



**ROCK COUNTY BOARD OF SUPERVISORS' MEETING
THURSDAY, JANUARY 28, 2016 – 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 – January 14, 2016
6. PUBLIC HEARING
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS
 - A. Rock County Public Health Travel Program – Keeping Safe Wherever You Go
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - A. Supplementary Appropriations and Budget Changes - Roll Call
 1. Amend the 2016 Arrowhead Library System Budget for Purchase of Hoopla
 2. Authorizing Purchase of Mobile Data Forensic Kit for the Sheriff's Office and Amend Budget
 - B. Bills Over \$10,000 – No Roll Call
 - C. Encumbrances Over \$10,000 – Roll Call
 - D. Contracts – Roll Call
 1. Authorizing Purchase of Communications Center – 911 Workstations

NOTE: Item 12. D.1. will be considered by the Public Works Committee on January 14, 2016

ROCK COUNTY BOARD OF SUPERVISORS

JANUARY 28, 2016

Page 2

12. NEW BUSINESS (Continued)

2. Approving Agreement for the Maintenance of the Newville Park-and-Ride Lot between Rock County and the City of Edgerton and the Towns of Fulton and Milton

NOTE: Item 12. D.2. will be considered by the Public Works Committee and County Board Staff Committee on January 26, 2016

- E. To Create the Position of Community Health Education Coordinator, Create a Class Description, Establish a Pay Range, and Amend the 2016 Budget

- F. Recognizing Mitzie McCulloch

NOTE: Item 12. F. will be considered by the County Board Staff Committee on January 26, 2016

- G. To Recognize Charmaine Sheppard for Service to Rock County Human Services

NOTE: Item 12. G. will be considered by the County Board Staff Committee on January 26, 2016, and Human Services Committee on January 27, 2016

- H. Setting the 2016 Salary of the County Administrator

13. ADJOURNMENT

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Steven T. Platteter
INITIATED BY



Steven T. Platteter
DRAFTED BY

Arrowhead Library System Board
SUBMITTED BY

January 8, 2016
DATE DRAFTED

**AMEND THE 2016 ARROWHEAD LIBRARY SYSTEM BUDGET FOR
PURCHASE OF HOOPLA**

1 **WHEREAS**, the Arrowhead Library System (ALS) has been providing e-content to the library patrons of
2 Rock County since 2008 with a product known as Overdrive; and,
3

4 **WHEREAS**, Overdrive has been an extremely popular service resulting in over 90,000 downloads by
5 Rock County patrons in 2015; and,
6

7 **WHEREAS**, in November of 2015 the ALS member libraries requested that ALS become their agent in
8 subscribing to Hoopla, an e-content product offered by Midwest Tape, to compliment the e-content
9 provided by Overdrive, which the ALS Board approved at its December 9, 2015 meeting; and,
10

11 **WHEREAS**, the ALS Board has accepted \$23,000 from the ALS member libraries for the purchase of
12 electronic content from vendor Midwest Tape to use with their product "Hoopla."
13

14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
15 this _____ day of _____, 2016 amends the Arrowhead Library System's budget as follows:
16

| <u>Account Number/ Description</u> | <u>Budget at 01/01/16</u> | <u>Increase (Decrease)</u> | <u>Amended Budget</u> |
|--|-------------------------------|--------------------------------|---------------------------|
| <u>Source of Funds:</u> | | | |
| 51-5000-0000-45504/ Intergovt. chgs-other libraries | \$193,460 | \$23,000 | \$216,460 |
| <u>Use of Funds:</u> | | | |
| 51-5000-0000-64214/ ILS Costs | \$105,973 | \$23,000 | \$128,973 |

Respectfully submitted,

ARROWHEAD LIBRARY SYSTEM BOARD

Richard Bostwick
Richard Bostwick, President

Wes Davis
Wes Davis

John Watrous
John Watrous

Bill Wilson
Bill Wilson

Robert W. Smiley, Ph.D.
Dr. Robert Smiley

Janet L. Haag
Janet Haag

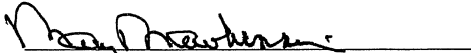
Jose Carrillo
Jose Carrillo

16-1B-458

AMEND THE 2016 ARROWHEAD LIBRARY SYSTEM BUDGET FOR PURCHASE OF HOOPLA
Page 2


FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of 50.


Mary Mawhinney, Chair


FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$23,000 from ALS member libraries for the purchase of electronic content from Midwest Tape.


Sherry Oja
Finance Director

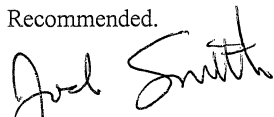
LEGAL NOTE:

As an amendment to the adopted 2016 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.


Josh Smith
County Administrator

Purchase of Electronic Content product Hoopla from vendor Midwest Tape

Amending the 2016 Arrowhead Library System Budget

Electronic books (e-books) are a new popular service provided by libraries to their patrons. An e-book is a book length publication in digital form which can be read on computers, tablets, smartphones or dedicated e-book readers such as Kindle or Nook devices. Besides books, magazines, audiobooks, movies, music and comic books are also available in digital form and is known as e-content. The Arrowhead Library System member libraries have been providing e-content to the library patrons of Rock County since 2008 with a product known as Overdrive. Overdrive as a service has been extremely popular resulting in over 90,000 downloads by Rock County patrons in 2015. In November of 2015 the Arrowhead Library System (ALS) member libraries requested that ALS become their agent in subscribing to Hoopla, an e-content product offered by Midwest Tape, to compliment the e-content provided by Overdrive. The ALS Board approved this at its December 9th meeting. The Arrowhead Library System will receive \$23,000 from the ALS member libraries to purchase a year's subscription to Hoopla for them.

| | | Budgeted 2016 | Revised |
|--------------------|--------------------------------|---------------|-----------|
| 51-5000-0000-45504 | Intergovt chgs-other libraries | \$193,460 | \$216,460 |
| 51-5000-2000-64214 | ILS Costs | \$105,973 | \$128,973 |

ALS Board Members

Bill Wilson

Richard Bostwick – President

Wes Davis

Dr. Robert Smiley

Janet Haag

Jose Carrillo

John Watrous

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Diana Arneson, Asst. to IT Dir.
INITIATED BY



Diana Arneson, Asst. to IT Dir.
DRAFTED BY

Public Safety & Justice Committee
SUBMITTED BY

January 5, 2016
DATE DRAFTED

Authorizing Purchase of Mobile Data Forensic Kit for the Sheriff's Office and Amend Budget

1 **WHEREAS**, the Sheriff's Office existing Cellebrite mobile forensic data kit has become obsolete; and,
 2
 3 **WHEREAS**, the 2016 budget includes funding in the amount of \$3,100.00 for the annual hardware and
 4 software support for the Cellebrite Mobile Data Forensic Kit; and,
 5
 6 **WHEREAS**, the Sheriff's Office has funds available for the remaining purchase amount of \$3,285.00
 7 in the Equitably Shared Funds account.
 8
 9 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
 10 this _____ day of _____, 2016 that a Purchase Order for 1 Mobile Data Forensic Kit
 11 including software upgrades, live tech support and cables be issued to Cellebrite Inc. of Parsippany NJ
 12 in the amount of \$6,385.00; and,
 13

14 **BE IT FURTHER RESOLVED** that the Sheriff's Office 2016 budget be amended as follows:

| | <u>Budget</u> <u>01/01/16</u> | <u>Increase</u> <u>(Decrease)</u> | <u>Amended</u> <u>Budget</u> |
|---------------------------------|----------------------------------|--------------------------------------|---------------------------------|
| 18 Source of Funds | | | |
| 19 21-2195-0000-46000 | \$5,000 | \$3,285 | \$8,285 |
| 20 Contributions | | | |
| 21 | | | |
| 22 Use of Funds | | | |
| 23 21-2195-0000-67160 | \$1,000 | \$3,285 | \$4,285 |
| 24 Capital Assets \$500-\$4,999 | | | |

16-1B-459

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Absent
Mary Beaver, Chair

Reviewed and approved on a vote of 5-0

Henry Brill
Henry Brill, Vice Chair

Mary Mawhinney
Mary Mawhinney, Chair

Terry Fell
Terry Fell

Brian Knudson
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

Authorizing Purchase of Mobile Data Forensic Kit for the Sheriff's Office and Amend Budget
Page 2

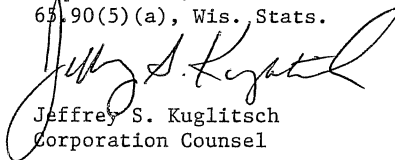
FISCAL NOTE:

This resolution authorizes a transfer in from the Sheriff's FBI Forfeiture account, A/C 00-0000-0070-29637, which has a current balance of \$32,615.


Sherry Oja
Finance Director

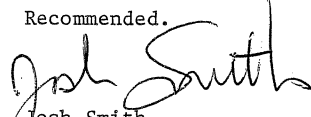
LEGAL NOTE:

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 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 63.90(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

Executive Summary for the Purchase of Cellebrite Mobile Forensic Data Kit

The Sheriff's department has a need to replace an obsolete Mobile Forensic Data Kit that will allow the Sheriff's department to continue to retrieve valuable information from mobile devices. The purchase includes 1 Universal Forensic Extraction Device, first year software maintenance and upgrades, cables, and shipping and handling charges. The total cost is \$6,385.00 and will be funded by \$3,100.00 in budgeted 2016 software maintenance funds and \$3,285.00 of Equitably Shared Funds. The purchase is part of an expired device promotion that offers the new equipment and software at discounted pricing.

Cellebrite Inc.
7 Campus Drive
Suite 210
Parsippany, NJ 07054
USA

cellebrite
delivering mobile expertise

Quote

Tel. +1 201 848 8552
Fax. +1 201 848 9982
Tax ID#: 22-3770059

Quote #:
CB-19153
Quote Date:
Jan 05, 2016

Bill To: County Of Rock Co Info Tech
3530 N. Cty Hwy F
Janesville, Wisconsin, 53547
United States

Ship To: County Of Rock Co Info Tech
3530 N. Cty Hwy F
Janesville, WI, 53547
United States

Contact: Brian Meister
Phone #: 6087577928

Contact: Brian Meister
Phone #: 6087577928

| Customer ID | Good Thru | Payment Terms | Sales Rep |
|-------------|--------------|---------------|------------|
| SF-00030179 | Feb 04, 2016 | Net 30 | Evan Hiatt |

| Quantity | Item | Description | Price | Extended Price |
|----------|---------------|--|---------|----------------|
| 1 | A-UFED-01-029 | Trade In to UFED 4PC Ultimate UFED Data Port Cleaning Brush Phone Power Up Cable UFED Ultimate to the UFED 4PC. Trade in of UFED CLASSIC Device does NOT renew nor extend the license of the UFED 4PC Device. Licenses still MUST be renewed. Memory Card Reader UFED MICRO SIM ID Cloning Cards UFED Micro SIM Adapter USB Flash Drive | \$6,300 | \$6,300 |

| Quantity | Item | Description | Price | Extended Price |
|----------|------|------------------------------|-------|----------------|
| | | Cable & Power Tips Organizer | | |
| | | Physical USB Dongle | | |

| | |
|----------------------|----------------|
| Subtotal: | \$6,300 |
| Shipping & Handling: | \$ 85 |
| Sales Tax (0.0%*) | \$0 |
| Total: | \$6,385 |

Comments:

Trade in of UFED Classic 5580924 that is associated with dongle 134406981. Both have an expiration date of 12-28-15. New expiration date will be 12-28-16.

***SALES TAX DISCLAIMER:** Cellebrite, Inc. is required to collect Sales and Use Tax for purchases made from the following certain U.S. States. Orders are accepted with the understanding that such taxes and charges shall be added, as required by law. Where applicable, Cellebrite Inc. will charge sales tax unless you have a valid sales tax exemption certificate on file with Cellebrite Inc. Cellebrite Inc. will not refund tax amounts collected in the event a valid sales tax certificate is not provided. If you are exempt from sales tax, you must provide us with your sales tax exempt number and fax a copy of your sales tax exempt certificate to Cellebrite Inc.

Please include the following information on your PO for Cellebrite UFED purchase:

- Please include the ORIGINAL QUOTE NUMBER (For example - M777) on your PO
- CONTACT NAME & NUMBER of individual purchasing and bill to address
- E-MAIL ADDRESS of END USER for monthly software update as this is critical for future functionality

Terms and conditions:

- Payment terms: Net 30; 1.5% per month interest on late payment
- Shipping: FCA, Parsippany, NJ, USA : Limited Warranty: Hardware: 12 Months; Software: 60 days; Touch Screen: 30 days
- 12 months software support included in initial purchase. The next support period purchased begins immediately at the end of the 12 months, i.e., no gaps in support period are allowed.
- Complete Terms and conditions of sale available upon request (or available at: <http://lang.cellebrite.com/us/tc>).

APPROVAL OF BILLS OVER \$10,000.00 2015...

Rock County

01/20/2016

RESOLUTION NO. 16-1B-460

AGENDA NO. 12.B.(1)

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 JAN 28 2016, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

Table with 5 columns: PO Number, Department Name, Program Name, Vendor Name, Claim Amount. Lists various vendors and their claim amounts.

CLAIMS IN THE AMOUNT OF \$122,792.76 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

Handwritten signatures of Finance Committee members on lines.

LEGAL NOTE:

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

Handwritten signature of Jeffrey S. Kuglitsch, Corporation Counsel.

FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

Handwritten signature of Sherry Oja, Finance Director.

ADMINISTRATIVE NOTE:

RECOMMENDED

Handwritten signature of Josh Smith, County Administrator.

16-1B-460

2016...

APPROVAL OF BILLS OVER \$10,000.00

Rock County

01/20/2016

RESOLUTION NO. _____ AGENDA NO. _____

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.

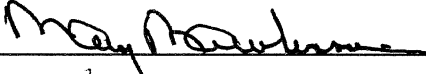
NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON JAN 20 2016, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

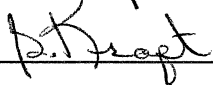
| <u>PO Number</u> | <u>Department Name</u> | <u>Program Name</u> | <u>Vendor Name</u> | <u>Claim Amount</u> |
|------------------|------------------------|---------------------|--------------------------------|---------------------|
| P1600197 | COUNTY BOARD | COUNTY BOARD | WISCONSIN COUNTIES ASSOCIATION | 18,938.00 |

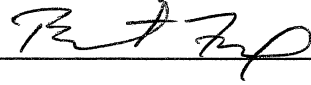
CLAIMS IN THE AMOUNT OF \$18,938.00 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.


RESPECTFULLY SUBMITTED,

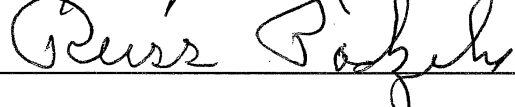
FINANCE COMMITTEE





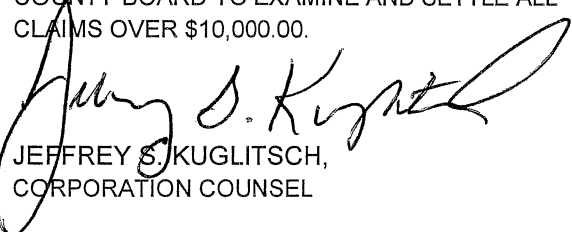






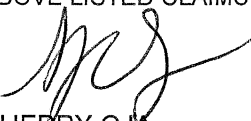
LEGAL NOTE:

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


 JEFFREY S. KUGLITSCH,
 CORPORATION COUNSEL

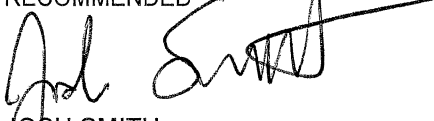
FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.


 SHERRY OJA,
 FINANCE DIRECTOR

ADMINISTRATIVE NOTE:

RECOMMENDED


 JOSH SMITH,
 COUNTY ADMINISTRATOR

APPROVAL OF ENCUMBRANCES OVER \$10,000.00 2016...

Rock County

01/20/2016

RESOLUTION NO. 16-1B-461 AGENDA NO. 12.C.

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 JAN 20 2016, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

Table with 5 columns: PR number, Department Name, Program Name, Vendor Name, Claim Amount. Row 1: R1600562, GENERAL SERVICES, UW-ROCK COUNTY, OTIS ELEVATOR COMPANY, 37,572.00

CLAIMS IN THE AMOUNT OF \$37,572.00 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

Handwritten signatures of Finance Committee members on horizontal lines.

LEGAL NOTE:

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

Handwritten signature of Jeffrey S. Kuglitsch, Corporation Counsel.

JEFFREY S. KUGLITSCH, CORPORATION COUNSEL

FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

Handwritten signature of Sherry Oja, Finance Director.

SHERRY OJA, FINANCE DIRECTOR

ADMINISTRATIVE NOTE: RECOMMENDED

Handwritten signature of Josh Smith, County Administrator.

JOSH SMITH, COUNTY ADMINISTRATOR

16-1B-461

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Diana Arneson, Asst. to IT Dir.
INITIATED BY



Diana Arneson, Asst. to IT Dir.
DRAFTED BY

Finance Committee
SUBMITTED BY

January 12, 2016
DATE DRAFTED

Authorizing Purchase of Communications Center - 911 Workstations

- 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 replacement of older and under-performing workstations is a key component for
- 5 meeting the current and future data requirements associated with Rock County's Communications
- 6 Center - 911 applications; and,
- 7
- 8 **WHEREAS**, the Information Technology Department staff did review and configure equipment
- 9 available on the State of Wisconsin (NASPOVP-Wisconsin) Contract # MNNVP-133 505ENT-O16-
- 10 NASP and the Wisconsin Counties Association Contract # WCASI-100103D; and,
- 11
- 12 **WHEREAS**, the 2016 Budget did designate funds for the purchase of this computer equipment.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 15 this _____ day of _____, 2016 that a Purchase Order for 14 Hewlett Packard Z230
- 16 workstations, 14 EVGA GeForce video cards, and 14 Startech adapters be issued to CDW-G in Vernon
- 17 Hills, IL in the amount of \$21,975.94.
- 18
- 19 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon approval and acceptance
- 20 by the Finance Committee.

16-1B-462

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:

Funding for these purchases will be made from funds carried over from 2015.

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

ADMINISTRATIVE NOTE:

Recommended.

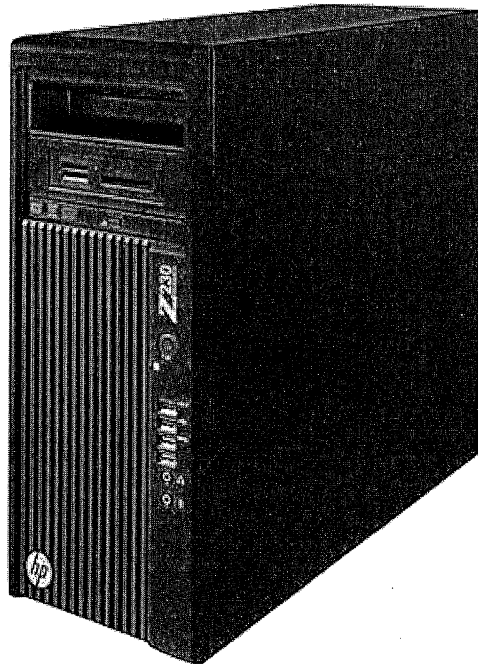
Josh Smith
Josh Smith
County Administrator

Executive Summary for the Purchase of Communications Center – 911 Workstations

This resolution is to authorize the purchase of budgeted computer equipment for Rock County. All of the workstation computers in this resolution represent replacements for obsolete equipment. The IT Department specified the computer equipment based on the application and operational needs of the Rock County Communications – 911 Center. The items to be purchased are:

- 14 Hewlett Packard SB Z230 Workstation computers with a Core i7-4790 processor, 256 GB Solid State Drive, 16 GB of RAM, and a DVD SuperMulti optical drive at \$1,439.99 each.
- 14 EVGA GeForce GTX 750 Ti Graphics Cards at \$123.20 each.
- 14 StarTech HDMI to DVI-D Video Cable Adapters at \$6.52 each.

The total cost of the Hewlett Packard workstations and associated components, as listed above is \$21,975.94, and will be purchased from CDW-G of Vernon Hills, IL using pricing and terms from the State of Wisconsin HP Inc. NASPOVP contract (formerly WSCA) and the Wisconsin Counties Association Contract # WCASI-100103D.





CDWG.com | 800.594.4239

OE400SPS

SALES QUOTATION

| QUOTE NO. | ACCOUNT NO. | DATE |
|-----------|-------------|-----------|
| GSLK667 | 4119697 | 1/12/2016 |

BILL TO:
TJ JOHNSON
3530 N COUNTY HWY F

SHIP TO:
ROCK COUNTY INFORMATION
TECHNOLOGY
Attention To: DIANA ARNESON
3530 N COUNTY HWY F

Accounts Payable
JANESVILLE, WI 53545-0766

JANESVILLE, WI 53545-0766
Contact: DIANA
ARNESON 608.757.5043

Customer Phone #608.757.5035

Customer P.O. # GSLK667 QUOTE

| ACCOUNT MANAGER | | SHIPPING METHOD | TERMS | EXEMPTION CERTIFICATE |
|-------------------------|----------|--|---------------------------------|-----------------------|
| ADAM FLYNN 866.723.3621 | | UPS Ground (1-2 day) | Net 30 Days-Govt State/Local | GOVT-EXEMPT |
| QTY | ITEM NO. | DESCRIPTION | UNIT PRICE | EXTENDED PRICE |
| 14 | 3463746 | HP SB Z230 I7-4790 256GB 16GB W7P Mfg#: F1M25UT#ABA Contract: Wisconsin HP Inc NVP Computer Equipment | 1,439.99 | 20,159.86 |
| 14 | 3276378 | MNNVP-133 505ENT-O16-NASP EVGA GEFORCE GTX750TI PCIE 2GB GDDR5 Mfg#: 02G-P4-3751-KR Contract: Wisconsin Counties Association Wi Counties Association Contract # WCASI-100103D | 123.20 | 1,724.80 |
| 14 | 2878039 | STARTECH HDMI TO DVI-D ADAPTER - M/F Mfg#: HDDVIMF8IN Contract: Wisconsin Counties Association Wi Counties Association Contract # WCASI-100103D | 6.52 | 91.28 |
| SUBTOTAL | | | | 21,975.94 |
| FREIGHT | | | | 0.00 |
| TAX | | | | 0.00 |

US Currency

TOTAL 21,975.94

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061

Fax: 847.968.1303

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY



Nick Osborne
DRAFTED BY

Public Works Committee
SUBMITTED BY

January 19, 2016
DATE DRAFTED

**APPROVING AGREEMENT FOR THE MAINTENANCE OF THE NEWVILLE
PARK-AND-RIDE LOT BETWEEN ROCK COUNTY AND THE CITY OF
EDGERTON AND THE TOWNS OF FULTON & MILTON**

- 1 WHEREAS, the Wisconsin Department of Transportation (DOT) wishes to construct a park-and-ride in
- 2 2016, that will become operational in 2017, near the intersection of State Highway 59 and North Richardson
- 3 Springs Road, on the south east side of the interchange of Interstate 39/90 and State Highway 59; and,
- 4
- 5 WHEREAS, it was determined that many Rock County residents and local businesses would benefit from
- 6 the Newville Park-and-Ride; and,
- 7
- 8 WHEREAS, the DOT made construction of the park-and-ride contingent on local governments providing
- 9 on-site maintenance; and,
- 10
- 11 WHEREAS, the City of Edgerton and the Towns of Fulton and Milton approved the maintenance
- 12 agreement in which Rock County covers 50% of the cost and the City and Towns cover 50%; and,
- 13
- 14 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled
- 15 this _____ day of _____, 2016 does hereby authorize an agreement for the maintenance of the
- 16 Newville Park-and Ride with the City of Edgerton and the Towns of Fulton and Milton.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney

Sandra Kraft, Vice Chair

Louis Peer

Eva Arnold

Alan Sweeney

Henry Brill

Terry Thomas

Betty Jo Bussie

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brenton Driscoll

Brent Fox, Vice Chair

Rick Richard

Eva Arnold

16-1B-463

APPROVING AGREEMENT FOR THE MAINTENANCE OF THE NEWVILLE PARK-AND-RIDE
LOT BETWEEN ROCK COUNTY AND THE CITY OF EDGERTON AND THE TOWNS OF
FULTON & MILTON

Page 2

FISCAL NOTE:

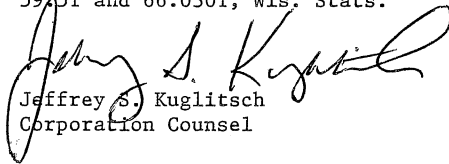
This resolution authorizes an agreement with the City of Edgerton and Towns of Fulton and Milton for the maintenance of a future Newville Park-and-Ride. The estimated cost to the County is \$7,500 annually. These costs will need to be included in future budgets.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51 and 66.0301, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

In 2015, the Wisconsin Department of Transportation (DOT) approached Rock County about the possibility of constructing a park-and-ride in Newville as part of the Interstate 39/90 expansion project, contingent on local government(s) providing on-site maintenance. Due to delays in the I-39/90 project, construction is slated for 2016, and it is anticipated that the park-and-ride will open in 2017. Rock County approached the City of Edgerton and the Towns of Fulton and Milton about sharing the maintenance cost with the County.

Rock County has estimated major anticipated maintenance costs: snowplowing (\$10,000), sweeping (\$1,925), garbage collection (\$1,925), electricity for light poles (\$650), and light bulb replacement (\$500). Rock County agrees to cover 50% of the aforementioned cost, and the City and Towns agree to cover the remaining 50%. The City and Towns may reduce their share by providing any of the outlined services on an in-kind basis. Rock County will determine the annual cost by using a rolling average of expenses (up to 5 years), and will act as the administrative agency for processing vendor bills and invoicing the City and Towns for their share of the cost. It is agreed that other unforeseen costs will be discussed among the maintenance agreement partners.

The City of Edgerton and the Towns of Fulton and Milton have passed the maintenance agreement without amendments.

The DOT will pay to reconstruct the park-and-ride lot when it reaches the end of its useful life.

**AGREEMENT FOR THE MAINTENANCE OF
THE NEWVILLE PARK-AND-RIDE LOT
BETWEEN
ROCK COUNTY
AND THE CITY OF EDGERTON AND THE
TOWNS OF FULTON & MILTON**

This agreement for Maintenance of the Newville Park-and-ride Lot between Rock County and the City of Edgerton and Towns of Fulton and Milton (the Agreement) is made and entered into this ____ day of _____, 2015, by and between Rock County, hereinafter called "Rock County", and the City of Edgerton and Towns of Fulton and Milton, hereinafter called the "City" & "Towns" and collectively "the Parties". This Agreement shall be effective upon last signature below.

WITNESSETH:

WHEREAS, the State of Wisconsin, hereinafter called "the State" owns real estate and is proposing to construct a park-and-ride lot, hereinafter called the "Lot" within Rock County, being specifically located at the intersection of STH 59 and N Richardson Springs Road, on the south east side of the interchange of I-39/90 and STH 59 and

WHEREAS, the State is requesting the assistance of Rock County and the municipalities nearest the Lot in maintaining the Lot; and

WHEREAS, State Statute 66.0301, allows municipalities, including the State and Rock County and the City and Towns to contract with one another for the receipt or furnishing of services or joint exercise of any power or duty required or authorized by law.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth, and other good and valuable considerations, the receipt of which is hereby acknowledged, it is agreed by and between the parties as follows:

1. **Lot Construction.** The Parties understand that the State shall construct, at its own expense, the travel and parking surface of the Lot and the access roads to the Lot. The State shall also in its sole discretion and at its expense, install lot appurtenances it deems necessary for operation of the Lot including but not necessarily limited to landscaping, sidewalk, bike rack, directional signage to the Lot, paint lines for parking stalls, and trash receptacles. All materials provided for Lot construction and appurtenances shall remain the property of the State. The State anticipates Lot construction in 2016.
2. **Additional Signs and Landscaping.** Under the terms of the Agreement between the State and Rock County, Rock County, the City, and Towns may provide, at their own expense, upon written approval of the State, additional signage and landscaping. However, in no event may Rock County and the City or Towns place any item or sign which is in violation of any state or federal prohibition.

3. **Lighting.** The State shall provide, at its own expense, a lighting system for the Lot. The Parties shall provide all electricity necessary to operate said lighting system as described below. An estimate of the on-going electricity expense is included in Appendix A.
4. **Annual Lot Maintenance.** The Parties agree to provide the following lot maintenance: remove snow and ice from the parking and travel surfaces during the winter months, provide electricity to operate the lighting system and replace any burnt out bulbs, sweep debris from lot surfaces on a periodic basis, provide for the proper removal and disposal of trash from the properties and from the trash receptacles, and any other reasonable maintenance deemed necessary by the Parties to keep the Lot in safe and good order. The Parties understand that the City and Towns may not be required to directly provide or perform any Lot maintenance but shall reimburse their share of the costs outlined in Appendix A. If the City or the Towns perform any of the identified services in Appendix A, they will receive a credit against their overall share of the operational budget.
5. **As Needed Lot Maintenance and Repairs.** The Parties agree to discuss in good faith how to fund as needed maintenance and repairs. These services include, but are not limited to, graffiti removal, repair of sign posts and signs, periodically repainting parking lot lines, hauling abandoned vehicles from the site, and repair or replacement of any damaged or defective electrical poles and appurtenances.
6. **Unforeseen Lot Maintenance.** Under the terms of the Agreement between the State and Rock County the State and Rock County agree to meet and determine a mutually acceptable solution for maintenance duties and costs not covered under this agreement. The County agrees to provide notice to the other municipalities of any such meeting and shall solicit opinions from the municipalities regarding any maintenance not covered under the Agreement between the State and Rock County if the County intends to request a cost sharing from the other municipalities. The Parties understand that the State shall be responsible for all costs associated with the collection and removal of hazardous material which would include any potential hazardous material disposal and cleanup costs.
7. **Lot Rehabilitation.** The Parties understand that the State shall, at its expense, perform resurfacing or replacement of the travel and parking surface of the Lot as it deems necessary in its sole discretion and that the County, the City, and the Towns will not be liable for any associated costs. Also, replacement of any items owned by the State shall be the responsibility of the State, at its own expense. Rock County, the City and Towns shall provide, at their own expense, replacements for any signage and landscaping, except sponsored ones, within the boundaries of the Lot including state provided signage and landscaping.
8. **Removal of Equipment.** Rock County shall obtain permission from State to store items or equipment on or at the Lot. Upon termination of this maintenance agreement any items or equipment stored on or at the Lot by Rock County shall be removed by Rock County.
9. **Enforcement.** Rock County and the Town of Fulton shall be responsible for the promulgation and enforcement of noise, parking, and loitering restrictions in the Lot related to the public's use. Rock County may pass such ordinances and resolutions, as it deems necessary to govern the restrictions in the Lot, and may use such methods as it deems appropriate to assure compliance with said ordinances and resolutions.

- 10. Liability.** Rock County, the City and Towns shall separately assume liability for any and all claims for injury to persons or property on the Lot arising out of the acts of negligence of their own officers, agents, or employees. Any Party receiving a notice of claim regarding the Lot shall promptly provide a copy to each of the other Parties. No indemnity shall apply to or from either party to the other except as required under state law. Each party shall be responsible for property damage caused by it as to the other party's owned items.
- 11. Term.** The term of this Maintenance Agreement shall be twenty (20) years from the Effective Date. This Agreement shall automatically be renewed under the same terms and conditions for additional one (1) year terms, unless any party shall give written notice of its intent to terminate to the other party at least ninety (90) days prior to expiration. Any party may provide notice of an intent to terminate early if such notice is provided in writing to the other Parties by no later than August 15th in any year. Said early termination shall be effective December 31st of that year.
- 12. Sponsorships.** Under the terms of the Agreement between the State and Rock County, should the State allow sponsorship of the Lot, any revenue received for said sponsorship shall be paid to Rock County, who shall promptly report the receipt of same to the other Parties. This revenue shall be applied to offsetting the annual cost of repair and maintenance of the Lot by Rock County, the City and the Towns.
- 13. Cost Sharing of Repair & Maintenance Costs.** Rock County, the City and Towns agree to formulate and fund an annual repair and maintenance budget for the Lot. Rock County agrees to be responsible for fifty percent (50%) of the annual costs. The City and Towns agree to be responsible for the remaining fifty percent (50%) of the annual costs in equal shares. Any of the parties to this agreement may provide goods or services in-kind to reduce their respective cost. Rock County will be the lead agency for assembling and paying these costs and shall bill the City and Towns for their respective shares of costs, after applying a credit for any in-kind goods or services. An operating cost breakdown is available in Appendix A. The City and the Towns shall notify the County of their intention to provide any of the noted in-kind services for a credit against their share by August 15th of each year. The County shall consult with the City and Towns to obtain costs estimates for all in-kind services and provide the City and the Towns an estimate of the overall annual cost for the following year by September 1st. In the second year, the County shall adjust the operational budget to reflect actual expense experience. In future years, the budget will be adjusted on a rolling average basis (up to five years). The City and the Towns shall include an invoice for in-kind services to serve as a reference for future budget changes and to enable a credit against their share of the operating cost.
- 13. Emergency Management Staging:** Rock County, the City and the Towns are permitted to use the lot for emergency response staging within the limitations of the State agreement with Rock County.

IN WITNESS WHEREOF, the parties hereto have executed the Maintenance Agreement effective as of the day and year first above written.

WITNESS

ROCK COUNTY, WISCONSIN

County Board Chair

Rock County Clerk

WITNESS

CITY OF EDGERTON, WISCONSIN

Mayor

City Clerk

WITNESS

TOWN OF FULTON, WISCONSIN

Town Chair

Town Clerk

WITNESS

TOWN OF MILTON, WISCONSIN

Town Chair

Town Clerk

Appendix A (2016)

Annual Services included in Newville Park and Ride Lot Operational Budget

| | |
|-------------------------------|--------------|
| Snowplowing | \$10,000 |
| Sweeping | \$1,925 |
| Garbage Collection | \$1,925 |
| Electricity | \$650 |
| <u>Light Bulb Replacement</u> | <u>\$500</u> |

| | |
|-------|----------|
| Total | \$15,000 |
|-------|----------|

| | |
|-----------------|-----------------------|
| County Share- | \$7,500 |
| Municipal Share | $\$7,500/3 = \$2,500$ |

*Law Enforcement services provided by Rock County Sheriff's Office and the Fulton Police Department.

**Rock County Department of Public Works shall mow the grass and maintain drainage structures surrounding the Park and Ride.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health
INITIATED BY



Amy Spoden, Human Resource Manager
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

December 1, 2015
DATE DRAFTED

**TO CREATE THE POSITION OF COMMUNITY HEALTH EDUCATION COORDINATOR,
CREATE A CLASS DESCRIPTION, ESTABLISH A PAY RANGE, AND AMEND THE 2016
BUDGET**

- 1 **WHEREAS**, the Rock County Health Department requests that a 1.0 FTE Public Health Nurse position be
- 2 deleted and a 1.0 FTE Community Health Education Coordinator position be created; and,
- 3
- 4 **WHEREAS**, this change will help the Rock County Health Department promote community health initiatives;
- 5 and,
- 6
- 7 **WHEREAS**, by promoting these initiatives, the Rock County Health Department can improve the level of
- 8 health knowledge and health behaviors of the community; and,
- 9
- 10 **NOW THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this _____
- 11 day of _____, 2016 hereby approves the deletion of 1.0 FTE Public Health Nurse, create the
- 12 position of a 1.0 Community Health Education Coordinator (Unilateral C), create the class description, and
- 13 establish Pay Range 22 (\$55,770.48-\$67,839.12) effective January 1, 2016.

Respectfully Submitted,

BOARD OF HEALTH

Sandra Kraft
Sandra Kraft, Chair

Louis Peer
Louis Peer, Vice Chair

Richard Bostwick
Richard Bostwick

Greg Addie

Dean Peterson DVM
Dr. Dean Peterson, DVM

Dr. Keith Konkol

Eric Gresens RPh
Eric Gresens, RPh

Judith Wade

Connie Winters DDS
Connie Winters, DDS

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni
J. Russell Podzilni, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Absent
Eva Arnold

Henry Brill
Henry Brill

Betsy Jo Bussie
Betsy Jo Bussie

Mary Marwhinney
Mary Marwhinney

Louis Peer
Louis Peer

Alan Sweeney
Alan Sweeney

Terry Thomas
Terry Thomas

16-1A-446

TO CREATE THE CLASSIFICATION OF COMMUNITY HEALTH EDUCATION COORDINATOR

Page 2

FISCAL NOTE:

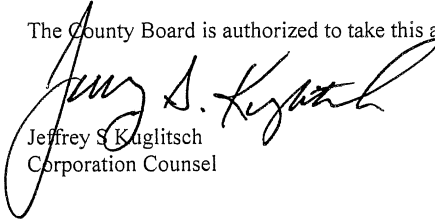
Sufficient funds are available in Health Department 2016 budget for the cost of this position.



Sherry Oja
Finance Director

LEGAL NOTE:

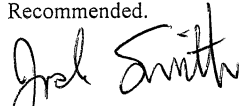
The County Board is authorized to take this action pursuant to sec. 59.22 (2), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Community Health Education Coordinator Position Executive Summary

Reducing the leading causes of preventable death and disability, with special emphasis on underserved populations and health disparities – this mission is the perpetual “North Star” for local health departments (LHD). How LHDs achieve this mission has changed significantly over the past decade. Local Health Department focus has moved toward the reduction of providing personal health services and increased focus on emergency preparedness, epidemiology and surveillance, and primary prevention through education. Additionally, there is an increase in collaboration with other agencies and community partners. This new focus characterizes a new role for health departments as the “chief strategists” for a community. Health departments as chief strategists will lead communities’ health promotion efforts by catalyzing, conducting, supporting, and sustaining health protection and promotion activities in partnership with health care clinicians and leaders in widely diverse sectors, including social services, education, transportation, public safety, and community development.

These changing and expanding LHD roles require new and different skills among members of the LHD workforce. Local public health departments serve as the unique and essential component of an integrated health system that looks out for the population as a whole rather than focusing on the health outcomes of the individual alone. In response to the new challenges and opportunities, we must assume greater accountability for the design and development of the overall strategic plan for improving health in Rock County. To do this, we must identify, coordinate, implement and evaluate cost-beneficial prevention programs and activities that do not use public health budgets to provide services that can be provided through health care providers and facilities. We must also ensure a workforce that meets modern demands.

The goal of community-based public health is to increase the quality, availability, and effectiveness of educational and community-based programs designed to prevent disease and injury, improve health, and enhance quality of life. Health educators play a strong role in helping advance this goal. Health educators offer knowledge, skills, and training that complement others whose work impacts human health. Training in core competencies of public health allows health educators to be an asset to the growth and future work for community-based public health workforces. All efforts of a health educator are geared toward examining and influencing the health outcomes of groups of individuals. Health educators advocate for policy that promotes health equity, access to health care, and the ability to make healthy choices. They use skills that help promote population health and positively impact the health outcomes of all community members.

For local public health practice, the scope and content of work to be performed as well as strategies for addressing public health issues are continuously evolving. The Rock County Public Health Department has been undergoing a strategic planning process to inform and guide the department in organizing and structuring the programs and services offered in Rock County. Additionally, the strategic planning process will serve to identify staffing gaps and serve as a template for performance improvement and more effective workforce development. A vacant public health nurse position has presented the opportunity to address the changing public health environment and scope of work as well as align with strategic planning by converting this position to a community health education coordinator position. This proposed change will be cost neutral in the 2016 budget.

Our current staff, including the nurses, feel that health educators should be an essential part of our team, bringing new skill sets to the agency that will enhance our efforts in population-based health. Many LHDs in Wisconsin employ between one and five health educators. Outagamie and Winnebago counties, as well as the City of Milwaukee currently have open Health Education Coordinator positions. Wood, Pierce, and Oneida counties recently filled similar positions.

| POSITION DESCRIPTION | | 1. Position Control # 644 | 2. Department, Division and Unit (if applicable) Public Health |
|---|----------|---|--|
| 3. Name of Employee | | 4. Unit, Work Address | |
| 5. Classification Title of Position Community Health Education Coordinator | | 7. Name and Class of Former Incumbent | |
| 6. Class Title Option (to be filled out by Human Resources) | | | |
| 8. Department Working Title of Position | | 9. Name and Class of Employees Performing Similar Duties New | |
| 10. Name and Class of First-Line Supervisor Health Officer | | 11. From Approximately What Date Has The Employee Performed the Work Described Below? | |
| 12. Does This Position Supervise Subordinate Employees in Permanent Positions? | | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 13. Position Summary - Please Describe Below the Major Goals of This Position This is professional work in the field of public health education. The purpose of this position is to promote population health by leading community health promotion initiatives. The work involves providing specialized support to specific public health programs by developing health education materials, systematic approaches for their delivery, and evaluations of their effectiveness. It also includes developing and implementing community health assessments and planning in collaboration with other department staff, other County Departments, community stakeholders, elected officials, and community members. This position seeks out revenue sources and conducts frequent and ongoing grant applications. Supervises Community Health Education programming and staff. Work is typically focused on specific program objectives directed by improving the level of health knowledge thereby improving health behaviors and improving local public health services. | | | |
| 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 | |
| 35% | A | Lead Community health promotion initiatives 1. Use community health planning expertise to successfully complete the community assessment and planning process, set community health improvement goals/objectives/strategies, identify public policy and action options, develop programs based on evidence, and create monitoring and evaluation plans. 2. Lead the design and application of community health improvement strategies with community partners, members, and stakeholders. 3. Perform data analysis and present findings to community groups, stakeholders, and other professionals. 4. Conduct comprehensive reviews of evidence-related community health assessment and planning, and develop and maintain resources related to new and emerging methods. | |

| Time % | Priority | Goals / Worker Activities |
|--------|----------|--|
| 35% | B | <p>Assist in developing and/or designing of materials and programs to support specific public health program goals and objectives</p> <ol style="list-style-type: none"> 1. Develop public health educational materials, systemic approaches for their delivery, and evaluation of their effectiveness. 2. Provide support in the development, implementation, and evaluation of specific educational programs and materials to meet identified needs in the community. 2. Develop and deliver targeted, culturally appropriate health promotion and disease prevention materials, curriculum, and awareness campaigns. 4. Identify "Community Champions" and develop and foster working relationships. 5. Lead the development and preparation of proposals for funding from external sources for health promotion and disease prevention initiatives and programs. |
| 15% | C | <p>Public health communications.</p> <ol style="list-style-type: none"> 1. Prepare and assist in preparation of department's communication and publications including media interviews, press releases, reports, website content, and updates. 2. Assist in the preparation of annual and other reports. |
| 10% | D | <p>Supervise Community Health Education Programming and staff</p> <ol style="list-style-type: none"> 1. Coordinate, guide, and supervise Community Health Education work assignments and ensure all projects are completed in a timely manner. 2. Conduct train-the-trainer sessions and identify/provide learning opportunities for other Departmental staff. 3. Conduct ongoing and annual health education staff evaluations. |
| 5% | E | <p>Performs other duties as assigned</p> |
| | | |
| | | |
| | | |

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.

- Proficiency in Microsoft programs including Microsoft Outlook, Word, Excel, etc.
- Working knowledge of public health theory, human psychology, social sciences, behavior change theory social marketing theory, and principals of health education and promotion, including adult education methodology
- Working knowledge of community health planning
- Knowledge of community organization and resources
- Excellent oral and written communication skills
- Excellent creative and technical writing skills
- Ability to exercise leadership
- Ability to work independently and interdependently
- Ability to collect, organize and analyze data, as well as to identify significance of findings and effectively report findings and recommendations
- Ability to conduct effective meetings and facilitate group process
- Ability to plan, conduct and evaluate effective education, training and marketing programs
- Ability to plan, organize, prioritize, implement and evaluate work
- Ability to work effectively with multidisciplinary personnel, health agencies, community organizations and coalitions, communities, families and individuals
- Ability to use the computer and a variety of software programs effectively
- Ability to work effectively with people of different ages, cultures, readiness to learn, and learning styles

16. Job Requirements

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelors degree in health education or a closely related field from an accredited college or university. Masters in Public Health preferred
- Three years work experience in community health preferred.
- Experience in analyzing and assessing community health needs and data.
- Valid driver's license
- Motor vehicle in working order
- Community Health Education Specialist certification preferred.
- Bi-lingual (Spanish) preferred.
- Maintain prompt and regular attendance.

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

5. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an 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 hours may include some evenings and/or weekends to accommodate community events
- Work related to public health emergencies may require availability 24 hours a day, seven days a week.
- Working conditions may vary in relation to cold, heat, fatigue, etc.

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**

COUNTY BOARD STAFF
COMMITTEE
INITIATED BY



JODI TIMMERMAN
DRAFTED BY

JANUARY 11, 2016
DATE DRAFTED

COUNTY BOARD STAFF
COMMITTEE
SUBMITTED BY

RECOGNIZING MITZIE MCCULLOCH

1 WHEREAS, MITZIE MCCULLOCH began her employment with Rock County on December 15,
2 1989, as a temporary clerk/typist for Child Protective Services at the then Social Services Department;
3 and was hired on a full time basis as a Clerk III on January 12, 1990; and
4
5 WHEREAS, she worked in that capacity until being hired as a Clerk IV when she was assigned to
6 work with a new attorney hired to prosecute Child Protective Services cases in April of 1992; and
7
8 WHEREAS, Ms. McCulloch's position was upgraded to Legal Stenographer on September 18,
9 1998 and was part of the Social Services/Human Services Department until January 1, 1999, when her
10 position was officially transferred to Corporation Counsel; and
11
12 WHEREAS, Ms. McCulloch has been an essential part of the Corporation Counsel's Office since
13 that time, working closely with the public, staff attorneys and child protective social workers; and
14
15 WHEREAS, Ms. McCulloch's attention to detail, ability to complete tasks under stress and
16 extremely short timelines, and patience in matters often involving very emotional situations, resulted in
17 the attorneys working with her to be better at their job; and
18
19 WHEREAS, Rock County and its citizens have benefited greatly from Ms. McCulloch's 26 years
20 as a dedicated employee; and
21
22 WHEREAS, the County Corporation Counsel's staff and those who work with her will greatly
23 miss Ms. McCulloch when she retires effective January 29, 2016.
24
25 NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors in session
26 this 28th day of January, 2016, that they hereby recognize MITZIE MCCULLOCH for her 26 years of
27 faithful service and extend a sincere expression of appreciation along with their best wishes for the future;
28 and
29
30 BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a
31 copy of this resolution to MITZIE MCCULLOCH.

16-1B-464

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Hank Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve, Director
INITIATED BY



April Hem
DRAFTED BY

Human Service Board
SUBMITTED BY

January 11, 2016
DATE DRAFTED

**TO RECOGNIZE CHARMAINE SHEPPARD FOR SERVICE
TO ROCK COUNTY HUMAN SERVICES**

1 **WHEREAS**, Charmaine Sheppard has served the citizens of Rock County for fifteen (15)
2 years as a dedicated and valued employee of Rock County; and,
3

4 **WHEREAS**, Charmaine Sheppard began her career on December 18, 2000, under the Rock
5 County Sherriff's Department. Ms. Sheppard then transferred into the Economic Support
6 Division as an Economic Support Specialist/caseworker. She has been an ongoing caseworker
7 for the past eleven (11) years, handling new and ongoing Medicaid and Food
8 Stamp/FoodShare cases. Ms. Sheppard's strong sense of what a true Economic Support
9 Specialist is and her diligent ways have benefited many Rock County citizens throughout her
10 fifteen (15) year career. Ms. Sheppard will be retiring from Rock County Department of
11 Human Services on January 11, 2016; and,
12

13 **WHEREAS**, Charmaine Sheppard has proven herself to be a compassionate, caring, and
14 committed employee, always advocating for the Economic Support program participants; and,
15

16 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock
17 County, wishes to recognize Charmaine Sheppard for her significant contributions to the
18 Human Services Department and her long and faithful service.
19

20 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,
21 duly assembled this _____ day of _____, 2016, does hereby recognize
22 Charmaine Sheppard for her fifteen (15) years of service and extend best wishes to her in her
23 future endeavors; and,
24

25 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish
26 a copy of this resolution to Charmaine Sheppard.

Respectfully Submitted,

ROCK COUNTY HUMAN SERVICES BOARD

Brian Knudson, Chair

Kathy Schulz

Sally Jean Weaver-Landers, Vice Chair

Terry Thomas

Terry Fell

Shirley Williams

Linda Garrett

William Grahn

Ashley Kleven

16-1B-465

TO RECOGNIZE CHARMAINE SHEPPARD FOR SERVICE TO ROCK COUNTY HUMAN SERVICES
Page 2

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee
INITIATED BY



Annette Mikula, HR Director
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

December 17, 2015
DATE DRAFTED

SETTING THE 2016 SALARY OF THE COUNTY ADMINISTRATOR

- 1 **WHEREAS**, the County Administrator's current salary is \$129,412.50; and,
- 2
- 3 **WHEREAS**, the County Board Staff Committee reviewed the County Administrator's salary, other benefits,
- 4 and the annual adjustments received by other County employees for 2016; and,
- 5
- 6 **WHEREAS**, the County Board Staff Committee recommends a 1.25% increase to the County Administrator's
- 7 salary and benefits effective 1-1-16, which is consistent with adjustments for other County employees.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled on
- 10 this _____ day of _____, 2016 does hereby authorize that the County Administrator's salary
- 11 be adjusted by 1.25% effective 1-1-16.
- 12
- 13 **BE IT FURTHER RESOLVED**, that the health insurance plan granted other Unilateral employees be
- 14 continued.
- 15
- 16 **BE IT FURTHER RESOLVED**, that the dental plan available to Unilateral employees be continued.
- 17
- 18 **BE IT FURTHER RESOLVED**, that the current car allowance of \$6,000 annually be continued and the
- 19 current expense allowance of \$2,000 annually be continued.
- 20
- 21 **BE IT FURTHER RESOLVED**, that the County continues to contribute annually to a deferred compensation
- 22 program and the contribution in 2016 be \$4,500.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni
J. Russell Podzilni, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Absent
Eva Arnold

Henry Brill
Henry Brill

Betty Jo Bussie
Betty Jo Bussie

Mary Mawhinney
Mary Mawhinney

Louis Peer
Louis Peer

Alan Sweeney
Alan Sweeney

Terry Thomas
Terry Thomas

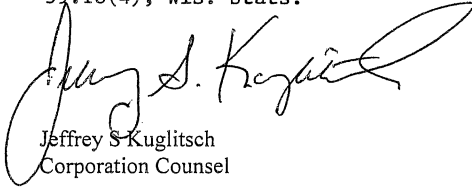
16-1B-466

RESOLUTION SETTING THE 2016 SALARY OF THE COUNTY ADMINISTRATOR

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LEGAL NOTE:

The County Board has the authority to take this action pursuant to 59.18(4), Wis. Stats.



Jeffrey S Kuglitsch
Corporation Counsel

FISCAL NOTE:


| | <u>Base Compensation</u> | <u>Add'l Base Compensation</u> | <u>% Wage Increase</u> | <u>Overall % Increase</u> |
|------|--------------------------|------------------------------------|----------------------------|-------------------------------|
| 2016 | \$160,683.46 | \$1,747.88 | 1.25% eff. 1/1/2016 | 1.088% |



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Matter of policy.



Josh Smith
County Administrator