

ROCK COUNTY, WISCONSIN

NOTE: This is a Teleconference



FINANCE COMMITTEE THURSDAY – JUNE 25, 2020 – 5:00 P.M. CALL: 1-312-626-6799 MEETING ID: 834 9975 2921

Join Zoom Meeting

<https://us02web.zoom.us/j/83499752921>

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If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Thursday June 25, 2020. To submit a public comment use the following email: tracey.vanzandt@co.rock.wi.us.

Join from a telephone:

- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.
- Supervisors: Please identify yourself by name
- Please mute your phone when you are not speaking to minimize background noises
- We are new at holding meetings this way, so please be patient

Instructions for the hearing impaired –

<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>

FINANCE COMMITTEE
THURSDAY – JUNE 25, 2020 – 5:00 P.M.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – June 4, 2020
4. Citizen Participation, Communications and Announcements
5. Transfers and Appropriations
6. Resolutions and Committee Endorsements
 - A. Awarding Contract for Installation of Bi-Polar Ionization Units in the Air Handling Systems at the Courthouse and Amending the 2020 Facilities Management Capital Budget
 - B. Accepting Additional Public Health Consolidated Contract Grant Funds and Amending the 2020 Rock County Public Health Department Budget
 - C. Accepting Public Health Emergency Preparedness COVID19 Funds and Amending the 2020 Rock County Public Health Department Budget
 - D. Resolution to Create the Position of Public Health Communications Specialist, Create a Class Description, Establish a Pay Range, and Amend the 2020 Budget
 - E. Waiver of Rock County Public Health License Renewal Fees for 2020
 - F. Approving Rock County, WI 401(A) Plan as a Complete Restatement of the Prior Plan
7. Update, Discussion and Possible Action
 - A. Discussion of Contaminated Town of Milton property foreclosure
8. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.



FINANCE COMMITTEE
Minutes – June 4, 2020

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:00 A.M. on Thursday, June 4, 2020, via teleconference.

Committee Members Present. Supervisors Mawhinney, Aegerter, Fox, Purviance and Davis.

Committee Members Excused: None.

Staff Members Present. Sherry Oja, Finance Director; Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Brent Sutherland, Facilities Management Director; Dara Mosley, IT Deputy Director; Amanda Lagle, Business Manager, Information Technology; Bridget Laurent, Deputy Corporation Counsel; Lisa Tollefson, County Clerk; Michelle Roettger, County Treasurer; Sandy Disrud, Register of Deeds; Terri Carlson, Risk Manager.

Others Present: Supervisor Rich Bostwick; Clinton Anderson.

Approval of Agenda. Supervisor Fox moved approval of the amended agenda, second by Supervisor Davis. ADOPTED.

Approval of Minutes – May 21, 2020. Ms. Roettger said the bank contract should be extended to July 1, 2021 not July 31, 2021.

Supervisor Purviance moved approval of the minutes of May 21, 2020 with this change, second by Supervisor Fox. ADOPTED with this change.

Set Meeting Date and Time: Moved by Supervisor Davis to hold the meeting on the first and third Thursdays at 5:00 P.M., second by Supervisor Purviance.

The Committee discussed various times and dates for the Finance Committee to meet.

Supervisor Davis moved to amend the meetings to be held the second and fourth Thursdays at 5:00 P.M., second by Chair Purviance. ADOPTED with this change to the second and fourth Thursday at 5:00 P.M.

Citizen Participation, Communications and Announcements. Ms. Roettger said Ms. Laurent got the paperwork done on the Christilla property. Ms. Laurent said there should not be a problem if the Committee would like to include this on their next agenda.

Discussion on the pending hazard pay resolution.

Transfers and Appropriations. None.

Review of Payments. The Committee accepted the reports. Supervisor Davis requested a daily cost per person for incarcerated persons. Supervisor Davis asked if the Lidar is for two-foot flyover. Ms. Oja said she would get this information.

Review of Payments Over \$10,000. The Committee accepted the reports.

Committee Review and Approval of Per Meeting Allowances. Ms. Oja said the corrected amount for the allowance is \$7,914.58.

Supervisor Aegerter moved approval of the Per Meeting Allowance in the amount of \$7,914.58, second by Supervisor Purviance.

Supervisor Fox explained he is voting against the taking pay while working from the comfort of our homes.

PASSED on the following vote: YES – Supervisors Aegerter, Davis, Mawhinney and Purviance; NO – Supervisor Fox.

Resolutions and Committee Endorsements.

Accepting Public Health Emergency Preparedness Funds and Amending the 2020 Rock County Public Health Department Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2020 does hereby authorize the Rock County Public Health Department to accept these additional grant funds in the amount of \$9,250, and amend the 2020 Rock County Public Health Department Budget as follows:

...”

Supervisor Purviance moved approval of the above resolution, second by Supervisor Davis. ADOPTED.

Adjournment. Supervisor Fox moved adjournment at 7:28 A.M., second by Supervisor Davis. ADOPTED.

The next meeting will be held on June 25, 2020 at 5:00 P.M.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Brent Sutherland- Director-
Facilities Management
DRAFTED BY

The General Services Committee
SUBMITTED BY

June 15, 2020
DATE DRAFTED

1

2 **Awarding Contract for Installation of Bi-Polar Ionization Units in the Air**
3 **Handling Systems at the Courthouse and Amending the**
4 **2020 Facilities Management Capital Budget**
5

6 **WHEREAS**, due to the COVID-19 Pandemic, the courts are not able to resume in-person court
7 proceeding until Rock County develops a plan, and has it approved by the District Courts, to
8 address air purification to help prevent the spread of the virus, and;
9

10 **WHEREAS**, several options were reviewed, and a Bi-Polar Ionization System was shown to have
11 the best coverage for reducing the risk of the spread of the virus along with removing pollen and
12 mold spores as well as Volatile Organic Compounds, and;
13

14 **WHEREAS**, a pin point Bi-Polar Ionization System changes the ion levels in the supply air which
15 attaches to any virus and begins to kill the virus immediately, and;
16

17 **WHEREAS**, this system will be installed in each of the thirteen (13) air handling units (AHU) and
18 will also be integrated into our building controls to continuously monitor the ion levels in the
19 occupied space, and;
20

21 **WHEREAS**, Johnson Controls Inc. was awarded the Sourcewell Cooperative Purchasing Contract
22 for HVAC and building efficiencies (Sourcewell Contract #030817-JHN).
23

24 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly
25 assembled this _____ day of _____, 2020 that a contract be awarded to
26 Johnson Controls Inc. of Madison, Wisconsin, to supply and install Bi-Polar Ionization units at the
27 Rock County Courthouse in the amount of \$138,100.
28

29 **BE IT FURTHER RESOLVED**, a contingency fund of \$13,810 be established to cover any
30 unforeseeable issues that arise.
31

32 **BE IT FURTHER RESOLVED**, that the Facilities Management 2020 budget be amended as
33 follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET</u> <u>6/15/2020</u>	<u>INCREASE/</u> <u>(DECREASE)</u>	<u>AMENDED</u> <u>BUDGET</u>
<u>Source of Funds</u>			
18-1842-0000-47000			
General Fund	0	\$150,000	\$150,000
<u>Use of Funds:</u>			
18-1842-0000-67200	\$1,160,000	\$150,000	\$1,310,000
Capital Improvements			

Respectfully submitted,

GENERAL SERVICES COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Jeremy Zajac, Chair

Reviewed and approved on a vote of _____

Robert Potter, Vice Chair

Mary Mawhinney, Chair

Tom Brien

David Homan

Brent Fox

FISCAL NOTE:

This resolution authorizes a \$150,000 transfer from the General Fund. This COVID-19 related expense is unlikely to be reimbursed by state or federal sources.

/s/Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. Requires the project to be let to the lowest responsible bidder. As an amendment to the adopted 2020 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.

s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

Rock County, Wisconsin
51 South Main Street
Janesville WI 53545



General Services
Facilities Management
Maintenance
(608) 757-5527

Executive Summary

Awarding Contract for Installation of Bi-Polar Ionization Units in the Air Handling Systems at the Courthouse and Amending 2020 Facilities Management Capital Budget

The resolution before you is to contract with Johnson Controls Inc. for the installation of Bi-Polar Ionization Units in all thirteen (13) air handling units at the Courthouse. Due to the Coronavirus Pandemic, Rock County is required to provide air purification in each courtroom prior to holding in-person court.

Facilities Management, along with our building heating, ventilation and air-conditioning (HVAC) controls vendor, Johnson Controls Inc., investigated all options for our situation and deemed this option to be the best fit for the Rock County Courthouse. This system will change the ions in the courtrooms which will kill any virus in the room.

Johnsons Controls was awarded the Sourcewell Cooperative Purchasing Contract for HVAC and building efficiencies under Sourcewell Contract # 030817-JHN.

INNOVATIVE BIOANALYSIS

creating solutions | getting results

Innovative Bioanalysis
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Cypress CA, 90630
www.InnovativeBioanalysis.com
Email: Albert.Brockman@innovativebioanalysis.com

SARS - CoV - 2 Neutralization by Needlepoint Bipolar Ionization, Powered by GPS

CLIENT: ACA/IAE

PROJECT: Needlepoint Bipolar Ionization "NPBI™" applied to COVID19

PRODUCT: ACA-RN-0001 and ACA4800GU-1, Powered by GPS DM48 - AC NPBI™ Technology

CAP LIC NO: 9501843

CLIA LIC NO: 05D1064850

SAMPLE RECEIVED: 05/21/2020

START DATE: 05/27/2020

REPORT DATE: 06/02/2020

CHALLENGE VIRUS: SARS-CoV-2

EXPERIMENTAL SUMMARY:

Single RE22 control chambers set on a table stainless steel table with pressure verification seals. Internal working dimensions 16.5"W x 9"H x 12"D for a total cubic footage of 1.031. Under initial observation it was determined to seal the unit completely with no intake or exhaust port. Control ionization counts were performed prior to initial test. Testing and control were conducted in an average ambient temperature of 72.6 degrees Fahrenheit.

A singular fan unit was set up at a 45-degree angle to the two ionization units affixed to the testing chamber. The initial control fan speed was measured at an average of 870 Ft/m. At these airflow speeds the initial ionization saturation counts were taken so adjustment could be made to lower or raise ionization levels depending on the testing parameters needed. Under the original control section, the primary fan was set 10 inches away from ion production unit A and the average air flow speed past the ion producing nodes was 250Ft/m

Under the original control section, the primary fan was set 13 inches away from ion production unit B and the average air flow speed past the ion producing nodes was 240Ft/m. Initial observations indicated large fluctuations of ions throughout the interior of the testing chamber based in the airflow. With unit B running the Ion count fluctuated from 800 thousand ions per cubic centimeter in the center of the testing chamber directly below the ionization unit to 152 thousand ions per cubic centimeter at the exterior edges of the testing chamber.

Initial observations indicated large fluctuations of ions throughout the interior of the testing chamber based in the airflow. With unit A running the Ion count fluctuated from 1.8 million ions per cubic centimeter in the center of the testing chamber directly below the ionization unit to 600 thousand ions per cubic centimeter at the exterior edges of the testing chamber.

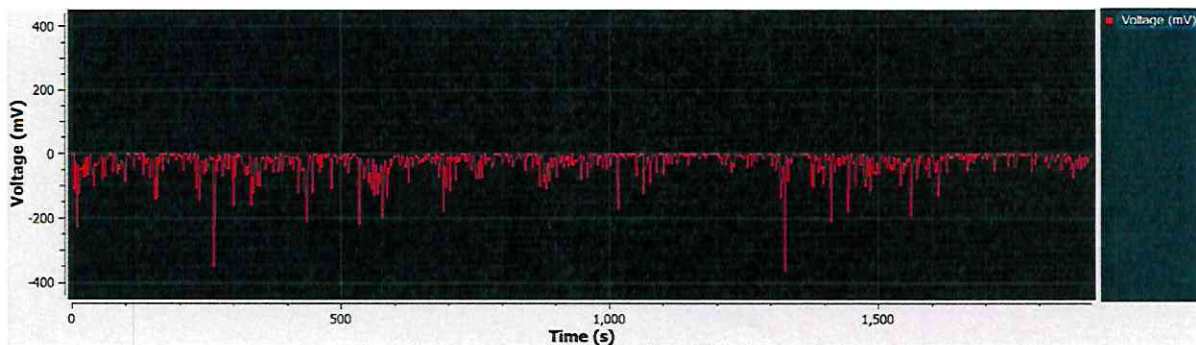
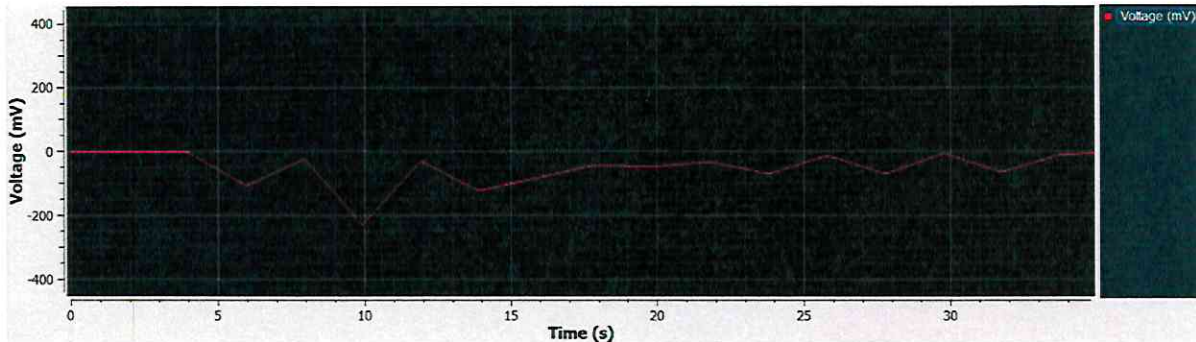
When looking at initial overall Ion situation of an open area with a controlled airflow we observed the below graph range. Ion count recorded in the 100 thousand range when.

	1	2	3
Ft/m	230	330	380
FT	ION	ION	ION
4'	630	1100	1400
7'	250	240	380
11'	92	143	170
15'	21	40	arc
19'	6	24	arc
24'	6	18	9
46'			5

After control samples were completed for saturation levels a slower moving fan was introduced to lessen the airflow across the Ionization nodes to reduce the overall Ion concentration levels to something more similar to conditions found inside a standard aircraft when running the ion cleaning system. Based on historical observations the standard Ion count inside aircrafts was 10,000 – 50,000 ions per cubic centimeter. With the slower fan speed and slightly altered angle the average negative ion count inside the test chamber was reduced to an average of 27 thousand per cubic centimeter for the viral testing phase.

During viral sample testing the viral chamber had one continual ionization sensor document the overall ion counts and logged for the course of the test. The average Ion count within the testing chamber at point of viral placement was -27.2307 (+_ 10,000) cm3. Viral cultures added to test chamber in independent sealable dishes. The initial test the ionizations units were ran for 30 minutes. Each viral sample was sealed at a pre-determined time. Sample A sealed up after 10 minutes of Ion exposure. Sample B sealed after 15 minutes of ion exposure. Sample C sealed up after 30 min of Ion exposure. After final sample was sealed the samples were removed from testing chamber and transferred to lab staff for further testing.

Attached is the continual time points for test on the minute as well as a constant graph of ion levels in the test chamber. Recommended further testing with various times and concentrations of ion levels in the atmosphere.



Secondary wave of tests recommended aerosol product upon confirmation of safety review.

Upon test results data completion determine safety of using 8x20x8 containment pod for large scale control testing.

PROCEDURE:

VIRUS: SARS-CoV-2

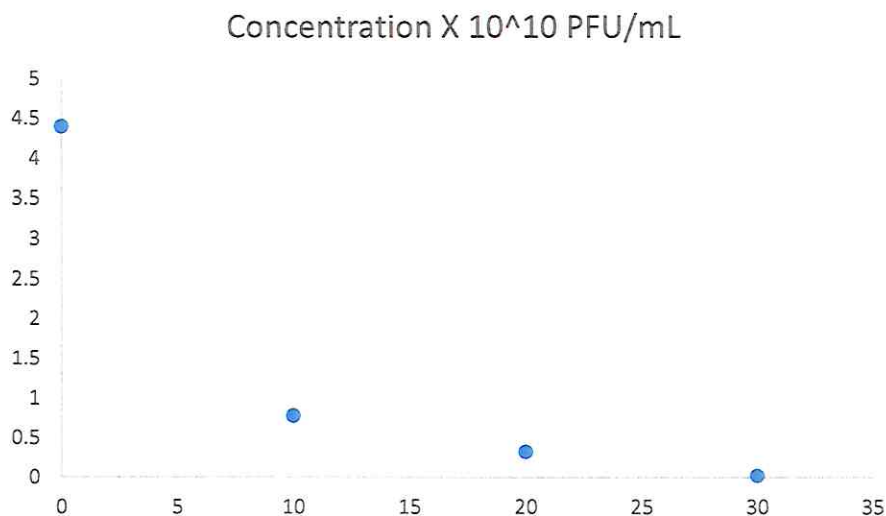
Nasopharyngeal swabs were collected on day 4 post symptom onset, placed in 2–3 mL of viral transport medium, used for molecular diagnosis, and frozen. Vero CCL-81 cells were cultured in Dulbecco minimal essential medium (DMEM) supplemented with heat-inactivated fetal bovine serum (5% or 10%) and antibiotics/antimycotics. For isolation, limiting dilution, and passage 1 of the virus, 50 μL of serum-free DMEM was pipetted into columns 2–12 of a 96-well tissue culture plate. Then 100 μL of clinical specimens pipetted into column 1 and serially diluted 2-fold across the plate. Then trypsinized and resuspended Vero cells in DMEM containing 10% fetal bovine serum, 2 \times penicillin/streptomycin, 2 \times antibiotics/antimycotics, and 2 \times amphotericin B at a concentration of 2.5×10^5 cells/mL. 100 μL of cell suspension added directly to the clinical specimen dilutions and mixed gently by pipetting. The inoculated cultures were grown in a humidified 37°C incubator in an atmosphere of 5% CO_2 and observed for cytopathic effects (CPEs) daily.

INNOCULATION OF THE TEST CARRIER:

Sterile sealable dishes were coated with 1 mL viral suspension containing samples with a viral titer of 4.4×10^{10} PFU/mL crude SARS-CoV-2 virus. Using the Poisson distribution, one would determine the TCID50 value would be equivalent to roughly .7 X PFU/mL or 3.8×10^{10} TCID50/mL

EFFICACY TESTING:

Viral media with a known concentration of Plaque Forming Units was applied to a sterile static dish composed of polystyrene plastic and individually sealable and exposed to bipolar ionization for a period of 10, 15, and 30 minutes. Swabs were taken of all plates and cultured by the same means as the original nasopharyngeal swab culture. Based on viral titrations it was determined that at 10 minutes 84.2 % of the virus was inactivated, at 15 minutes 92.6% of the virus was inactivated, and at 30 minutes 99.4% of the virus was inactivated.



CONCLUSIONS/OBSERVATIONS:


Based on the results listed above, it can be determine that hydrolysis via positively charged hydrogen ions binding to peplomers of the SARS-CoV-2 virus can render 99.4 % or viral particles are inactivated on a stagnant surface at 30 minutes. The ionization technology allows for the saturation of hemagglutinin with hydroxyl groups effectively inactivating the hemagglutinin receptors and rendering the virus ineffective and eliminating its ability to bind to and infect cells. Initial testing has demonstrated the ionizers ability to neutralize pathogen, namely SARS-CoV-2, on a static surface. Further studies are required for reproducibility testing as well as variation in environment and environmental factors.

Disclaimer:



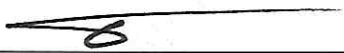
Dr. Dana Yee M.D Medical Director

03 JUN 2020
Date


SgPlus1
06/04/2020 11:57:25 am

**Sam Kabbani, MS, BS, MT(ASCP), CLS
Chief Scientific Officer, Innovative Bioanalysis**

06/03/2020
Date



**Albert Brockman
Director of Biosafety, Lead Biosafety Officer**

6/02/2020
Date

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health
INITIATED BY



Marie-Noel Sandoval
DRAFTED BY

Board of Health
SUBMITTED BY

June 8, 2020
DATE DRAFTED

Accepting Additional Public Health Consolidated Contract Grant Funds and Amending the 2020 Rock County Public Health Department Budget

1 **WHEREAS**, the Coronavirus Aid, Relief, and Economic Security Act or the CARES Act of 2020, the
2 Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) program has awarded funds to
3 Wisconsin for COVID-19 response activities; and,
4

5 **WHEREAS**, the intention of this funding is to rapidly establish and monitor key activities related to
6 COVID-19 in the areas of epidemiology, laboratory, and informatics; and,
7

8 **WHEREAS**, monitoring the indicators associated with these activities are intended to assist State, local,
9 and territorial governments in making data-driven policy decisions regarding testing, mitigation, and
10 prevention efforts; and,
11

12 **WHEREAS**, the Rock County Public Health Department will utilize the funding to enhance ability to
13 identify cases, conduct contact tracing and follow up and implement recommended containment
14 measures. Along with improving morbidity and mortality surveillance, enhance reporting capacity, work
15 with healthcare systems to manage and monitor system capacity and work to improve understanding of
16 jurisdictional communities with respect to COVID-19 risk.
17

18 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
19 this _____ day of _____, 2020 does hereby authorize the Rock County Public Health
20 Department to accept this funding in the amount of \$1,671,484 and amend the 2020 Rock County Public
21 Health Department Budget as follows:

<u>Account/Description</u>	<u>Budget</u> <u>1/1/20</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
<u>Source of Funds</u>			
31-3205-0000-42100 Federal Aid	\$-0-	\$38,400	\$38,400
31-3201-0000-42100 Federal Aid	\$-0-	\$225,500	\$225,500
31-3202-0000-42100 Federal Aid	\$-0-	\$30,000	\$30,000
31-3203-0000-42100 Federal Aid	\$-0-	\$1,377,584	\$1,377,584
<u>Use of Funds</u>			
31-3205-0000-63110 Administration Expense	\$-0-	\$38,400	\$38,400
31-3201-0000-63110 Administration Expense	\$-0-	\$225,500	\$225,500
31-3202-0000-63110 Administration Expense	\$-0-	\$30,000	\$30,000
31-3203-0000-63110 Administration Expense	\$-0-	\$1,377,584	\$1,377,584

Accepting Additional Public Health Consolidated Contract Grant Funds and Amending the 2020 Rock County Public Health Department Budget
Page 2

Respectfully submitted,

Board of Health

Supervisor Louis Peer, Chair

Supervisor Doug Wilde

Dr. Connie Winter, DDS, Vice Chair

Supervisor Danette Rynes

Dr. Kaitlyn Meyers, DVM, MPH

Debra Kolste

Dr. Vijaya Somaraju, MD, MPH, FACP

Supervisor Shirley Williams

Eric Gresens, R.PH

FINANCE COMMITTEE ENDORSEMENT:
Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution accepts and authorizes \$1,671,484 in federal CARES funding for COVID response expenditures.

/s/ Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2020 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.

s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

Executive Summary

The State of Wisconsin is providing additional funding through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to enhance local COVID-19 activities. This funding is to be used in the areas of planning, local testing coordination, and contact tracing. The specific activities to be completed include updating existing Public Health Preparedness Pandemic Plans for the current pandemic, working with local stakeholders to ensure that adequate testing is being done and access to testing is available for those who need it, and conducting disease investigation, contact tracing, and monitoring.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY



Marie-Noel Sandoval
DRAFTED BY

Board of Health
SUBMITTED BY

May 27, 2020
DATE DRAFTED

Accepting Public Health Emergency Preparedness COVID19 Funds and Amending the 2020 Rock County Public Health Department Budget

1 **WHEREAS**, the Office of Preparedness and Emergency Health Care (OPEHC), is providing CDC
2 COVID-19 funding to support Local Public Health Agency activities that align with any prioritized
3 COVID-19 activities; and,
4

5 **WHEREAS**, Rock County Public Health Department may use discretion to allocate this funding to address
6 its highest priority response needs which may include Incident Management for Early Crisis Response,
7 Jurisdictional Recovery, Information Management, Countermeasures and Mitigation, Surge Management,
8 and Biosurveillance; and,
9

10 **WHEREAS**, additional funds of \$95,382 were made available through a contract increase to our 2020
11 DPH PHEP COVID19 contract; and,
12

13 **WHEREAS**, this is additional funding to a twelve month grant beginning April 1, 2020 and ending
14 March 31, 2021.
15

16 **NOW, THEREFORE BE IT RESOLVED** that the Rock County Board of Supervisors duly
17 assembled on this _____ day of _____, 2020 does hereby authorize the Rock
18 County Public Health Department to accept these additional grant funds in the amount of \$95,382, and
19 amend the 2020 Rock County Public Health Department Budget as follows:
20

<u>Account/Description</u>	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>1/1/20</u>	<u>(Decrease)</u>	<u>Budget</u>
31-3204-0000-42100			
Federal Aid	\$ - 0 -	\$95,382	\$95,382
<u>Use of Funds</u>			
31-3204-0000-63110			
Administration Expense	\$ - 0 -	\$95,382	\$95,382

Respectfully submitted,

Board of Health

Supervisor Louis Peer, Chair

Supervisor Doug Wilde

Dr. Connie Winter, DDS, Vice Chair

Supervisor Danette Rynes

Dr. Kaitlyn Meyers, DVM, MPH

Debra Kolste

Dr. Vijaya Somaraju, MD, MPH, FACP

Supervisor Shirley Williams

Eric Gresens, R.PH

FINANCE COMMITTEE ENDORSEMENT:

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution accepts and authorizes \$95,382 in federal CDC funds for COVID response expenditures.

/s/ Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2020 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.

s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

Executive Summary

The Office of Preparedness and Emergency Health Care (OPEHC), is providing CDC COVID-19 funding to support local activities in any of the following priority areas: Incident Management for Early Crisis Response, Jurisdictional Recovery, Information Management, Countermeasures and Mitigation, Surge Management, and Biosurveillance. This funding can be used to address highest priority response needs in the identified priority areas.

RESOLUTION: 20-6B-030

AGENDA: 12.A.1.(1)

Board of Health
INITIATED BY



Marie-Noel Sandoval, Health Officer
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

6/16/2020
DATE DRAFTED

CREATE THE POSITION OF PUBLIC HEALTH COMMUNICATIONS SPECIALIST, CREATE A CLASS DESCRIPTION, ESTABLISH A PAY RANGE, AND AMEND THE 2020 BUDGET

- 1 **WHEREAS**, the COVID-19 pandemic has shown that promoting health and protecting the public
- 2 requires both sound science and effective public health communication; and,
- 3
- 4 **WHEREAS**, public health communication plays a key role in the health and well-being of Rock
- 5 County's population; and,
- 6
- 7 **WHEREAS**, the reach and impact of public health communication has never been greater; and,
- 8
- 9 **WHEREAS**, over the past 3 months, the task of providing continuous, timely, and accurate public health
- 10 information to our partners, the public, and the media has fallen on the shoulders of public health staff
- 11 who have other job responsibilities; and,
- 12
- 13 **WHEREAS**, these public health staff need to get back to conducting their regular duties and no longer
- 14 have capacity to continue fulfilling both roles; and,
- 15
- 16 **WHEREAS**, the Rock County Public Health Department requests that a 1.0 FTE Public Health
- 17 Communications Specialist position be created; and,
- 18
- 19 **WHEREAS**, this position will be grant funded for a minimum of 12 months; and,
- 20
- 21 **WHEREAS**, this will allow us the capacity to develop, coordinate, and disseminate timely information,
- 22 alerts, warnings, notifications to community partners and the public; and,
- 23
- 24 **WHEREAS**, this will allow us the capacity to develop new systems or utilize existing systems to rapidly
- 25 report public health data; and,
- 26
- 27 **WHEREAS**, this will ensure platforms are in place for pushing out messages and information regarding
- 28 risk of disease transmission and protective measures; and,
- 29
- 30 **WHEREAS**, this will enable us to monitor local news stories and social media postings to determine if
- 31 information is accurate, identify messaging gaps, and make adjustments to communications as needed;
- 32 and,
- 33
- 34 **WHEREAS**, this will allow us to have a dedicated Public Information Officer (PIO) to communicate
- 35 directly with the media; and,
- 36
- 37 **WHEREAS**, this will also align with strategic planning goals and objectives and enable the Rock County
- 38 Public Health Department to effectively conduct information sharing with community partners and the
- 39 public; and,
- 40
- 41 **WHEREAS**, by promoting these initiatives, the Rock County Public Health Department can improve the
- 42 level of health knowledge and health behaviors of the community, thereby improving the health status of
- 43 Rock County residents, thereby making Rock County a healthier place in which to live, play, work, and
- 44 learn; and,
- 45
- 46 **WHEREAS**, it is fair, just, and timely to create this very much needed and important public health
- 47 position.
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NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020 moves to create the position of a 1.0 Public Health Communications Specialist, create the class description, and establish Pay Range 19 (\$55,311.12 - \$67,150.08) effective June 25, 2020.

BE IT FURTHER RESOLVED, that the 2020 Rock County Public Health Department budget be amended as follows:

<u>Account/Description</u>	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>1/1/20</u>	<u>(Decrease)</u>	<u>Budget</u>
31-3000-0000-68000			
Federal Aid	\$ 319,760	\$ 84,075	\$404,035
<u>Use of Funds</u>			
31-3000-61100 Wages	\$ 2,068,069	\$58,088	\$2,126,157
31-3000-61400 FICA	\$ 159,531	\$ 4,444	\$ 163,975
31-3000-61510 Retirement	\$ 138,710	\$ 3,921	\$ 142,631
31-3000-61610 Health Insurance	\$ 686,266	\$16,975	\$ 703,241
31-3000-61620 Dental	\$ 19,639	\$ 647	\$ 20,286

Respectfully submitted,

BOARD OF HEALTH

FINANCE COMMITTEE ENDORSEMENT:
Reviewed and Approved on a vote of _____

Lou Peer, Chair

Mary Mawhinney, Chair

Connie Winter, DDS, Vice Chair

Doug Wilde

Shirley Williams

Danette Rynes

Dr. Kaitlyn Meyers, DVM, MPH

Dr. Vijaya Somaraju, MD, MPH, FACP

Debra Kolste

Eric Gresens, R.Ph

COUNTY BOARD STAFF COMMITTEE

Kara Purviance, Chair

Rich Bostwick, Vice Chair

Tom Brien

Kevin Leavy

Louis Peer

J. Russell Podzilni

Alan Sweeney

Jeremy Zajac

Bob Yeomans

TO CREATE THE POSITION OF PUBLIC HEALTH COMMUNICATIONS SPECIALIST
Page 4

FISCAL NOTE:

This resolution authorizes the creation of a grant funded position. No County matching funds are required.

/s/Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

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

s/ Richard Greenlee

Richard Greenlee
Corporate Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

Executive Summary

Years from now, we may remember 2020 as not only one of the most traumatic periods in our country's history, but also when public health became visible throughout society. As the country grapples with fears of COVID-19, the American public is learning that the health and security of our nation depend heavily on a robust public health system. An additional revelation from this turbulent time is the critical role of strategic, timely, and effective communication in public health. Both science and communication are essential to promoting and protecting the health of the public. The discipline of communication has until recently operated at the periphery of public health. Perceived as more skill than science, communication has been equated only with dissemination of findings and it was assumed that public health information could "speak for itself." The COVID-19 situation has shown that promoting health and protecting the public requires both sound science and effective public health communication.

Public Health communications specialists create and disseminate messages that help both individuals and groups understand health and illness. They are charged with representing an organization as its public face. Communications specialists build relationships with the media and the public. They are mediators in the world of communications and media and play a big role in shaping how the public hears and speaks about health issues. The reach and impact of public health communication has never been greater. Over the coming months and years, public health will be changed and improved to its very core and the discipline of public health communication will continue to grow, develop, and play a major role in public health.

Public health communication plays a key role in the health and well-being of Rock County's population. The Rock County Public Health Department has advocated for the creation of such a position over the past several years. Due to budget and other constraints, this role has not been fulfilled. Over the past 3 months, the task of providing continuous, timely, and accurate public health information to our partners, the public and the media has fallen on the shoulders of public health staff who have other job responsibilities. During this very turbulent time, the staff have stepped up and filled that communication need. Our current staff do not have the capacity to continue fulfilling both roles. It is fair, just, and timely to create this very much needed and important public health position. We have identified grant monies to fund this position for a minimum of 12 months and will continue to seek grant funding until this position can be incorporated into the annual budget.

We intend to utilize funds from the PHEP-COVID-19 grant 31-3204-0000 and the PHEP grant 31-3026-0000 to fund salary and benefits for a full time Public Health Communications Specialist position for 12 months at a cost of \$84,075. We are proposing a minimum appointment of 12 months for this position to enable us to successfully recruit for this position. The Public Health communications Specialist position will be placed in Range 19 of the Unilateral Pay Grid.

POSITION DESCRIPTION	1. Position Control #	2. Department, Division and Unit (if applicable) Public Health
3. Name of Employee	4. Unit, Work Address	
5. Classification Title of Position Public Health Communications Specialist	7. Name and Class of Former Incumbent	
6. Class Title Option (to be filled out by Human Resources)	na	
8. Department Working Title of Position	9. Name and Class of Employees Performing Similar Duties na	
10. Name and Class of First-Line Supervisor Kelsey Cordova, CHEC	11. From Approximately What Date Has The Employee Performed the Work Described Below? new	
12. Does This Position Supervise Subordinate Employees in Permanent Positions? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<p>13. Position Summary - Please Describe Below the Major Goals of This Position</p> <p>The Public Health Communications Specialist performs activities within the framework of the Rock County Public Health Department's provision of the core functions and ten essential services of public health to create and maintain conditions that promote health, improve health outcomes, reduce disparities and foster health equity for populations. The focus of the agency is on promoting environmental, system and policy changes, and population-based interventions which:</p> <ul style="list-style-type: none"> -focus on entire populations possessing similar characteristics, -are guided by an assessment of the population health status, -consider the broad determinants of health, and -consider all levels of prevention, with an emphasis on primary prevention. <p>The Public Health Communication Specialist promotes public health communications related to the foundational areas of communicable disease prevention and control, environmental health, injury and premature death prevention, maternal and child health, and access/linkage to clinical care. In addition, the Comm Specialist will be expected to develop their personal knowledge, skills and abilities related to the foundational capabilities; assessment/surveillance, emergency preparedness and response, policy development and support, communications, community partnership development, organizational administrative competencies, and accountability/performance management.</p> <p>Work also includes the formulation, review and revision of policies and procedures relating to communications and compliance with local public health statutes and administrative rules.</p> <p>Additionally, their work should strive to meet or be in alignment with "National PH Performance Standards":</p> <p>Standard 3.1: Provide Health Education and Health Promotion Policies, Programs, Processes, and Interventions to Support Prevention and Wellness</p> <p>Standard 3.2: Provide Information on Public Health Issues and Public Health Functions Through Multiple Methods to a Variety of Audiences</p> <p>This position is responsible for creating, maintaining and executing comprehensive communications & marketing strategies that advance the Rock County Public Health Department's community visibility. Strategies includes: media relationships, social media, and direct relationships with community partners, advocates and residents, and marketing initiatives development, including graphic design content. This position supports staff and department programs to enhance efforts of health promotion and disease prevention. This position will also represent the department as Public Information Officer (PIO) as requested in public health crisis, emergency response, or routine programming and creates messaging and plans for such events.</p>		

14. Describe the Goals and Worker Activities of this Position

- Goals: Describe the major achievements, outputs or results of this position.
 Prioritize and list them in descending order of importance (A, B, C, D, etc.)
 Estimate the percentage of time spent on each goal.
- Worker Activities: Under each goal, list the worker activities performed to meet that goal (1., 2., 3., etc.)

Time %	Priority	Goals / Worker Activities
60%	A	<p>Develops, maintains and updates communications content of the public health department, not limited to: program promotional materials, websites, social media accounts, online messaging and presence, intranet and file tree.</p> <ol style="list-style-type: none"> 1. Builds relationships with local media, community agencies and members who are committed to improving the health of the community; serves as a member and possible facilitator of local collaborative groups; participates as a member of local and state public health committees. 2. Use of the internet and other forms of mass media to educate the public about various health issues to encourage civic participation and feedback on policy. 3. Presents public health information to local, state, and national public health officials and groups; communicates public health stories to the media as assigned. 4. Collects, analyzes, summarizes, and develops written reports and visual presentations of health data and trends relevant to RCHD. Contributes to the development and preparation of proposals for funding from external sources for health promotion and disease prevention initiatives and programs.
35%	B	<p>Coordinates with staff on the marketing and communications aspects of department planning and project development to promote community participation and feedback. Work closely with leadership to refine messages and presentations.</p> <ol style="list-style-type: none"> 1. Develop and implement marketing plan to promote public health 2. Coordinates a consistent organizational brand for all communication materials. Train RCHD staff on brand standards and make templates available for department consistency. 3. Coordinates in service training and continuing education for departmental staff; coordinates student experiences within the department. 3. Confer with staff regarding pamphlets, posters, and other educational materials. 4. Develop and/or modify existing media presentations.
	C	<p>Monitors the media for issues relevant to health department activity, concern or influence and develops a plan of reaction.</p> <ol style="list-style-type: none"> 1. Issues press releases about emergencies or about crisis related issues within the community. 2. Participates in public health emergency response training and drills and serves as a

Time %	Priority	Goals / Worker Activities
		reserve Public Information Officer (PIO) in cases of need for Rock County.
5%	D	<p>Perform related work as required.</p> <ol style="list-style-type: none"> 1. Participates in improving agency performance, processes, programs, and interventions through continuous quality improvement. 2. Reports to work as called in 24/7 in a public health crisis or emergency and performs public health emergency response duties as assigned and consistent with training provided. 3. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and workgroups and contributing to a work environment where continual improvements in practice are pursued. 4. Performs other duties as assigned.

15. Knowledge, Skills and Abilities (KSAs)

4. KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Strong understanding of targeted, culturally appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations, and local code.
2. Strong understanding of marketing theory, social media tools and optimizing exposure.
3. Website management experience, including basic knowledge of html code and content management systems highly preferred.
4. Possess strong writing skills with understanding of content strategy. Strong understanding of scientific/technical information.
5. Translate scientific content into information for the public through talking points and/or FAQs.
6. Demonstrate a high level of creativity and be able to adjust tactics to achieve desired results.
7. Knowledge of community health assessment and planning models, methods, tools, and techniques.
8. Knowledge of authorship and publication policies and requirements.
9. Knowledge of teaching methods and techniques for presenting material and engaging a wide variety of audiences in learning experiences including but not limited to group process and facilitation; print and electronic educational materials; and formal presentations using a wide range of audio visual equipment.
10. Knowledge of: population health, public health programs and functions, basic biology and microbiology, basic chemistry, behavioral change, civics, advocacy, and public policy.
11. Demonstrates ability to effectively present data to address scientific, political, ethical, and social public health issues.
12. Advanced computer skills: demonstrates ability to use office software, graphic design software (Photoshop, Illustrator, etc.), social media software, and internet searches.

13. Ability to research new communication tools and advise RCHD staff on best practices.
14. Ability to work independently in a variety of situations; work on several major projects simultaneously and under pressure to meet deadlines; follow through on tasks with minimal supervision.
15. Knowledge of public health theory, human psychology, social sciences, behavior change theory, social marketing theory, and principals of health education
16. Ability to apply time-management skills, exercise independent judgment, and prioritize workload.
17. Ability to accommodate flexible scheduling to address program needs.
18. Ability to effectively collaborate with community partners, co-workers, and representatives of other government agencies.
19. Knowledge and ability to coordinate and facilitate community meetings.
20. Possess a strong interest in improving human health, especially interested in working with diverse populations and broad categories of health concerns
21. Ability to work under limited supervision.

16. Job Requirements

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Communications, Journalism, Health Education or closely related field from an accredited college or university, plus two years professional work experience within a public health setting, OR equivalent combination of closely related education and experience that provides equivalent knowledge, skill, and abilities. Masters in Public Health (MPH) a plus.
- Valid driver's license
- Motor vehicle in working order
- Bi-lingual (Spanish) preferred.

17. Essential Job Functions (physical elements, equipment use and working conditions)

The demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

- Work involves walking, sitting, standing, bending, twisting, turning, carrying, pushing, pulling, grasping, reaching, and driving.
- Lifting and carrying up to 25 pounds is not uncommon.
- Work related to public health emergencies may require availability 24 hours a day, seven days a week.
- Work hours may include some evenings and/or weekends to accommodate community events.
- Working conditions may vary in relation to heat, cold, fatigue, etc.
- Maintain prompt and regular attendance.

18. Supervisory Section - To Be Completed By the First-Line Supervisor of this Position

- a. The supervision, direction and review of the work of this position by the supervisor is close general minimal
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the positions.

Signature of First-Line Supervisor _____ Date _____

19. Employee Section - To Be Completed By the Incumbent of this Position

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (Please initial and date attachments.)

Signature of Employee _____ Date _____

20. Signature of Human Resources Manager _____ Date _____

21. Distribute Copies of Signed Form to:

- Human Resources Personnel File Employee Department File

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Rick Richard
INITIATED BY



Supervisor Rick Richard
DRAFTED BY

Supervisor Rick Richard
SUBMITTED BY

May 20, 2020
DATE DRAFTED

Waiver of Rock County Public Health License Renewal Fees for 2020

1 **WHEREAS**, Rock County Health Department imposes annual license renewal fees on a variety of
2 Rock County establishments including restaurants, lodging, campgrounds, mobile home parks, and
3 retail food service; and
4

5 **WHEREAS**, these fees range in amounts up to approximately \$1,000; and
6

7 **WHEREAS**, many of these types of businesses were required to close in 2020 due to public health
8 orders related to Covid-19; and
9

10 **WHEREAS** these ordered closings have resulted in severe financial hardship for establishment
11 owners, that number 500+ in Rock County; and
12

13 **WHEREAS** Rock County has recognized the financial hardship of these establishments by passing
14 and implementing an Emergency Small Business Loan program, targeted to restaurant and related
15 industries; and
16

17 **WHEREAS** many Rock County establishments are unable to qualify for a county emergency loan,
18 federal assistance, or unemployment, but still require financial assistance to help alleviate ongoing
19 financial hardships due to loss of revenue as a result of ordered closings.
20

21 Now, Therefore, Be it Resolved, that the Rock County Board of Supervisors, duly assembled this
22 ____ day of _____, 2020, does hereby have the Rock County Public Health Department waive
23 or refund the 2020 license renewal fees for the establishments that would normally be charged, or were
24 charged, a license renewal fee in 2020.

Respectfully submitted,

BOARD OF HEALTH

Lou Peer, Chair

Debra Kolste

Connie Winter, DDS

Eric Gresens, RPh

Danette Rynes

Kaitlyn Meyers, DVM, MPH

Doug Wilde

Vijaya Somaraju, MD, MPH, FACP

Shirley Williams

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Wes Davis, Vice Chair

Stephanie Aegerter

Brent Fox

Kara Purviance

LEGAL NOTE:

The County Board is authorized to take this action pursuant to Wis. Stat. §§ 59.01 & 97.41(4)(a). Pursuant to Wis. Stat. § 97.41(5), "Agent local health departments shall include the state fees in the license fees established under sub. (4) (a) or (am), collect the state fees, and reimburse the department for the state fees collected." Accordingly, the County may be required to pay the state fees for any license issued covered by the terms of this resolution.

s/Richard Greenlee

Richard Greenlee
Corporation Counsel

FISCAL NOTE:

The waiving/refunding of these fees would cost approximately \$400,000 in lost revenue.

/s/ Sherry Oja

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Matter of Policy.

/s/ Josh Smith

Josh Smith
County Administrator

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY

Finance Committee
SUBMITTED BY



Amy Spoden, Asst. Human Resource Director
DRAFTED BY

June 12, 2020
DATE DRAFTED

**APPROVING ROCK COUNTY, WI 401(A) PLAN AS A COMPLETE RESTATEMENT OF THE
PRIOR PLAN**

- 1 **WHEREAS**, Rock County has maintained the Rock County, WI 401(a) Plan (“Plan”) since 1-1-2003 for the
- 2 benefit of eligible employees; and
- 3
- 4 **WHEREAS**, Rock County has decided to amend the Rock County, WI 401 (a) Plan. To accomplish this
- 5 amendment, the above referenced Plan is being completely restated as a new Adoption Agreement; and
- 6
- 7 **WHEREAS**, Section 14.01(b) of the Plan authorizes the Employer to amend the selections under the Adoption
- 8 Agreement; and
- 9
- 10 **WHEREAS**, Rock County has reviewed and evaluated the proposed amendments to the Plan, and;
- 11
- 12 **WHEREAS**, Rock County wished to appoint Pelion Benefits, Inc.-Christine L. Chnupa 888-532-7526
- 13 www.pelionbenefitsinc.com as Trustee(s) of the Plan, effective 9-1-2019; and
- 14
- 15 **WHEREAS**, Rock County is authorized to execute the restated Plan document and perform any other actions
- 16 necessary to implement the adoption of the Plan restatement. Rock County may designate any other authorized
- 17 person to perform the actions necessary to adopt the Plan restatement. A copy of the Plan shall be retained in
- 18 the business office of Rock County; and
- 19
- 20 **WHEREAS**, Rock County will act as administrator of the Plan and will be responsible for performing all
- 21 actions necessary to carry out the administration of the Plan. Rock County may designate any other person or
- 22 persons to perform the actions necessary to administer the Plan; and
- 23
- 24 **WHEREAS**, Plan participants shall be provided with a summary of the Plan provisions within a reasonable
- 25 period of time following the adoption of the Plan; and
- 26
- 27 **NOW, THEREFORE, BE IT RESOLVED**, that Rock County Board of Supervisors assembled this _____
- 28 day of _____, 2020 does hereby adopts the Rock County, WI 401(a) Plan as a complete
- 29 restatement of the prior Plan, to be effective 9-1-2019.

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Wes Davis, Vice Chair

Stephanie Aegerter

Brent Fox

Kara Purviance

APPROVING ROCK COUNTY, WI 401(A) PLAN AS A COMPLETE RESTATEMENT OF THE PRIOR PLAN

Page 2

FISCAL NOTE:

The County makes contributions to individual PEHP accounts for eligible employees. The administration of the plan is funded by participant fees charged to the individual accounts by the plan administrator.

/s/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.

/s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

Proposed Post Employment Health Plan Executive Summary

Retirement Plan Advisors (RPA) is an independent financial services firm that specializes in providing 457 deferred compensation plans and Post Employment Health Plans (PEHP) for public sector employers. RPA began working with Rock County in 2011 to administer the Security Benefit PEHP as well as a 457 deferred compensation provider.

The PEHP is funded differently based on the separate employee groups collective bargaining agreements or personnel policies. The employee groups have monthly contributions deposited into their individual accounts and upon retirement, their accumulated unused sick leave also gets contributed to their account. The contributions are tax-free for the county and the employees. The result is a savings of 7.65% FICA cost on the sick leave for the County that would otherwise be paid out as taxable earnings. After separation of service, retirees can then use the funds tax-free to pay for medical expenses or health insurance premiums.

We are proposing to change the administrator of the PEHP from Security Benefit to the PrimeChoice Plan which is administrated by Pelion Benefits Inc. There are three main reasons:

1. More flexible use of account balances.

The new plan would provide more flexibility in how the funds can be used in retirement. Currently, the accumulated sick leave that is funded at retirement can only be used for health insurance premiums – not general medical expenses. The PrimeChoice plan allows for these funds to be used for both health insurance premiums and general medical expenses.

2. Accumulated sick leave pay out options.

The Security Benefit plan requires accumulated sick leave only be used for health insurance premiums. The PrimeChoice plan allows another payout option at retirement for accumulated sick leave. The new plan would provide an optional pay out of the accumulated sick leave into a Special Pay 401(a) plan instead of the PEHP. This is a benefit for a retiree who has health insurance coverage through Medicare, a spouse, or other employer. Since they do not need their accumulated sick leave to pay for health insurance premiums, it can be put into the 401(a) plan. The benefit for the retiree is that he or she can use the funds for any purpose. However, the distributions are taxable to the retiree. The county and retiree still save the 7.65% FICA cost on contributions to the 401(a) plan.

3. Participant fees are lower.

Currently, Security Benefit charges an asset fee of .85% of the participant account balances. For example, a \$10,000 account balance would be charged \$85 over the course of a year. There is also a \$2.50 charge for each claim submitted for reimbursement. The PrimeChoice plan does not charge an asset fee. Instead, they charge a \$2.50 monthly account charge. Once a retiree starts requesting reimbursements, the monthly account charge changes to \$5.50. The reimbursement costs are higher but overall the participant total fees are lower because there is no plan level asset fee.

Thank you for considering this proposal and we would also like to thank you for allowing RPA to partner with you to provide these retirement benefits for your employees.