
- 1811 • Breakfast - up to \$8.00 including tip, may be claimed when the employee is out of the County
- 1812 prior to 7:00 a.m. on county business. The breakfast rate will be paid for meals prior to
- 1813 10:30 a.m.
- 1814
- 1815 • Lunch - up to \$10.00 including tip, may be claimed when the employee is out of the County
- 1816 between 10:30 a.m. and 2:30 p.m. on county business.
- 1817
- 1818 • Dinner - up to \$20.00 including tip, may be claimed when the employee is out of
- 1819 the County after 6:00 p.m. on county business. The dinner rate will be paid for
- 1820 meals after 2:30 p.m.
- 1821

1822
 1823 The above are maximums and it is not the intent that the employees should always spend the
 1824 maximum allowed.

1825
 1826 Meals are allowed when an employee is on County business out of Rock County. An itemized
 1827 receipt from the point of purchase showing the details for what was purchased shall be required
 1828 for reimbursement for all meals. No reimbursement shall be authorized for alcoholic beverages.

1829
 1830 • ~~The breakfast rate will be paid for meals prior to 10:30 a.m.~~

1831
 1832 • ~~The lunch rate will be paid for meals between 10:30 a.m. and 2:30 p.m.~~

1833
 1834 • ~~The dinner rate will be paid for meals after 2:30 p.m.~~

1835
 1836

SECTION 7

PERFORMANCE EVALUATION

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SECTION 8

1899

GRIEVANCE PROCEDURE

1900

1901

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, reemployment, 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.

1902 This grievance procedure is intended to meet all of the requirements set out in Wisconsin Statute
 1903 Section 66.0509 (1m) and passed into law as Act 10 by the 2011 Wisconsin Legislature.
 1904
 1905 It is the policy of the County to treat all employees equitably and fairly in matters affecting their
 1906 employment. Each employee of the County shall be provided ample opportunity to understand
 1907 and resolve matters affecting employment, which the employee believes to be unjust. The
 1908 presentation of a formal grievance shall be considered to be the right of each regular County
 1909 employee without fear of reprisal. Nothing contained herein alters the "at will" status of those
 1910 employees.
 1911
 1912 The County Administrator shall not have access to the grievance procedure.
 1913
 1914 Department Heads shall not have access to the grievance process based on Wisconsin Statutes
 1915 Section 59.18 (2)(b).
 1916
 18.802 Definitions.
 1917
 1918 "Arbitrary and capricious" means a decision which was made on unreasonable grounds or
 1919 without any proper consideration of circumstances.
 1920
 1921 "Grievance" means a formal complaint by an employee concerning: employee discipline,
 1922 employee termination, or workplace safety.
 1923
 1924 "Employee discipline" shall include written reprimands, suspensions without pay, and
 1925 demotions.
 1926
 1927 "Termination" means a separation from employment, but does not include job loss
 1928 resulting from a reduction in force.
 1929
 1930 "Workplace safety" shall include violations of state and federal laws and regulations on
 1931 health and safety.
 1932
 1933 The following personnel actions shall not be subject to the grievance process: oral or
 1934 written evaluations; counseling; job coaching; placing an employee on paid
 1935 administrative leave pending an internal investigation; change in job assignments;
 1936 voluntary quits; layoff or failure to return to work when recalled; retirement; job
 1937 abandonment or failure to report to work; inability to perform job duties due to
 1938 physical or medical limitations; and loss of required licensure, certification or other
 1939 requirement necessary to perform the job.
 1940
 1941 "Preponderance of the evidence" means the greater weight of the evidence - superior
 1942 evidentiary weight, that, though not sufficient to free the mind wholly from doubt, is still
 1943 sufficient to incline a fair and impartial mind to one side of the issue rather than the other.
 1944
 1945
 1946
 18.803 Administration.
 1947
 1948 The Human Resources Director shall supervise and administer the grievance process. Supervisors
 1949 and Department Heads shall keep the Human Resources Director informed of all grievances in
 1950 process.
 1951
 18.804 Filing a Grievance
 1952
 1953 This grievance procedure is available to all unilateral County employees (except Department
 1954 Heads and elected County Officials), members of a bargaining unit that previously contained a
 1955 grievance procedure, seasonal and temporary employees of the County.
 1956
 1957
 1958 Limitations:
 1959
 1960
 1961 1. A grievance that may be brought by or on behalf of a law enforcement officer using the
 1962 procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this section.
 1963
 1964 2. A grievance that may be brought by or on behalf of an employee under a grievance
 1965 procedure that is contained in a collective bargaining agreement may not be brought under
 1966 this section.
 1967
 1968

1969	18.805	<u>Discussion of Problem with Immediate Supervisor.</u>
1970		
1971		Any employee having a problem regarding his/her employment shall first discuss the problem
1972		with his/her immediate supervisor. If the problem is not settled to the employee's satisfaction and
1973		is a grievance according to Section 18.802, the employee may present his/her grievance according
1974		to Section 18.806.
1975		
1976		
1977	18.806	<u>Grievance Procedure.</u>
1978		
1979		A formal grievance of an employee shall be handled in accordance with the following procedure.
1980		
1981		<u>STEP 1. Supervisor.</u>
1982		
1983		The employee shall, within seven (7) <u>working calendar</u> days of the event giving rise to the
1984		grievance or within ten <u>working- calendar</u> days of the date he/she could reasonably be expected to
1985		have knowledge of the grievance, present his/her formal grievance in writing on the form
1986		designated by the County to his/her immediate supervisor unless the immediate supervisor is the
1987		subject matter of the grievance, in which case, the employee may immediately proceed to Step 2.
1988		If the Department Head is the subject matter of the grievance, the employee may immediately
1989		proceed to Step 3. The supervisor shall within three <u>working- calendar</u> days meet and discuss the
1990		grievance with the employee and then reply in writing within three <u>working- calendar</u> days.
1991		
1992		<u>STEP 2. Department Head.</u>
1993		
1994		In the event that the immediate supervisor's decision is not satisfactory to the employee or the
1995		immediate supervisor is the subject matter of the grievance, the employee may within seven (7)
1996		<u>calendar working- days</u> , present the grievance in writing to his/her Department Head. The
1997		Department Head, or his/her designee, shall, within five (5) <u>calendar working</u> days, meet and
1998		discuss the grievance with the employee and then reply in writing within five (5) <u>calendar</u>
1999		<u>working</u> days.
2000		
2001		<u>STEP 3. Human Resources Director.</u>
2002		
2003		In the event that the Department Head's decision does not satisfy the employee's grievance or if
2004		the Department Head is the subject matter of the grievance, the employee may, within seven (7)
2005		<u>calendar working</u> days, present the grievance in writing to the Human Resources Director. The
2006		Human Resources Director shall arrange to meet within ten (10) <u>calendar working</u> days of receipt
2007		of the grievance with the employee, his/her representative, if any, and any other person the Human
2008		Resources Director deems necessary. If, in the judgment of the Human Resources Director, a
2009		hearing is necessary to ascertain the facts surrounding the dispute, one shall be scheduled as soon
2010		as practicable. After the hearing, the Human Resources Director shall respond to the grievance in
2011		writing to the employee within five (5) <u>calendar working</u> days.
2012		
2013		By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2 and 3
2014		may be extended.
2015		
2016		
2017		<u>STEP 4. Impartial Hearing Examiner.</u>
2018		
2019		In the event the decision of the Human Resources Director does not resolve the grievance, the
2020		employee may, within seven (7) <u>calendar working</u> days, request a hearing before an impartial
2021		hearing examiner and pay the filing fee (if one is established) by the County Board.
2022		
2023		
2024		a. The Human Resources Director shall upon receipt of a written hearing request, provide the
2025		employee with the name of a hearing examiner.
2026		
2027		b. The Human Resources Director will contact the hearing examiner and schedule a hearing.
2028		
2029		c. The hearing examiner shall be impartial and may not have any prior knowledge of the
2030		grievance.
2031		
2032		d. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and
2033		filing fee. The hearing examiner may reschedule the hearing with permission of both
2034		parties.
2035		

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2103
- 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.
 - 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.

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- 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 ten (10) calendar days following the County Board's decision.
- k. The County Board's decision is final and may not be appealed.

2136 18.807 Grievances of Termination.

2137
2138 All grievances regarding termination shall be initiated at the third step of the grievance procedure.
2139

2140
2141 **SECTION 9**

2142 **TRANSACTIONS AND RECORDS MANAGEMENT**

2143
2144 18.901 Policy.

2145
2146 The development and maintenance of an effective personnel transaction procedure and personnel
2147 records management system is essential to a sound personnel program. All appointments,
2148 separations, and other personnel transactions shall be made on forms designated by the Human
2149 Resources Director. The primary purpose of these systems and procedures shall be to:
2150

- 2151 (a) Establish and maintain clear lines of authority for the processing of personnel transactions
2152 and management of personnel records.
2153
2154 (b) Establish and maintain uniform, easily accessible and complete employment records of all
2155 County employees and employee transactions.
2156

2157 The Payroll Unit shall convert data from personnel transactions to payroll records and shall
2158 maintain cumulative records of vacation, overtime, sick leave, and payroll deductions. Payroll
2159 records and data shall be developed in cooperation with the Human Resources Director and
2160 Finance Director to provide current and meaningful personnel and position information, sum-
2161 maries and statistics.
2162

2163 All employees shall be responsible for notifying their supervisor of any changes, which affect
2164 their personal status.
2165

2166 18.902 Public Inspection.

2167
2168 Information as to the name, class title and salary of employees and former employees is available
2169 for public inspection at times in accordance with procedures prescribed by the Human Resources
2170 Director. Other information shall be considered confidential and shall be available as authorized
2171 by State and Federal law.

2172		
2173	18.903	<u>Destruction Of Records.</u>
2174		
2175		Employee service records shall be kept for seven years. Applications and examinations may be
2176		destroyed after two years.
2177		
2178	18.904	<u>Reports.</u>
2179		
2180		The Human Resources Director shall provide the Board and the County Board Staff Committee
2181		with reports and information relating to personnel actions upon request or as may be appropriate.
2182		
2183		<u>SECTION 10</u>
2184		<u>DEFINITIONS</u>
2185		
2186	18.1001	<u>Accrued benefits.</u>
2187		
2188		This refers to vacation benefits that the employees are accumulating which they will only be able
2189		to use once they reach their next anniversary date.
2190		
2191	18.1002	<u>Administrative Personnel.</u>
2192		
2193		Administrative employees act as an advisor, limited function department head, or a specialist in a
2194		management or supportive service who meet all the following criteria:
2195		
2196		(a) A primary duty of the employee includes the performance of office or non-manual work
2197		directly related to the management or general business operations of the County or its
2198		citizens.
2199		
2200		(b) A primary duty of the employee includes the exercise of discretion and independent
2201		judgment with respect to matters of significance.
2202		
2203	18.1003	<u>Allocation.</u>
2204		
2205		The assignment of a position to a pay range.
2206		
2207	18.1004	<u>Anniversary Date.</u>
2208		
2209		The date an employee begins County employment. The anniversary date may be modified by
2210		subsequent personnel actions – leave of absence and layoff.
2211		
2212	18.1005	<u>Appointing Authority.</u>
2213		
2214		A County official who has the authority to appoint and remove individuals to and from positions
2215		in the County service.
2216		
2217	18.1006	<u>Board.</u>
2218		
2219		The Rock County Board of Supervisors.
2220		
2221	18.1007	<u>Class.</u>
2222		
2223		One or more positions which are substantially alike in duties and responsibilities to warrant using
2224		the same title, similar qualifications, selection procedures and the same pay range.
2225		
2226	18.1008	<u>Class Description.</u>
2227		
2228		A written description of a class containing the class title, a general statement of the duties and
2229		responsibilities, examples of duties performed, and minimum qualifications required.
2230		
2231	18.1009	<u>Class Title.</u>
2232		
2233		The official designation or name of the class as stated in the class description. The class title shall
2234		be used on all personnel records and other official personnel actions.
2235		
2236	18.1010	<u>Classification Plan.</u>
2237		

2238		The sum total of all job class descriptions in the County service and a system showing salary and classification relationships.
2239		
2240		
2241	18.1011	<u>County Administrator.</u>
2242		
2243		The person hired by the Rock County Board of Supervisors as the chief administrative officer for the County.
2244		
2245		
2246	18.1012	<u>Demotion.</u>
2247		
2248		The assignment of an employee from one class to another class with a lower pay range.
2249		
2250	18.1013	<u>Department Head.</u>
2251		
2252		A County official with the responsibility for the operation of a County department.
2253		
2254		
2255	18.1014	<u>Disciplinary Action.</u>
2256		
2257		The action taken to discipline an employee, including: written reprimand, suspension without pay, demotion, and discharge.
2258		
2259		
2260		
2261	18.1015	<u>Earned Benefits.</u>
2262		
2263		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.).
2264		
2265		
2266	18.1016	<u>Eligible Candidate.</u>
2267		
2268		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.
2269		
2270		
2271		
2272	18.1017	<u>Eligibility List.</u>
2273		
2274		A list of Eligible Candidates to fill positions in a particular job class.
2275		
2276	18.1018	<u>Employee.</u>
2277		
2278		An individual who is employed by the County and is paid in part or in whole through the County payroll.
2279		
2280		
2281	18.1019	<u>Entrance Pay Rate.</u>
2282		
2283		The rate of pay a newly hired employee is assigned at commencement of employment.
2284		
2285	18.1020	<u>Executive Personnel.</u>
2286		
2287		An executive employee is an administrator who meets all of the following criteria:
2288		
2289		(a) The employee's primary duty consists of management of the County or a customarily recognized department or division of the County.
2290		
2291		
2292		(b) The employee customarily and regularly directs the work of two or more other employees.
2293		
2294		(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.
2295		
2296		
2297		
2298	18.1021	<u>Flexible Time.</u>
2299		
2300		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.
2301		
2302		
2303	18.1022	<u>Full Time Equivalent (FTE).</u>
2304		

2305		A way to measure the amount of time a person assigned to a county position is scheduled to work. An FTE of 1.0 means that the position is equivalent to a full time position, while an FTE of 0.5 means that the position is only half time. FTE is measured in tenths from 0.1 to 1.0.
2306		
2307		
2308		
2309	18.1023	<u>Grievance.</u>
2310		
2311		A formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.
2312		
2313		
2314	18.1024	<u>Human Resources Director.</u>
2315		
2316		The Director of the Rock County Human Resources Department and the person responsible for implementing all County Personnel Policies and Procedures.
2317		
2318		
2319	18.1025	<u>Immediate Family.</u>
2320		
2321		Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother), brother-in-law (the brother of one's spouse or the husband of one's sister, or the husband of one's spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, domestic partner (as defined by the state of Wisconsin), aunt (the sister of one's father or mother, or the wife of one's uncle), uncle (the brother of one's father or mother, or the husband of one's aunt), niece, and nephew. Immediate family shall not include former "in-laws" due to divorce.
2322		
2323		
2324		
2325		
2326		
2327		
2328		
2329	18.1026	<u>In Range Increment.</u>
2330		
2331		A pay step within a pay range.
2332		
2333	18.1027	<u>Layoff.</u>
2334		
2335		The involuntary separation of an employee because of lack of work, lack of funds, or the abolishment of a position.
2336		
2337		
2338	18.1028	<u>Limited Term Employee (LTE).</u>
2339		
2340		An employee who meets the qualifications to perform a job, who is hired to perform that job for a determinant amount of time with a specific ending date at the time of hire. LTEs may be eligible for benefits.
2341		
2342		
2343		
2344	18.1029	<u>Part-time Employees.</u>
2345		
2346		Employees shall be considered part-time when they are normally scheduled to work less than 40 hours per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work cycle.
2347		
2348		
2349	18.1030	<u>Pay Plan.</u>
2350		
2351		A schedule of pay ranges for all classes of positions in the County that are not covered by a Collective Bargaining Agreement.
2352		
2353		
2354	18.1031	<u>Pay Range.</u>
2355		
2356		A salary range to which positions are assigned, consisting of a minimum wage rate, designated as "Step 1," and multiple additional steps, culminating in a maximum wage rate. All positions shall be compensated at one of the steps contained in the pay range to which the position is assigned.
2357		
2358		
2359		
2360	18.1032	<u>Position.</u>
2361		
2362		A grouping of duties and responsibilities to be performed by an employee. A position may be filled or vacant, full time or part-time, regular or temporary.
2363		
2364		
2365	18.1033	<u>Position Description.</u>
2366		
2367		A written document that describes the individual employee's duties and responsibilities and is specific to that position.
2368		
2369		
2370	18.1034	<u>Probationary Employee.</u>
2371		

2372		A person who has been properly appointed to a regular Rock County position and who is serving
2373		in his/her Trial Period to determine if he/she can do the job.
2374		
2375	18.1035	<u>Probationary Period.</u>
2376		
2377		The probationary period is a try out time for the employee. It is also used for determination of
2378		certain benefits.
2379		
2380	18.1036	<u>Promotion.</u>
2381		
2382		The assignment of an employee from one class to another class with a higher pay range.
2383		
2384	18.1037	<u>Reallocation.</u>
2385		
2386		The reassignment of a position from one pay range to another to correct an error in the original
2387		assignment, to reflect changing labor market conditions, or to reflect significant changes over a
2388		period of time in the duties and the responsibilities of the position (eg. moving the Medical
2389		Record Manager position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The
2390		incumbent in the position shall move with the position.
2391		
2392	18.1038	<u>Reclassification.</u>
2393		
2394		The reassignment of a position from one existing class to another class to recognize a change in
2395		the duties and responsibilities of a position (eg. a position is currently assigned as a Planner III
2396		and is reclassified to a Senior Planner). The incumbent in the position shall move with the
2397		position if they are qualified for the position.
2398		
2399	18.1039	<u>Regular Appointment.</u>
2400		
2401		An assignment of an eligible candidate to a budgeted County position.
2402		
2403	18.1040	<u>Regular Employee.</u>
2404		
2405		A person who has been properly appointed to a regular Rock County position and has successfully
2406		completed the Probationary Period.
2407		
2408	18.1041	<u>Reinstatement.</u>
2409		
2410		To restore or be placed back into a former or substantially equivalent position.
2411		
2412	18.1042	<u>Retiree.</u>
2413		
2414		An employee who terminates employment with the County to immediately and actively draw an
2415		annuity from the Wisconsin Retirement System (WRS).
2416		
2417	18.1043	<u>Seasonal Employee.</u>
2418		
2419		An employee who is hired for a limited term, which cannot cumulatively exceed a period of six
2420		months in a calendar year. Seasonal Employees are not eligible to receive fringe benefits other
2421		than Wisconsin Retirement if anticipated to work in enough hours in a year to qualify for
2422		Wisconsin Retirement System coverage.
2423		
2424	18.1044	<u>Selection Device.</u>
2425		
2426		A formal measurement device used to evaluate and/or rank applicants for County positions.
2427		
2428	18.1045	<u>Seniority.</u>
2429		
2430		Seniority is continuous length of service as a County employee. Seniority shall, upon completion
2431		of the Probationary Period, begin with the original date of continuous employment subject to the
2432		conditions of 18.1003. Seniority shall be used to determine accrual of vacation and sick leave.
2433		
2434	18.1046	<u>Supervisor.</u>
2435		
2436		The person responsible for the assignment, direction and evaluation of the work of another
2437		employee, usually a full time County employee.

2438		
2439	18.1047	<u>Temporary Appointment.</u>
2440		
2441		An appointment of an individual who meets the qualifications for a position appointed to fill that
2442		position for an unspecified term. Temporary Appointees may be eligible for fringe benefits.
2443		
2444	18.1048	<u>Termination.</u>
2445		
2446		The removal of an employee from the payroll for voluntary or involuntary reasons, including
2447		dismissal, resignation, retirement or death.
2448		
2449	18.1049	<u>Transfer.</u>
2450		
2451		The assignment of an employee from one position to another in the same class or to a class with
2452		the same pay range.
2453		
2454	18.1050	<u>Travel Status.</u>
2455		
2456		An employee shall be considered to be in "travel status" when he or she is on County business
2457		outside of the County either for an entire day (before 7:00 a.m. and after 6:00 p.m.); or for part of
2458		a day before 7:00 a.m.; after 6:00 p.m.; and/or between the hours of 11:00 <u>10:30</u> a.m. and 2:00
2459		<u>2:30</u> p.m.
2460		
2461	18.1051	<u>Underslotting.</u>
2462		
2463		The filling of a vacant position at a lower classification.
2464		
2465		
2466	18.1052	<u>Unilateral Employees</u>
2467		
2468		Those County employees who are not covered by a collective bargaining agreement, excluding
2469		the County Elected Officials and the County Administrator. The Unilaterals are divided into
2470		three groups for purposes of overtime and vacation:
2471		
2472		• Unilateral A's are "Non-Exempt". This means that they are subject to the
2473		requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law that
2474		requires, among other things, that employees who work more than 40 hours in a week
2475		get paid time and one half for any overtime hours.
2476		
2477		• Unilateral B's are "Exempt" from provisions of the FLSA due to the nature of their
2478		position. However, the County has chosen to pay them straight time overtime after 40
2479		hours a week even though the County is not required to do this by federal law.
2480		
2481		• Unilateral C's are "Exempt" from provisions of the FLSA due to the nature of their
2482		position. Employees in these positions do not receive any form of overtime but are
2483		allowed to "flex" their time in accordance with HR Policy and Procedure.
2484		
2485	18.1053	<u>Upgrade.</u>
2486		
2487		The reassignment of a position from one existing class to a current or newly created class to
2488		recognize a change in the duties and responsibilities of a position. When a position is upgraded, an
2489		open recruitment shall be conducted to fill the position (eg. HR Secretary to HR Office
2490		Coordinator).
2491		
2492		
2493	18.1054	<u>Work Schedule.</u>
2494		
2495		The standard work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m.
2496		with a one hour lunch period. All full time employees are expected to work at least 40 hours per
2497		week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise.
2498		
2499		
2500		

AMENDING THE COUNTY'S PERSONNEL ORDINANCE
Page 39

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

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

/S/Sandra Kraft
Sandra Kraft, Vice Chair

/S/Eva Arnold
Eva Arnold

Absent
Henry Brill

/S/Betty Jo Bussie
Betty Jo Bussie

/S/Marilynn Jensen
Marilynn Jensen

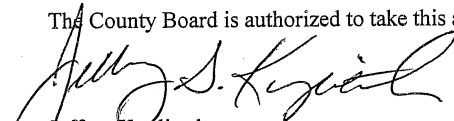
/S/Mary Mawhinney
Mary Mawhinney

/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**

SUPERVISOR STEVE
HOWLAND
INITIATED BY



SUPERVISOR STEVE
HOWLAND
DRAFTED BY

COUNTY BOARD STAFF
COMMITTEE and
HUMAN SERVICES BOARD
SUBMITTED BY

OCTOBER 24, 2013
DATE DRAFTED

URGING WISCONSIN TO USE FEDERAL MEDICAID FUNDING TO IMPROVE BADGERCARE

1 WHEREAS, the governor has rejected billions of new federal dollars for Medicaid which
2 would have improved the state's BadgerCare program; and
3
4 WHEREAS, the federal Affordable Care Act encourages innovation in states with the goal of a
5 greater level of health care coverage; and
6
7 WHEREAS, the decision to turn down federal funding for the State of Wisconsin will not
8 increase health care coverage; it actually makes it harder for people to qualify for BadgerCare, with an
9 estimated 88,000 adults who currently qualify for the program being dropped; and
10
11 WHEREAS, not only does the decision to reject federal Medicaid funding shrink the number of
12 Wisconsin residents who have health care coverage, but it also increases the costs to the state for the
13 program; and
14
15 WHEREAS, if Medicaid was fully expanded, Wisconsin would have received \$4.4 billion in
16 federal support over six years. However, according to the Legislative Fiscal Bureau, the state budget
17 will require more than \$100 million more this budget cycle by rejecting these federal funds; and
18
19 WHEREAS, in 2014 thousands of Medicaid recipients will be placed in private health
20 insurance exchanges and required to pay premiums. The transition from Medicaid to private insurance
21 and the premium cost could result in the loss of health care due to confusion and inability to pay; and
22
23 WHEREAS, being underinsured and uninsured impacts county human services departments
24 because it can lead to untreated mental health or substance abuse and lack of preventive health care that
25 can lead to loss of jobs, the inability to function, and loss of self- sufficiency; and
26
27 WHEREAS, the Wisconsin Counties Association passed a resolution September 22, 2013
28 stating, "Now, therefore, be it resolved, that the Wisconsin Counties Association, in conference
29 assembled, does hereby urge the Wisconsin Legislature to support Assembly Bill 53 and Senate Bill 38
30 and accept enhanced federal Medicaid funding to improve the state's BadgerCare program,"
31
32 WHEREAS, Wisconsin Assembly Bill 53 and its companion, Senate Bill 38, require the state
33 to take action to qualify for enhanced Medicaid funding.
34
35 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, in
36 session this _____ day of _____ of 2013, does hereby urge the Wisconsin Legislature to
37 support Assembly Bill 53 and Senate Bill 38 and accept enhanced federal Medicaid funding to improve
38 the state's BadgerCare program;
39

13-12A-480

40 BE IT FURTHER RESOLVED that, as an alternative, the Rock County Board of Supervisors
41 encourages the Governor and the Wisconsin Legislature to authorize and enable counties to access
42 enhanced Medicaid funding at the county level, thereby ensuring their citizens in participating counties
43 have access to affordable health coverage.

44
45 BE IT FINALLY RESOLVED that a copy of this resolution be provided to Governor Walker,
46 Wisconsin Department of Health Services Secretary Kitty Rhoades, U.S. Department of Human Services
47 Secretary Kathleen Sebelius and the Rock County state legislative delegation.

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

HUMAN SERVICES BOARD

J. Russell Podzilni, Chair

Absent

Brian Knudson, Chair

Sandra Kraft, Vice Chair

Sally Weaver-Landers
Sally Weaver-Landers, Vice Chair

Eva Arnold

Absent

Terry Fell

Henry Brill

/s/ Billy Bob Grahn
Billy Bob Grahn

Betty Jo Bussie

Ashley Kleven
Ashley Kleven

Marilynn Jensen

NO
Philip Owens

Mary Mawhinney

Terry Thomas
Terry Thomas

Louis Peer

Shirley Williams
Shirley Williams

Kurtis Yankee

Absent

Marvin Wopat

FISCAL NOTE:

This resolution addresses a legislative policy issue and has no direct fiscal impact on Rock County operations in and by itself.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

Advisory only.

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of policy.

Craig Knutson
Craig Knutson
County Administrator

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS



Health Services Committee
INITIATED BY

Sue Prostko
DRAFTED BY

Health Services Committee
SUBMITTED BY

November 18, 2013
DATE DRAFTED

RECOGNIZING ROBERT KANE FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Robert Kane has served the citizens of Rock County over the past 36 years, 4 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Robert Kane began his career with Rock County Health Care Center/Rock Haven as an
- 5 Environmental Service Worker on August 25, 1977; and,
- 6
- 7 **WHEREAS**, Robert Kane has worked diligently in that position until his retirement on December 21, 2013;
- 8 and,
- 9
- 10 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 11 commend Robert Kane for his long and faithful service.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 14 _____ day of _____, 2013 does hereby recognize Robert Kane for his 36 years, 4 months of
- 15 service and extend their best wishes to him in his future endeavors; and,
- 16
- 17 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 18 resolution to Robert Kane.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Betty Jo Bussie, Chair

Mary Beaver, Vice Chair

Terry Fell

Billy Bob Grahn

Steve Howland

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Betty Jo Bussie

Eva Arnold

Mary Mawhinney

Marilynn Jensen

Kurtis Yankee

Hank Brill

Louis Peer

13-12A-481

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS



Health Services Committee
INITIATED BY

Sue Prostko
DRAFTED BY

Health Services Committee
SUBMITTED BY

November 18, 2013
DATE DRAFTED

RECOGNIZING CAROL MCKEOWN FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Carol McKeown has served the citizens of Rock County over the past 18 years, 7 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Carol McKeown began her career with Rock Haven as a Registered Nurse on December 2, 2013;
- 5 and,
- 6
- 7 **WHEREAS**, Carol McKeown has worked diligently in that position until her retirement on December 1, 2013;
- 8 and,
- 9
- 10 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 11 commend Carol McKeown for her long and faithful service.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 14 _____ day of _____, 2013 does hereby recognize Carol McKeown for her 18 years, 7 months of service
- 15 and extend their best wishes to her in her future endeavors; and,
- 16
- 17 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 18 resolution to Carol McKeown.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Betty Jo Bussie, Chair

Mary Beaver, Vice Chair

Terry Fell

Billy Bob Grahm

Steve Howland

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Betty Jo Bussie

Eva Arnold

Mary Mawhinney

Marilynn Jensen

Kurtis Yankee

Hank Brill

Louis Peer

13-12A-482

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS



Health Services Committee
INITIATED BY

Sue Prostko
DRAFTED BY

Health Services Committee
SUBMITTED BY

November 18, 2013
DATE DRAFTED

RECOGNIZING PATTI STEDMAN FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Patti Stedman has served the citizens of Rock County over the past 34 years, 3 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Patti Stedman began her career with Rock County Health Care Center/Rock Haven as a Unit
- 5 Clerk Coordinator on December 2, 2013; and,
- 6
- 7 **WHEREAS**, Patti Stedman has worked diligently in that position until her retirement on December 2, 2013;
- 8 and,
- 9
- 10 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 11 commend Patti Stedman for her long and faithful service.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 14 _____ day of _____, 2013 does hereby recognize Patti Stedman for her 34 years, 3 months of
- 15 service and extend their best wishes to her in her future endeavors; and,
- 16
- 17 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 18 resolution to Patti Stedman.

13-12A-483

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Betty Jo Bussie, Chair

Mary Beaver, Vice Chair

Terry Fell

Billy Bob Grahn

Steve Howland

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Betty Jo Bussie

Eva Arnold

Mary Mawhinney

Marilynn Jensen

Kurtis Yankee

Hank Brill

Louis Peer