



**ROCK COUNTY BOARD OF SUPERVISORS' MEETING  
THURSDAY, NOVEMBER 15, 2018 – 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 – October 25, 2018
6. PUBLIC HEARING
  - A. Amending the County's Personnel Ordinance (First Reading)
  
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
  - A. Appointments to the Disabled Parking Enforcement Assistance Council
  - B. Appointment to the Traffic Safety Commission
  - C. Appointment to the 911 Communications Commission
  - D. Appointments to the Transportation Coordinating Committee
  - E. Appointments to Council on Aging Advisory Board/Council on Aging Nutrition Advisory Council
  - F. Appointments to Arrowhead Library System Board
  - G. Appointment to the ADRC Advisory Committee
  
9. RECOGNITION OF COUNTY EMPLOYEES OR OTHERS
10. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
11. REPORTS
  - A. Facilities Assessment Report – Brent Sutherland
  
12. NEW BUSINESS
  - A. Supplementary Appropriations and Budget Changes - Roll Call
    1. Authorizing Acceptance of Highway Safety Grant

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](mailto:countyadmin@co.rock.wi.us) at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

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12. NEW BUSINESS

- B. Contracts – Roll Call
  - 1. Approving 2019-2020 Intergovernmental Agreement with Dane County for Medical Examiner Services
  - 2. Authorizing Purchase of Patrol Squads and Fleet Vehicles
  - 3. Approving Reinsurance Contract for Stop-Loss Coverage
- C. Proclamation to Recognize the Second Monday in October as “Indigenous Peoples Day”
- D. Support for Increased Public Defender Access and Compensation
- E. Approving the 2019 Base Wage Rates for all Employees except Represented Law Enforcement Employees, and Amending the Personnel Policy Wage Appendixes
- F. Revising Board Rules and Establishing Airport Board
- G. Setting the 2019 Salary of the County Administrator
- H. **EXECUTIVE SESSION:** Per Section 19.85(1)(g), Wis. Stats. – Confer with Legal Counsel Regarding Potential Litigation

13. ADJOURNMENT

**ORDINANCE  
ROCK COUNTY BOARD OF SUPERVISORS**

Annette Mikula  
INITIATED BY

Amy Spoden, Asst. Human Resource Director  
DRAFTED BY

County Board  
Staff Committee  
SUBMITTED BY



November 6, 2018  
DATE DRAFTED

**AMENDING THE COUNTY'S PERSONNEL ORDINANCE**

1 WHEREAS, Rock County has an established Personnel Ordinance; and,  
 2  
 3 WHEREAS, it is good practice to review the personnel ordinance language on an annual basis; and  
 4  
 5 WHEREAS, certain additional changes have been suggested by Employees and Department Managers; and,  
 6  
 7 WHEREAS, the County wants to incorporate these additional changes to the Personnel Ordinance effective at  
 8 12:01 a.m. January 1, 2018.  
 9  
 10 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this  
 11 \_\_\_\_\_ day of \_\_\_\_\_, 2018 does hereby amend Chapter XVIII, the County's Personnel  
 12 Ordinance as follows:

**Section 4: Salary Administration**

**Productivity/Incentive Awards**

18.406

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

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

**Section 5: Fringe Benefits**

**Holidays**

18.501

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

- (a) New Year's Day
- (b) Spring Holiday to be observed the Friday immediately preceding Easter
- (c) Memorial Day
- (d) July 4th
- (e) Labor Day
- (f) Thanksgiving Day

18-11D-119

## AMENDING THE COUNTY'S PERSONNEL ORDINANCE

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49	(g)	Friday following Thanksgiving
50	(h)	Day before Christmas
51	(i)	Christmas Day
52	(j)	One Floating Holiday
53	(k)	Any additional holiday granted by the County Board.
54	(l)	The County Administrator may designate additional holidays in
55		unusual circumstances with the approval of the County Board Chair
56		and/or Vice Chair.

57  
58 For employees working the standard work schedule, when a holiday falls on Saturday, it shall be observed on  
59 the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be observed.

60  
61 For employees not working the standard work schedule see the HR Policies and Procedures.

62  
63 ~~Unilateral A Positions who are required to work a holiday, will be paid or granted compensatory time off at a~~  
64 ~~rate of time and one-half and receive an additional day in lieu thereof.~~

65  
66 ~~Pool/Relief of Unilateral A positions who are required to work a holiday will be paid at a rate of time and one~~  
67 ~~half.~~

68  
69 ~~For supervisors working at the 911 Communication Center, who are required to work on a holiday, they will be~~  
70 ~~paid or granted compensatory time off at a rate of time and one-half for all hours worked between 7:00 a.m. the~~  
71 ~~day of the holiday through 6:59 a.m. the day after the holiday, and earn 8 hours of holiday time in lieu of~~

72  
73 ~~Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be granted in~~  
74 ~~lieu thereof.~~

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

76  
77 ~~Regular part-time employees who normally work sixteen or more hours per week shall be paid for holidays~~  
78 ~~which fall on days for which they would otherwise be scheduled to work, according to the number of hours for~~  
79 ~~which they would be scheduled to work on that day.~~

80  
81 ~~When a holiday falls within a period of leave with pay, the employee shall receive pay for the holiday.~~

82  
83 ~~When a holiday falls within a pay period of leave without pay, the employee shall receive no pay for the~~  
84 ~~holiday.~~

85  
86 ~~In order to receive holiday pay, employees must normally be scheduled to work for not less than 4 hours the~~  
87 ~~regular workday before and not less than 4 hours the regular workday after the holiday, unless on authorized~~  
88 ~~paid time off (sick leave, vacation) or on paid FMLA.~~

89  
90 Floating holidays must be taken in whole day increments (pro-rated for part-time employees).

91  
92 The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of  
93 January 1<sup>st</sup> of each year. Employees need to use the floating holiday before December 31 of each  
94 calendar year. If the floating holiday is not used by December 31, the floating holiday will be  
95 forfeited. During their first year of employment, Employees hired after November 30, will have until  
96 January 31 of the following year to use their floater from the previous year.

97  
98 The floating holiday may be taken upon at least 7 days advance notice. The floating holiday request  
99 will normally be approved, however, it may be denied by the Department Head, even with a 7 day  
100 advance notice, if granting the request would put the department, division, unit, or shift below the  
101 minimum staffing needs of the department, division, unit or shift. A floating holiday with less than 7  
102 day notice may be granted in an emergency circumstance at the discretion of the Department Head or  
103 his/her designee. Employees are strongly encouraged to use their floating holiday prior to the last  
104 payroll period of the calendar year.

105  
106  
107 **Leave of Absence Policy (Non FMLA)**

108 18.508

109  
110 The County Administrator or the Department Head after consulting with the Human Resources Director, may grant  
111 a regular employee leave of absence (with or without pay) for a period up to ~~one year~~ six months except for an  
112 educational leave, subject to the following conditions:

## AMENDING THE COUNTY'S PERSONNEL ORDINANCE

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- 113 (1) Leave of absence (with or without pay) may be granted when it is in the best  
114 interest of the County to do so. Requests for leave of absence shall be approved  
115 prior to the taking of such leave. When such leave is requested as an extension of  
116 sick leave, an acceptable physician's certificate shall be required.  
117
- 118 (2) At the expiration of a leave of absence without pay, the employee shall be  
119 reinstated to the position he/she vacated or to an equivalent position which is  
120 vacant at the time, provided the employee meets the stated qualifications. If there  
121 is not a suitable vacancy available, the employee's name shall be placed on an  
122 appropriate reinstatement list.  
123
- 124 (3) Credit toward vacation and sick leave shall not be earned after 30 days while an  
125 employee is on leave without pay. Insurance benefits may be retained according  
126 to HR Policy and Procedure.  
127
- 128 (4) Leave without pay shall not constitute a break in service; however, if the  
129 employee is absent more than thirty days during a calendar year, it shall change  
130 the employee's anniversary date.  
131
- 132 When a leave without pay of more than thirty (30) consecutive days is taken, the  
133 employee's anniversary date shall be moved ahead by the total number of days of  
134 the leave.  
135
- 136 (5) A return to work earlier than the scheduled termination of leave date may be  
137 arranged by the supervisor and the employee, with the approval of the Human  
138 Resources Director.  
139
- 140 (6) Employees on leave of absence from the County may not be employed full  
141 time elsewhere. Employees holding employment elsewhere during a leave of  
142 absence shall be deemed to have voluntarily resigned from employment with Rock  
143 County.  
144
- 145 (7) If an employee is unable to return to work on the date stipulated, he/she may  
146 submit a written request to extend the leave of absence, subject to the approval of  
147 the County Administrator or Department Head and the HR Director. If, on the  
148 date following the expiration of the leave of absence, an extension is not  
149 requested and granted and the employee has not returned to his/her position, the  
150 employee shall be considered to have voluntarily resigned from County  
151 employment.  
152
- 153 (8) Unauthorized Absence. It is recognized that there may be extenuating  
154 circumstances for unauthorized absence, and due consideration shall be given  
155 each case. However, an employee who is absent from duty without approval  
156 shall receive no pay for the duration of the absence, and shall be subject to  
157 disciplinary action, which may include dismissal.  
158

**Bereavement Leave**18.509

162 In the event of a death an employee may be excused from work without loss of pay for up to a maximum of thirty-  
163 two (32) hours annually for the purpose of attending a person's wake, visitation, memorial service, funeral, or  
164 make necessary arrangements regarding the person's death, within a reasonable time after the occurrence.  
165

166 If additional time is required beyond the thirty-two (32) hours annually, an employee may request to use  
167 accumulated vacation, holiday or comp-time. Sick leave cannot be used.  
168

169 Bereavement leave cannot be accrued from one year to the next.  
170

171 Bereavement leave can be used in increments of quarter hours.  
172

173 A second or third shift employee may be excused from work the scheduled shift before or after the event,  
174 provided the shift begin or ends on the same calendar date of the event.  
175

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

## AMENDING THE COUNTY'S PERSONNEL ORDINANCE

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Sick Leave

18.515

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

- (1) All full-time employees shall earn one sick leave day per month of continuous employment. All part-time employees whose regular workweek is sixteen hours or more shall earn one sick leave day on a prorata basis directly in relation to the normal full time employment period. All part-time employees, who work less than sixteen hours per week, shall not earn sick leave. Temporary and seasonal employees are not eligible for sick leave.
- (2) Sick leave shall be granted after three months continuous service (from original hire date) when an employee is required to be absent from work because of:
  - (a) Illness of the employee.
  - (b) Illness of an employee's spouse
  - (a) Illness of a minor child (includes stepchild, current foster child, grandchild, or any other child they are legally responsible for and can provide legal documentation supporting the responsibility) or a child who meets the definition of a disabled adult child.
  - (b) Illness of a parent (includes stepparents and current foster parents).
  - (e) Contact with or exposure to a contagious disease rendering the employee's presence hazardous to fellow workers.
  - (d) Reasonable medical or dental attention that cannot be scheduled during non-working hours.
- (3) Sick leave shall accrue to a maximum of one hundred thirty days.
- (4) Employees who are absent from work for reasons which entitle them to sick leave shall notify their supervisor ~~as close to their regular starting time as possible~~ in accordance with Department Work Rules.
- (5) A supervisor may identify a potential problem with an employee's sick leave usage. Patterns that may indicate a problem with sick leave usage include but are not limited to:
  - a) It occurs before or after a holiday,
  - b) It occurs before or after a scheduled day off,
  - c) An employee takes sick leave in excess of three days which has not been reported to FMLA, or
  - d) The employee has a history of using short amounts of sick leave repeatedly over an extended period of time.
  - e) It occurs on a day that an employee previously requested off and was denied.

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235 Once a potential problem with sick leave usage has been identified the  
 236 supervisor shall meet with the employee to discuss the reason(s) for the  
 237 absences. The goal of the meeting is to gather information, counsel the  
 238 employee and if there is an admitted problem, have the employee change  
 239 his/her behavior.

240  
 241 When a problem has been identified and the employee has not voluntarily  
 242 changed their behavior, a Department Head or the Human Resources  
 243 Director may require the employee to submit a medical statement, stating  
 244 the specific illness, period of treatment, and date that the employee may  
 245 return to work.

246  
 247 The Department Head or Human Resources Director may require an  
 248 employee to take a medical examination on returning from sick leave or on  
 249 such occasions that it is in the best interest of the County. The medical  
 250 examination shall be given by a physician designated by the Human  
 251 Resources Director.

252  
 253 The Department Head or the HR Director may investigate the alleged  
 254 illness of an employee absent from work on sick leave. False or fraudulent  
 255 use of sick leave shall be cause for disciplinary action against the  
 256 employee, up to and including dismissal.

257  
 258 (6) An employee on vacation who presents an acceptable medical certificate  
 259 giving the dates of illness may have that portion of his/her vacation leave  
 260 converted to sick leave.

261  
 262 (7) Sick leave shall be debited in no less than quarter hour units.

263  
 264 (8) No credit for sick leave shall be granted for time worked by an employee in  
 265 excess of his/her normal workweek.

266  
 267 (9) A regular employee who moves from one department to another by  
 268 transfer, promotion or demotion shall have his/her total sick leave credits  
 269 transferred to the new department.

270  
 271 (10) ~~Unilateral~~ Employees who resign or retire with ten or more years of con-  
 272 tinuous service shall be paid for one half of the accumulated sick leave  
 273 days, not to exceed a total of sixty-five days. In the event of the death of  
 274 an employee, the County shall make the same sick leave payment to the  
 275 employee's estate. In the event of a discharge, the employee will not  
 276 receive this benefit.

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### **Section 6: Conditions of Employment**

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#### **Discipline/Investigations**

18.607

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 284  
 285 The purpose of discipline is correcting job behavior and performance problems of employees.  
 286 Employees shall be informed of standards of conduct and performance. All staff must notify their  
 287 immediate supervisor within twenty-four (24) hours of all arrests and convictions for any ordinance  
 288 (other than minor traffic violations), misdemeanor or felony violations that may impact their ability to  
 289 complete the essential functions of their position.

290  
 291 No disciplinary action will be taken until a thorough investigation has been completed. Employees  
 292 under investigation shall have the right to representation during the investigatory process. The  
 293 employee will be allowed to have a representative of their choice who is not a supervisor or manager

## AMENDING THE COUNTY'S PERSONNEL ORDINANCE

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294 within Rock County. The representative will be limited to listening and advising the employee but will  
 295 not be allowed to speak in place of the employee. Unilateral employees other than Department Heads  
 296 shall be allowed to have a representative of their choice who has equal or less authority than they do.  
 297 Employees may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules  
 298 and standards shall be consistently applied. Penalties shall be uniform and shall match the infraction.  
 299 Persons administering corrective discipline shall systematically document the case. Records of written  
 300 reprimands, suspensions, demotions and terminations shall be provided to Human Resources and kept  
 301 in the employee's personnel file. Written reprimands will remain in effect for a period not to exceed  
 302 one year, and at the end of such period shall be removed from the active Employee's personnel file.  
 303 Records of suspension shall remain in the active Employee's personnel file for a period of two years  
 304 and at the end of such period shall be removed from the Employee's personnel file. (This section does  
 305 not necessarily apply if the employee is represented by an attorney.)  
 306

307 Suspensions, demotions, and terminations shall be discussed with the Human Resources Director or the  
 308 County Administrator before such actions are taken. In the event that the immediate dismissal action is  
 309 required and the HR Director or the County Administrator cannot be reached, the employee shall be  
 310 suspended with pay pending investigation.  
 311

**Disciplinary Action (Grounds for)**

18.608

314  
 315 The following shall be grounds for disciplinary action ranging from a written reprimand to immediate  
 316 discharge depending upon the seriousness of the offense in the judgment of management:  
 317

- 318 (a) Dishonesty or falsification of records.  
 319  
 320 (b) Use, possession, distribution, selling, or being under the influence of alcohol or  
 321 illegal drugs while on Rock County premises or while conducting business  
 322 related activities off Rock County premises. The legal use of prescribed drugs  
 323 when taken in standard dosage and/or according to a physician's prescription is  
 324 permitted on the job only if it does not impair an employee's ability to perform  
 325 the essential functions of the job effectively and in a safe manner that does not  
 326 endanger other individuals in the workplace.  
 327  
 328 (c) Unauthorized use or abuse of County equipment or property.  
 329  
 330 (d) Theft or destruction of County equipment or property.  
 331  
 332 (e) Work stoppages such as strikes or slowdowns.  
 333  
 334 (f) Insubordination or refusal to comply with the proper order of an authorized  
 335 supervisor.  
 336  
 337 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent  
 338 laws, ordinances and regulations.  
 339  
 340 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or  
 341 repeated attempts to use unpaid leave when the employee does not have benefit  
 342 time available.  
 343  
 344 (i) Use of official position or authority for personal or political profit or advantage.  
 345  
 346 (j) Disregard or repeated violations of safety rules and regulations.  
 347  
 348 (k) Incompetence, unprofessional or poor work performance.  
 349  
 350 (l) Discrimination because of race, color, creed, national origin, marital status, sex,  
 351 sexual orientation, or any other grounds prohibited by State or Federal law.



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- (m) Violations of Section 18.601 "Communications and Confidentiality".
- (n) Failure to call in or report to work.
- (o) Sleeping during scheduled work hours.
- (p) Being disrespectful or bullying in dealing with fellow employees or the general public.
- (q) Failure to exercise good professional judgment and/or failure to conform to the County's or your Department's goals and mission.
- (r) Disregard or repeated violations of Rock County Ordinance, Policy or Procedure, or Department Work Rules.

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

**Lunch Periods and Break Time**

18.614

(a) Lunch Periods.

Lunch periods are normally scheduled midway in an eight hour shift. Lunch periods shall not be longer than one hour nor shorter than thirty minutes.

(b) Break Time.

Employees may leave their workstation and return fifteen minutes later for two breaks in an eight hour shift, one during the first four hours of their first shift, and the second during the last four hours of their shift. Breaks not taken are lost. Breaks cannot be accumulated or used to extend lunch periods or to shorten the workday. Breaks must be used in 15 minute increments.

Lunch periods and break times are to be arranged between the employee and his/her supervisor or Department Head. Since most County offices remain open continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the Department Head's responsibility to assure that lunch periods and breaks are scheduled so that adequate staff coverage is provided at all times.

Employees who are on a nonstandard work schedule or work 2nd or 3<sup>rd</sup> shift shall follow Department Work Rules for lunches and breaks.

(c)The Lunch Period and Break Times cannot be combined to the start or end of the shift in order to come in late or leave early.

**Section 7: Performance Evaluation**

**Administration**

18.702

Each employee shall be evaluated at the following periods:

(a) Probationary Period (of one year).

Each employee shall be evaluated during their probationary period and one month prior to the completion of the probationary period.

(b) Probationary Period (of less than one year).

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411 Each employee shall be evaluated ~~one month~~ prior to the completion of the  
412 probationary period.

413  
414 (c) Annual.

415  
416 Each employee shall receive an annual performance evaluation close to his/her  
417 anniversary date, or at another specified time if the Department Head elects to  
418 evaluate members of a classification or the whole department together at one time.

419  
420 (d) Special.

421  
422 A special performance evaluation shall be completed:

- 423  
424 (1) Whenever there is significant change in the employee's performance,  
425  
426 (2) Whenever a supervisor permanently leaves his/her position, in which case,  
427 the supervisor shall complete a performance report on each employee  
428 under his/her supervision that has not been evaluated within six months  
429 prior to the date the supervisor expects to leave.

430  
431 When an employee has accepted a new position with in Rock County, the current supervisor should  
432 complete a performance evaluation for the employee if they have not received a performance evaluation  
433 in the last six months.

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### Section 8: Grievance Procedure

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#### **Filing a Grievance** 18.804

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440  
441 This grievance procedure is available to all ~~unilateral~~ County employees (except Department Heads  
442 and elected County Officials), ~~members of a bargaining unit that previously contained a grievance~~  
443 ~~procedure, seasonal and temporary employees of the County.~~

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#### Limitations:

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- 448 1. A grievance that may be brought by or on behalf of a law enforcement officer using  
449 the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this  
450 section.  
451 2. A grievance that may be brought by or on behalf of an employee under a grievance  
452 procedure that is contained in a collective bargaining agreement may not be brought  
453 under this section.  
454 3. A grievance filed outside of the specified time lines in 18.806 will be denied. The  
455 employee will forfeit all rights to participate in the grievance procedure as spelled out  
456 in 18.806.  
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#### **Grievance Procedure** 18.806

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462 A formal grievance of an employee shall be handled in accordance with the following procedure.

463  
464

#### STEP 1. Supervisor.

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466

466 The employee shall, within seven (7) calendar days of the event giving rise to the grievance or within ten  
467 calendar days of the date he/she could reasonably be expected to have knowledge of the grievance,  
468 present his/her formal grievance in writing on the form designated by the County to his/her immediate  
469

## AMENDING THE COUNTY'S PERSONNEL ORDINANCE

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469 supervisor unless the immediate supervisor is the subject matter of the grievance, in which case, the  
 470 employee may immediately proceed to Step 2. If the Department Head is the subject matter of the  
 471 grievance, the employee may immediately proceed to Step 3. The supervisor shall within three (3)  
 472 calendar days meet and discuss the grievance with the employee and then reply in writing within three (3)  
 473 calendar days.

474  
 475 STEP 2. Department Head.

476  
 477 In the event that the immediate supervisor's decision is not satisfactory to the employee or the immediate  
 478 supervisor is the subject matter of the grievance, the employee may within seven (7) calendar days,  
 479 present the grievance in writing to his/her Department Head. The Department Head, or his/her designee,  
 480 shall, within five (5) calendar days, meet and discuss the grievance with the employee and then reply in  
 481 writing within five (5) calendar days.

482  
 483 STEP 3. Human Resources Director.

484  
 485 In the event that the Department Head's decision does not satisfy the employee's grievance or if the  
 486 Department Head is the subject matter of the grievance, the employee may, within seven (7) calendar  
 487 days, present the grievance in writing to the Human Resources Director. The Human Resources Director  
 488 shall arrange to meet within ten (10) calendar days of receipt of the grievance with the employee, his/her  
 489 representative, if any, and any other person the Human Resources Director deems necessary. If, in the  
 490 judgment of the Human Resources Director, a hearing is necessary to ascertain the facts surrounding the  
 491 dispute, one shall be scheduled as soon as practicable. After the hearing, the Human Resources Director  
 492 shall respond to the grievance in writing to the employee within ten (10) calendar days.

493  
 494 By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2 and 3 may be  
 495 extended.

496  
 497 STEP 4. Impartial Hearing Officer (IHO).

498  
 499 In the event the decision of the Human Resources Director does not resolve the grievance, the employee  
 500 may, within seven (7) calendar days, request a hearing before an Impartial Hearing Officer and pay the  
 501 filing fee (if one is established ) by the County Board. The cost of the impartial hearing officer shall be  
 502 equally shared by the parties.

- 503  
 504  
 505 a. ~~The Human Resources Director~~ Office of Corporation Counsel shall upon receipt of  
 506 a written hearing request, provide the employee with the name of an Impartial  
 507 Hearing Officer. The Impartial Hearing Officer must not be an employee of the  
 508 County. The Impartial Hearing Officer may be a lawyer, a professional  
 509 mediator/arbitrator or other qualified individual as determined by the County  
 510 Administrator.
- 511  
 512 b. The Impartial Hearing Officer shall be impartial and may not have any prior  
 513 knowledge of the grievance.
- 514  
 515 c. ~~The Human Resources Director~~ Office of Corporation Counsel will contact the  
 516 hearing officer and schedule a meeting with the employee and the IHO to discuss  
 517 the hearing. This meeting shall occur within two weeks of the date the Human  
 518 Resource Director receives the request for the hearing. If the employee does not  
 519 respond to the HR Director's attempt to schedule the meeting or does not attend a  
 520 scheduled meeting, the request for a hearing shall be considered withdrawn and the  
 521 decision of the HR Director shall stand.
- 522  
 523 d. The Impartial Hearing Officer may decide the case on the existing record or may  
 524 conduct a hearing. A hearing will be scheduled within 30 calendar days of receipt  
 525 of the hearing request and filing fee. The Impartial Hearing Officer may reschedule  
 526 the hearing with permission of both parties.

## AMENDING THE COUNTY'S PERSONNEL ORDINANCE

Page 10

- 527 e. The Impartial Hearing Officer, with the consent of both parties, may use his/her best  
528 efforts to mediate the grievance.  
529
- 530 f. The employee has a right to be represented at the hearing (at the employee's  
531 expense) by a person of the employee's choosing.  
532
- 533 g. The County has the burden of proof in a reprimand, suspension or termination  
534 grievance to show that its actions were not arbitrary or capricious. The employee  
535 has the burden of proof in a workplace safety grievance.  
536
- 537 h. The standard required of the party with the burden of proof in all cases is a  
538 preponderance of the evidence.  
539
- 540 i. The hearing shall be recorded by a court reporter, who will make a record of the  
541 proceedings, and the costs will be shared equally by the parties.  
542
- 543 j. Formal rules of civil procedure will not be followed.  
544
- 545 k. Both parties may introduce exhibits and present witnesses. Witnesses shall be  
546 sworn to tell the truth.  
547
- 548 l. The Impartial Hearing Officer shall provide a written decision within thirty (30)  
549 calendar days following the close of the record. The written decision should  
550 include a case caption; the parties and appearances; a statement of the issues,  
551 findings of fact; any necessary conclusions of law; the final decision and order; and  
552 any other information the hearing officer deems appropriate.  
553
- 554 m. The Impartial Hearing Officer shall have the power to sustain or deny the  
555 grievance. He or she shall have the power to order only the following remedies:  
556 withdrawal of a written reprimand, reduction of suspension, transfer to original  
557 position from demoted position, reinstatement with or without some or all back  
558 pay. The Impartial Hearing Officer may recommend other remedies, however, all  
559 other remedial authority shall be subject to the determination and approval of the  
560 County Board, and shall be addressed by the County Board in the event the  
561 grievance is sustained.  
562

STEP 5. County Board.

- 563  
564  
565 An employee or the County, within ten (10) calendar days of receipt of the hearing officer's decision,  
566 may appeal the decision to the County Board by filing a written notice of appeal with the County Clerk.  
567
- 568 a. The written notice of appeal must contain: (1) a statement explaining the reason  
569 for the appeal, (2) a copy of the written grievance filed with the County, (3) the  
570 County's response to the grievance, and (4) a copy of the Impartial Hearing  
571 Officer decision. The notice of appeal may not contain any information that was  
572 not admitted into evidence at the hearing.  
573
- 574 b. The appeal will be placed on the agenda for a County Board meeting that is held  
575 at no longer than sixty (60) calendar days after the County Clerk receives a  
576 written notice of appeal. The appeal will be noticed for consideration in closed  
577 session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal,  
578 licensing, or suspension of a public employee. The County Clerk will provide a  
579 copy of the meeting notice to the employee, and the employee may request that  
580 an open session be held.  
581
- 582 c. The employee has the right to representation by a person of the employee's  
583 choosing and at the employee's request. The employee and the employee's  
584 representative may attend the closed session.

## AMENDING THE COUNTY'S PERSONNEL ORDINANCE

Page 11

- 585 d. The employee or the employee's representative and a representative of the  
586 County may address the County Board for an equal period to be determined by  
587 the County Board Chair. The appealing party will go first and may reserve a part  
588 of his/her time for rebuttal. The responding party will go second. The appealing  
589 party may present a rebuttal, if he/she has reserved any time and not used it.  
590
- 591 e. The employee and the employee's representative, and the person speaking on  
592 behalf of the County, will be excluded from any closed session during the  
593 County Board's discussion or deliberation.  
594
- 595 f. The County Board's consideration of the appeal will be limited to a review of  
596 the Impartial Hearing Officer's written decision, the record before the impartial  
597 hearing officer, the appealing party's reason(s) as to why the decision is wrong,  
598 and the response by the other party along with any oral presentations made by  
599 the parties. Only matters admitted into the evidence before the Impartial Hearing  
600 Officer shall be considered a part of the record.  
601
- 602 g. Should the County Board Chair become aware of some relevant piece of  
603 information that could have had a significant impact on the decision of the  
604 impartial hearing officer, that neither party was aware of, or could have been  
605 expected to be aware of, prior to the impartial hearing officer's decision, the  
606 County Board Chair, with the advice of the Corporation Counsel, may take  
607 whatever action he/she deems appropriate so as not to disadvantage either party,  
608 and report such action to the County Board.  
609
- 610 h. The County Board shall give due deference to the decision and recommendation  
611 of the Impartial Hearing Officer and his/her decision shall not be overturned  
612 unless the Board finds ~~by a simple majority vote that~~ by a simple majority vote  
613 the appealing party has established by evidence that is clear, satisfactory, and  
614 convincing: (1) the hearing was not conducted fairly, (2) there was fraud or  
615 corruption on the part of the hearing officer, or (3) the hearing officer made an  
616 error in fact or law.  
617
- 618 i. In the event the County Board does not sustain the Impartial Hearing Officer's  
619 decision, then the Board may render a new decision and remedy, or take other  
620 action as appropriate.  
621
- 622 j. The County Board Chair shall prepare and sign a written determination  
623 reflecting the County Board decision. The County Board Chair may enlist the  
624 assistance of the Corporation Counsel in preparing the determination. A copy of  
625 the determination will be provided to the employee within ten (10) calendar days  
626 following the County Board's decision.  
627

628 The County Board's decision is final and may not be appealed  
629

630 **Failure to Follow Grievance Procedure**

631 18.808  
632

633 If at any time during the grievance process, the employee fails to follow any proscribed timeline,  
634 procedure or requirement, as outlined in this chapter, the Human Resources Director, or the County  
635 Board Chair if at Step 5 may dismiss the grievance.

AMENDING THE COUNTY'S PERSONNEL ORDINANCE  
Page 12

Respectfully Submitted,  
COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Bob Yeomans

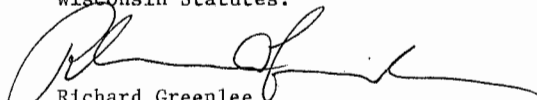
\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Louis Peer

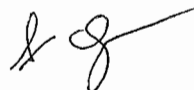
LEGAL NOTE:

The County Board is authorized to take this action pursuant to sections 59.03 and 59.52(8), of the Wisconsin Statutes.

  
Richard Greenlee  
Corporation Counsel

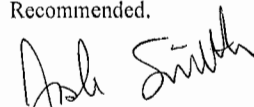
FISCAL NOTE:

Minimal fiscal impact

  
Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator

## Executive Summary

Rock County has a Personnel Ordinance that establishes a uniform personnel program for Rock County. The ordinance is reviewed annually and suggestions for modifications are brought forward to the County Board Staff Committee and the County Board.

It is important to give our workforce a voice in the process, and in 2018 a survey was sent to managers and employees to solicit input into suggestions for modifications to the current personnel ordinances and for suggestions for new ordinances. Overall there were 36 individuals that responded to the survey. The Human Resources Department identified several areas that were brought to their attention during 2018.

A draft of the proposed changes was reviewed with the County Administrator. There were some additional suggestions offered and a final version of proposed changes was compiled. The proposed updates were shared with Department Heads to gather additional feedback. The final proposed version was sent to Department Heads, distributed to staff, and posted on the employee intranet.

These changes are summarized below and a full version of the Ordinance language is included with the resolution.

### Proposed Personnel Ordinance Changes

- **18.406 – Productivity/Incentive Awards**  
Deletes outdated language on Productivity/Incentive Awards.
- **18.501 – Holidays**  
Moves holiday pay language to Admin Policy and Procedures.
- **18.508 – Leave of Absence (Non-FMLA)**  
Deletes words “Non-FMLA” from the title. Adds additional language for clarification.
- **18.509 – Bereavement Leave**  
Adds new language for second/third shift employees on bereavement leave.
- **18.515 – Sick Leave**  
Clarifies language regarding notification to your supervisor when requesting sick leave (4). Adds potential sick time abuse (5)(e), if it occurs on a day an employee previously requested off and was denied. Updates to remove the word “Unilateral” from before employees to be inclusive (aligns with change in policy 5.38).
- **18.607 – Discipline/Investigations**  
Adds new language clarifying that disciplines are removed from active employee files.
- **18.608- Disciplinary Action (Grounds for)**  
Adds new language regarding prescription drugs (b). Adds new language in regards to grounds for discipline (r) for repeated violations of Rock County Ordinance, Policy and Procedure, or Department Work Rules.
- **18.614(b)- Lunch Periods and Break Time**  
Adds word “minute” that was missing.
- **18.702 (b)- Performance Evaluation Administration**  
Deletes words “one month” from evaluation during probation to just say before completion.
- **18.804- Filing a Grievance**  
Updates grievance language to include applies to all employees except Department Heads and Elected Officials. Updates Step 4 from Human Resources Director to Office of Corporation Counsel. Clarifies Step 5 regarding County Board’s consideration of appeal and the impartial hearing officer records and decision.
- **18.808- Failure to Follow Grievance Procedure**  
Adds new language on consequence of failure to follow grievance procedure.

**APPOINTMENTS TO DISABLED PARKING  
ENFORCEMENT ASSISTANCE COUNCIL**

**POSITION:** Members of the Disabled Parking Enforcement  
Assistance Council

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

**TERM:** Three Years Ending December 31, 2021

**PER DIEM:** No

**PRESENT MEMBER:** James Bausch  
Roger Spenle  
Kathy Parker

**CONFIRMATION:** Yes, by County Board of Supervisors

**NEW APPOINTMENT:** James Bausch  
2404 Galahad Way  
Janesville, WI 53548

Roger Spenle  
1217 Vine Street  
Beloit, WI 53511

Kathy Parker  
546 N. Pine Street  
Janesville, WI 53548

**EFFECTIVE DATE:** November 15, 2018



**APPOINTMENT TO TRAFFIC SAFETY COMMISSION**

**POSITION:** Member of the Traffic Safety Commission

**AUTHORITY:** Wis. Stats. 83.013 and County Board Resolution  
Dated 8/24/72

**TERM:** Unexpired Term Ending 8/31/19

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

**PRESENT MEMBER:** Mike Flesch

**CONFIRMATION:** Yes, by County Board of Supervisors

**NEW APPOINTMENT:** Jason Dupuis, P.E.  
Transportation Engineer  
City of Beloit  
2400 Springbrook Court  
Beloit, WI 53511

**EFFECTIVE DATE:** November 15, 2018

**APPOINTMENT TO THE 911 COMMUNICATIONS COMMISSION**

**POSITION:** Member of the 911 Communications Commission

**AUTHORITY:** County Board Resolution #91-7A-053

**TERM:** Term Ending November 15, 2020

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

**PRESENT MEMBER:** Chief Ronald Northrop Jr.

**CONFIRMATION:** Yes, by County Board of Supervisors

**NEW APPOINTMENT:** Sergeant Christopher Jones  
Evansville Police Department  
10 West Church Street, PO Box 529  
Evansville, WI 53536

**EFFECTIVE DATE:** November 15, 2018

**APPOINTMENTS TO THE TRANSPORTATION COORDINATING COMMITTEE**

**POSITION:** Members of the Transportation Coordinating Committee

**AUTHORITY:** County Board Resolution 13-1B-241

**TERM:** Terms Ending December 31, 2021  
Unexpired Term Ending December 31, 2019

**PER DIEM:** For County Board Supervisors Only  
(Per Board Rule IV.J.)

**PRESENT MEMBER:** Javier Huerta Ryan Schomber  
Thomas (TJ) Nee Michael Warren  
Jason Dupuis (Alt) Harold Luther (Alt)  
Rebecca Smith (Alt) Karl Dommershausen (12/31/19)  
Kim Burkhalter

**CONFIRMATION:** Yes, by County Board of Supervisors

**APPOINTMENT:** Jennifer McIlhone Ryan Schomber  
Council on Aging Workforce Development  
1900 Center Ave.  
T.J. Nee Janesville, WI 53546  
Stateline Transportation  
100 State Street Michael Bachmeyer  
Beloit, WI 53511 Janesville Transit System  
900 N Parker Drive  
Jason Dupuis (Alt. Nee) Janesville, WI 53545  
Stateline Transportation  
100 State Street Harold Luther (Alt Schomber)  
Beloit, WI 53511 Workforce Development  
1900 Center Ave.  
Rebecca Smith (Alt Bachmeyer) Janesville, WI 53546  
Janesville Transit System  
900 N. Parker Drive Michelle Gavin (Exp. 12/31/19)  
Janesville, WI 53545 Beloit Transit System  
1225 Willowbrook  
Nikki Wolf Beloit, WI 53511  
1343 Matheson  
Janesville, WI 53545

**EFFECTIVE DATE:** November 15, 2018

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

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

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

**TERM:** Terms Ending 12/31/2021

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

**CONFIRMATION:** Yes, by County Board of Supervisors

<b>PRESENT MEMBER:</b>	Jim Farrell	Peg Slaback
	Char Lezvow	Sonya Heiser

<b>NEW APPOINTMENT:</b>	Patricia Burhans 2912 Cree Court Janesville, WI 53545	Janet Smith 359 E. Madison Avenue Milton, WI 53563
	Robert Borremans 8576 N. Black Oak Drive Edgerton, WI 53534	Sherril Gilbertson 220 W. Grand Avenue, Apt. 103 Beloit, WI 53511

**DATE:** November 15, 2018

**APPOINTMENTS TO ARROWHEAD LIBRARY SYSTEM BOARD**

**POSITION:** Members of the Arrowhead Library System Board

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

**TERM:** Three Year Term Expiring December 31, 2021

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

**PRESENT MEMBER:** Maribeth Miller  
Eloise Paula Eager  
Adam Dinnes

**CONFIRMATION:** Yes, by County Board of Supervisors

**NEW APPOINTMENT:** Maribeth Miller  
2481 Oxford Lane  
Beloit, WI 53511

Eloise Paula Eager  
401 Badger Drive  
Evansville, WI 53536

Adam Dinnes  
1438 Lafayette Street  
Janesville, WI 53546

**EFFECTIVE DATE:** November 15, 2018

**APPOINTMENT TO AGING & DISABILITY RESOURCES CENTER (ADRC)  
ADVISORY COMMITTEE**

**POSITION:** Member of the ADRC Advisory Committee

**AUTHORITY:** County Board Resolution #13-8A-388

**TERM:** Term ending April 30, 2021

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

**PRESENT MEMBER:** Vacant

**CONFIRMATION:** Yes, by County Board of Supervisors

**NEW APPOINTMENT:** Paula Garecht  
626 N. Willard Ave.  
Janesville, WI 53548

**DATE:** November 15, 2018

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden  
INITIATED BY



Diane Michaelis  
DRAFTED BY

Public Safety and Justice Committee  
SUBMITTED BY

October 26, 2018  
DATE DRAFTED

**Authorizing Acceptance of  
Highway Safety Grant**

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

5 **WHEREAS**, these funds are earmarked to allow law enforcement agencies to provide additional patrols  
6 directed at improving traffic safety by deploying seatbelt, speed, and alcohol enforcements; and,  
7

8 **WHEREAS**, the Rock County Sheriff's Office is eligible to receive a grant of \$70,000 to participate in  
9 this program; and,  
10

11 **WHEREAS**, grant funds will be used for overtime wages and related benefits; and,  
12

13 **WHEREAS**, the grant requires a local match of 25% which may be an in-kind or hard match; and,  
14

15 **WHEREAS**, the grant year runs from October 1, 2018 through September 30, 2019.  
16

17 **NOW, THEREFORE BE IT RESOLVED** by the Rock County Board of Supervisors assembled this  
18 \_\_\_\_\_ day of \_\_\_\_\_ 2018, that the Rock County Sheriff is authorized to accept funds under the  
19 Highway Safety Grant and,  
20

21 **BE IT FURTHER RESOLVED**, that the 2018 budget be amended as follows:  
22

<u>Account Description</u>	<u>Budget at</u>	<u>Amount</u>	<u>Amended</u>
<u>Account Number</u>	<u>10/01/18</u>	<u>Incr (Decr)</u>	<u>Budget</u>
<b><u>Source of Funds</u></b>			
Federal Aid			
21-2120-2019-42100	\$0	\$70,000	\$70,000
<b><u>Use of Funds</u></b>			
Overtime Wages			
21-2120-2019-61210	\$0	\$45,000	\$45,000
Aid to Localities			
21-2120-2019-69501	\$0	\$25,000	\$25,000

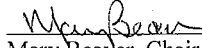
18-11D-120

Authorizing Acceptance of Highway Safety Grant  
Page 2

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE


FINANCE COMMITTEE ENDORSEMENT

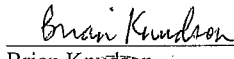
  
Mary Beaver, Chair

Reviewed and approved on a vote of \_\_\_\_\_

  
Terry Bell

\_\_\_\_\_  
Mary Mawhinney, Chair                      Date

  
Kara Hawes

  
Brian Knudson

  
Phillip Owens

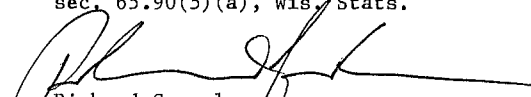
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$70,000 in federal aid for the Highway Safety program. The 25% match will be fulfilled by in-kind services.

  
Sherry Oja  
Finance Director

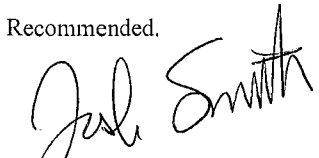
LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2018 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.

  
Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator



## Authorizing Acceptance of the Highway Safety Grant

### Executive Summary

The Wisconsin Department of Transportation, Bureau of Transportation Safety, makes Federal Highway Safety funds available to local law enforcement agencies for various traffic safety programs. These funds are earmarked to allow law enforcement agencies to provide additional patrols directed at improving traffic safety by deploying seatbelt, speed, and alcohol enforcements. The Rock County Sheriff's Office is eligible to receive a grant of \$70,000 to participate in this program. Grant funds will be used for overtime wages and related benefits. This grant require a local match of 25%. The match may be an in-kind match or a hard match.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Public Safety & Justice Committee  
INITIATED BY

Randy Terronez  
DRAFTED BY

Public Safety & Justice Committee  
SUBMITTED BY



October 30, 2018  
DATE DRAFTED

**APPROVING 2019-2020 INTERGOVERNMENTAL AGREEMENT WITH DANE COUNTY FOR MEDICAL EXAMINER SERVICES**

- 1 **WHEREAS**, the Rock County Board of Supervisors approved Resolution #16-10A-131 on October 13,
- 2 2016 which continued Rock County's relationship with Dane County to provide Medical Examiners
- 3 services, contained within an intergovernmental agreement; and
- 4
- 5 **WHEREAS**, the Intergovernmental Agreement expires on December 31, 2018; and,
- 6
- 7 **WHEREAS**, Dane County has been providing professional and administrative services to Rock County
- 8 since the transition from a coroner system to a medical examiner system in late 2014; and,
- 9
- 10 **WHEREAS**, Dane County is agreeable to another two-year agreement to provide professional and
- 11 administrative services which have been incorporated into the preliminary 2019 budget.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 14 assembled this \_\_\_\_ day of \_\_\_\_\_, 2018 approves the Dane County Intergovernmental
- 15 Agreement that delineates the roles and responsibilities of each county for the period January 1, 2019
- 16 through December 31, 2020.

18-11D-121

Respectfully Submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Mary Beaver  
Mary Beaver, Chair

Terry Fell  
Terry Fell

Kara Hawes  
Kara Hawes

Brian Knudson  
Brian Knudson

Phillip Owens  
Phillip Owens

APPROVING THE 2019-2020 INTERGOVERNMENTAL AGREEMENT WITH DANE COUNTY  
FOR MEDICAL EXAMINER SERVICES

Page 2

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Louis Peer

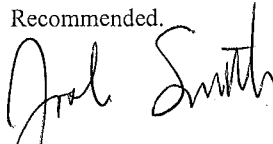
\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Bob Yeomans

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

FISCAL NOTE:

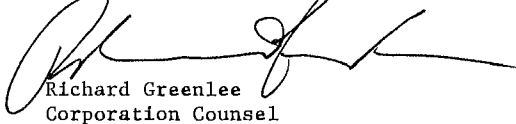
Funds were included in the 2019 Recommended Budget for these services.



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.



Richard Greenlee  
Corporation Counsel

## Executive Summary

### Approving the Intergovernmental Agreement with Dane County for Medical Examiner Services

Effective in 2015, Rock County replaced the elected coroner's system to an appointed medical examiner system in order to operate a more efficient, professional manner that would ensure the highest quality of services to the residents of Rock County. Beginning in late 2014, Rock County has contracted with Dane County via an intergovernmental agreement (IGA) to provide professional and administrative services for two-year periods.

The proposed IGA will be the third such agreement with Dane County covering the period January 1, 2019 through December 31, 2020. Specifically the IGA calls for Dane County to provide:

1. Office Administrative oversight (via the Dane County Director of Operations, under the direction of the Dane County Medical Examiner, acts as the Director of Operations for Rock County).
2. Autopsy service, External Exams, Forensic Case Review, Management of Pathologists, Autopsy Medicine (via Chief Medical Examiner, the Deputy Chief Medical Examiner, and the Deputy Medical Examiner of Dane County acting in their capacity for Rock County).
3. Transportation to/from the Rock County morgue and the Dane County morgue.

Please note that Rock County employs full-time and part-time field staff (called Medicolegal Investigators) and a part-time office person.

A schedule of charges is included in the Intergovernmental Agreement and includes:

	Caseload		Budget	
	2019	2020	2019	2020
A. Office Admin./Oversight	12 hrs/wk	12 hrs/wk	\$ 46,420	\$ 48,049
B. Forensic Case Review	900	900	\$ 39,016	\$ 40,376
C. Management - Pathologists	2 hrs/wk	2 hrs/wk	\$ 14,623	\$ 15,081
D. Autopsy Medicine	152	152	\$ 166,408	\$ 171,152
E. Transportation - Autopsies	304	304	\$ 37,108	\$ 37,980
F. External Exams	10	10	\$ 4,085	\$ 4,224
G. Transportation - External Exams	20	20	\$ 2,441	\$ 2,499
 Total - IGA Services			 \$ 310,101	 \$ 319,361
H. Autopsy Fee - Additional			\$ 1,339	\$ 1,376
I. External Exam - Additional			\$ 835	\$ 854

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden  
INITIATED BY



Diane Michaelis  
DRAFTED BY

Public Safety and Justice Committee  
SUBMITTED BY

October 26, 2018  
DATE DRAFTED

**Authorizing Purchase of  
Patrol Squads and Fleet Vehicles**

1 **WHEREAS**, the 2019 budget request contains four Dodge Chargers, one Chevrolet Tahoe, and one  
2 Dodge Caravan; and,  
3  
4 **WHEREAS**, the 2019 contract pricing is expected to increase 5% to 15% above the 2018 contract  
5 pricing; and,  
6  
7 **WHEREAS**, the Sheriff's Office can purchase the 2019 models at the 2018 prices, if the orders are  
8 placed prior to October 31, 2018; and,  
9  
10 **WHEREAS**, section 2.218 (4) of the Purchasing Ordinance does allow Rock County to purchase vehicles  
11 through a cooperative purchasing agreement with the State of Wisconsin under Contract #505ENT-M18-  
12 2018VEHICS-01 (Dodge) and #505ENT-M18-2018VEHICS-03 (Chevrolet); and,  
13  
14 **WHEREAS**, Ewald Automotive Group, of Oconomowoc, Wisconsin, was awarded the State contracts for  
15 law enforcement vehicles; and,  
16  
17 **WHEREAS**, the Sheriff's Office and the Purchasing staff have reviewed the State of Wisconsin bid  
18 specifications and recommend purchasing four Dodge Chargers, one Chevrolet Tahoe, and one Dodge  
19 Caravan.  
20  
21 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
22 this \_\_\_\_\_ day of \_\_\_\_\_, 2018 that Purchase Orders be issued to Ewald Automotive Group,  
23 of Oconomowoc, Wisconsin, totaling the amount of \$149,534, for the purchase of the 2019 Sheriff's  
24 Office's fleet vehicles.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver  
Mary Beaver, Chair

Terry Fell  
Terry Fell

Kara Hawes  
Kara Hawes

Brian Knudson  
Brian Knudson

Philip Owens  
Philip Owens

18-11D-122

Authorizing Purchase of Patrol Squads and Fleet Vehicles  
Page 2

FISCAL NOTE:

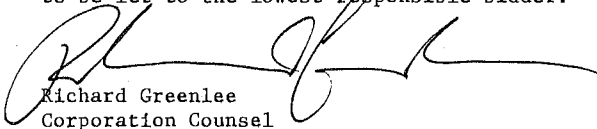
Funds will need to be approved in the 2019 budget for the cost of these vehicles.



Sherry Oja  
Finance Director

LEGAL NOTE:

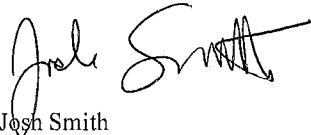
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

### Executive Summary

The 2019 budget request contains four Dodge Chargers, one Chevrolet Tahoe, and one Dodge Caravan.

Ewald Motors notified the Sheriff's Office that the 2019 contract pricing is expected to increase 5% to 15% above the 2018 contract pricing. If the Sheriff's Office orders prior to October 31, 2018, the Sheriff's Office can purchase the 2019 models at the 2018 prices.

Although the 2019 budget has not been adopted yet, the Sheriff's Office would like order four Chargers, one Tahoe, and one Caravan in October. The delivery date would be after January 1, 2019. The pricing would be from the 2018 state contract.

The savings are estimated to be \$7,477 to \$22,430.

			<i>2018</i>	<i>Incr.</i>	<i>Incr.</i>
	<i>Qty.</i>	<i>Ea.</i>	<i>Total</i>	<i>5%</i>	<i>15%</i>
Chargers	4	\$22,478	\$89,912	\$4,496	\$13,487
Tahoe	1	\$36,476	\$36,476	\$1,824	\$5,471
Caravan	1	\$23,146	\$23,146	\$1,157	\$3,472
Total	6		\$149,534	\$7,477	\$22,430

Under Section 2.218 (4) of the Purchasing Ordinance, Rock County can utilize the State of Wisconsin bid to purchase vehicles through a cooperative purchasing agreement.

Ewald Automotive Group, of Oconomowoc, Wisconsin, was awarded the State contract for law enforcement vehicles for 2018. The Sheriff's Office and the Purchasing staff reviewed the State of Wisconsin bid specifications and recommend purchasing four Dodge Chargers, one Chevrolet Tahoe, and one Dodge Caravan from Ewald Automotive Group, of Oconomowoc, Wisconsin.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY



Amy Spoden, Asst. HR Director  
DRAFTED BY

Finance Committee  
SUBMITTED BY

November 6, 2018  
DATE DRAFTED

**APPROVING REINSURANCE CONTRACT FOR STOP-LOSS COVERAGE**

- 1 **WHEREAS**, Associated Risk and Benefits Consulting., Rock County's Insurance Consultant, solicited
- 2 proposals from Stop-loss carriers; and,
- 3
- 4 **WHEREAS** Anthem Stop Loss is the most competitive option for Stop-Loss coverage for Rock
- 5 County; and,
- 6
- 7 **WHEREAS**, Anthem Stop Loss has offered terms of a zero (0%) percent increase with our current
- 8 Stop-Loss retention level of \$175,000 for monthly premiums of \$30.45 per single plan and \$98.70 for a
- 9 family plan.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 12 assembled on this \_\_\_\_\_ day of \_\_\_\_\_, 2018 hereby authorizes the execution of a
- 13 contract with Anthem Stop Loss for administration of the County's Stop-Loss Coverage effective
- 14 January 1, 2019 thru December 31, 2019.

Respectfully Submitted,

FINANCE COMMITTEE

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Mary Beaver, Vice Chair

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
J. Russell Podzilni

\_\_\_\_\_  
Bob Yeomans

FISCAL NOTE:

Sufficient funds are available in the 2019 Budget for administering the County's self-insurance health plan and specific stop-loss coverage. Based upon the current census of 335 Single Plans and 852 Family Plans, the annual stop-loss premium would be \$1,131,518.00

\_\_\_\_\_  
Sherril Oja  
Finance Director

LEGAL NOTE:

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

\_\_\_\_\_  
Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended

\_\_\_\_\_  
Josh Smith  
County Administrator

18-11D-123



# Anthem<sup>®</sup>

## STOP LOSS

### Medical Stop Loss Proposal For Rock County Janesville, WI

Presented by  
BenefitMall

Sales Executive  
Danny Dennis

# Anthem

STOP LOSS

Issuing Carrier **Anthem Life Insurance**  
 Group **Rock County**  
 Producer **BenefitMall**

Proposal No **544**  
 Proposal **10/17/2018** Valid Thru **11/17/2018**  
 Effective **01/01/2019** Expiration **12/31/2019**

## SPECIFIC STOP LOSS BENEFIT

Covered Benefits	Option 1	Option 2	Option 3
	Medical, Rx	Medical, Rx	Medical, Rx
Contract Basis	12/18	12/18	12/18
Annual Specific Deductible per Individual	\$ 175,000	\$ 185,000	\$ 200,000
Maximum Annual Reimbursement	Unlimited	Unlimited	Unlimited
Maximum Lifetime Reimbursement	Unlimited	Unlimited	Unlimited
Quoted Rate Per Month	<u>Enrollment</u>		
Single	342 \$ 30.45	\$ 27.41	\$ 25.27
Family	856 \$ 98.70	\$ 88.83	\$ 81.92
Composite	1,198 \$ 79.22	\$ 71.30	\$ 65.75
Estimated Annual Premium	\$ 1,138,813	\$ 1,024,952	\$ 945,190
Quoted Rate(s) includes Commissions of	0.00%	0.00%	0.00%

## OVERALL COST SUMMARY

	Option 1	Option 2	Option 3
Total Annual Fixed Costs	\$ 1,138,813	\$ 1,024,952	\$ 945,190
Variable Costs	\$ 0	\$	\$
Maximum Annual Liability	\$ 1,138,813	\$ 1,024,952	\$ 945,190

The quote assumes an Anthem standalone quote.

This contract will be issued in Wisconsin.

The TPA is PBA

The Medical Network is The Alliance

We will require disclosure reports thru 09/30/2018 in order to finalize and determine any Individual Adjusted Deductible. We will require the following reports for Disclosure: 50% report(must include a unique identifier, primary diagnosis and paid amount), transplant list, pending/denied report and trigger report.

This quote assumes that the Pharmacy is not carved out to a separate PBM.

Proposed rates are payable by the invoice due date.

This proposal is based on the continuation of the current plan(s) of benefits.

This proposal is based on the continuation of the current enrollment distribution in the current medical plans.

The Effective Year Plan Document/SPD needs to be received within 45 days of the proposed effective date.

No Fully Insured Lives are covered.

Plan must have medical case management and utilization review.

All claims are reported/paid in U.S. dollars.

This proposal may be adjusted if the number of covered employees or the percentage of family participants change by more than 15%.

Any costs charged by the claim administrator for reports required to substantiate claims will be paid by the employer.

The state health care surcharge paid on claims incurred with certain providers in some states, may be eligible for reimbursement under the excess risk policy subject to terms of the policy provisions to the extent that such surcharges are included in the claims information provided to underwriting. Penalties or fines associated with the health care surcharge or the underlying expenses will not be considered eligible excess risk expenses.

The proposal is based on the data provided. Any changes to this data may allow us to modify the proposal.

We rely on the information provided to determine whether a proposal will be issued. The information provided shall become a part of the application for stop loss coverage. You are obligated to provide accurate information. If material errors or omissions are found after the quote is issued, we reserve the right to revise the quote in any manner or rescind the quote even if you were unaware of the material error or omission. Additionally, we reserve the right to rescind the proposal in its entirety based on our review of all the information submitted during the proposal process.

In addition to base commissions, certain writing agents and/or service providers may receive compensation related to factors such as overall sales of our products, the total premium sold through the writing agent/service providers, growth in the number of customers, and the retention of existing customers. Compensation and fees may also be paid to writing agents and/or service providers for administrative services in connection with our products. Please contact us if you would like additional details regarding this compensation and/or fees that may be payable on your account.

We will offer access to third-party managed and administered cost containment options that help control the financial risk associated with more intensive health care. These options may include but are not limited to: transplant networks, renal and dialysis management, claim negotiation, high risk pregnancy, premature infants and hemophilia. Cost containment services are managed and administered by independent third-party entities not affiliated with us. We do not warrant, guaranty, or make any representations or warranties whatsoever, express or implied, or assume any liability regarding the use or the results of the use of cost containment services including without limitation any financial results based on the use of the cost containment services or any information or any delay or loss of use of the cost containment services.

Advance Funding is included.

Renewal Rate Cap Endorsement guarantees your subsequent year's renewal will be capped at 50% and no new individual adjusted deductible will apply.

Retirees are covered but assumed Medicare is primary for retirees age 65 and older.

This proposal is firm thru 11/17/2018. If this proposal is not accepted by 11/17/2018 we will require updated claim reporting and rates / terms are subject to change.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

FORMER SUPERVISOR  
BILLY BOB GRAHN  
INITIATED BY

SOUTHERN WISCONSIN ALLIES  
OF NATIVE NATIONS  
DRAFTED BY

SUPERVISORS STEPHANIE  
AEGERTER AND VICKI BROWN  
SUBMITTED BY



OCTOBER 16, 2018  
DATE DRAFTED

PROCLAMATION TO RECOGNIZE THE SECOND MONDAY IN OCTOBER AS  
"INDIGENOUS PEOPLES DAY"

- 1 **WHEREAS**, Indigenous Peoples Day began in commemoration of five hundred years of survival and
- 2 renewal of indigenous nations in the face of genocide, colonization, political, religious, and cultural
- 3 repression; and
- 4
- 5 **WHEREAS**, the Rock County Board of Supervisors recognizes that the Indigenous people of this
- 6 hemisphere, that would later be known as the Americas, have lived on these lands since time
- 7 immemorial and the Rock County Board of Supervisors recognizes the fact that Rock County is built
- 8 upon the homelands of the Indigenous people of this region; and
- 9
- 10 **WHEREAS**, the Rock County Board of Supervisors values the many contributions made to our
- 11 community through Indigenous people's knowledge, labor, technology, science, philosophy, arts, land
- 12 conservation techniques, along with deep spiritual cultural practice helped shaped the character of the
- 13 land known as Rock County; and
- 14
- 15 **WHEREAS**, the Rock County Board of Supervisors will continue to support Indigenous Nations
- 16 social and environmental justice, religious freedom and tribal sovereignty efforts; and
- 17
- 18 **WHEREAS**, the Rock County Board of Supervisors honors our country's indigenous roots and correct
- 19 history, and seeks with this celebration to bring greater understanding of diversity by inclusion of
- 20 indigenous people's culture and voice to the table in Rock County, Wisconsin; and
- 21
- 22 **WHEREAS**, the Rock County Board of Supervisors will recognize the desire of all Indigenous people
- 23 representing all 567 tribal nations to celebrate the second Monday in October as indigenous peoples
- 24 day, with special attention to Wisconsin's 12 federally-recognized tribal nations, and
- 25
- 26 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly
- 27 assembled this \_\_\_ day of \_\_\_\_\_ 2018, to affirm and proclaim that the second Monday in October
- 28 will be known as Indigenous Peoples Day.

18-11D-124

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Bob Yeomans

PROCLAMATION TO RECOGNIZE THE SECOND MONDAY IN OCTOBER AS  
"INDIGENOUS PEOPLES DAY"

12.C.(2)

Page 2

FISCAL NOTE:

No fiscal impact.



Sherry Oja  
Finance Director

LEGAL NOTE:

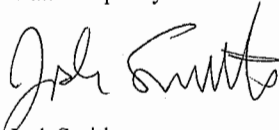
The County Board is authorized to take this action pursuant to § 59.51(2),  
Wis. Stats.



Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of policy.



Josh Smith  
County Administrator

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Criminal Justice Coordinating  
Council  
INITIATED BY



Elizabeth Pohlman McQuillen  
DRAFTED BY

Public Safety & Justice  
Committee  
SUBMITTED BY

October 16, 2018  
DATE DRAFTED

**SUPPORT FOR INCREASED PUBLIC DEFENDER ACCESS AND COMPENSATION**

- 1 **WHEREAS**, the Sixth Amendment to the United States Constitution guarantees those charged with
- 2 crimes the right to a speedy, public trial by jury, the right to confront accusers, and the right to the
- 3 assistance of counsel; and,
- 4
- 5 **WHEREAS**, the United States Supreme Court in 1963 established that the government must provide
- 6 counsel if a defendant cannot afford it and other cases have established that the assistance must be
- 7 effective, not merely a lawyer appearing, unprepared, for a defendant; and
- 8
- 9 **WHEREAS**, the State Public Defender often provides representation to indigent defendants using
- 10 certified private attorneys who are reimbursed at the nation's lowest hourly rate of \$40, which was set by
- 11 the Legislature more than 20 years ago in 1995 when the rate was reduced from \$50; and,
- 12
- 13 **WHEREAS**, lack of representation for indigent clients causes a backlog in the criminal justice system,
- 14 leads to longer pre-trial periods of detention in county jails, inefficiency for courts, and slower justice for
- 15 victims, creating a burden on the courts and Wisconsin Counties.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 18 this \_\_\_\_\_ day of \_\_\_\_\_, 2018, does hereby implore the Wisconsin legislature to provide
- 19 adequate resources to the State Public Defender's Office for representation of indigent clients by
- 20 increasing the rate of reimbursement for assigned attorneys consistent with the reasoning of the
- 21 Wisconsin Supreme Court in its Decision in *In re the Petition to Amend SCR 81.02*, decided and filed by
- 22 the Court on June 27, 2018, to \$100/hour, which will ensure the prompt appointment of counsel.
- 23
- 24 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to send a copy of this
- 25 resolution to Governor Walker, the Rock County Legislative Delegation and the Wisconsin Counties
- 26 Association.

18-11D-125

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Mary Beaver  
Mary Beaver, Chair

Kara Hawes  
Kara Hawes

Philip Owens  
Philip Owens, Vice Chair

Brian Knudson  
Brian Knudson

Terry Fell  
Terry Fell

SUPPORT FOR INCREASED PUBLIC DEFENDER ACCESS AND COMPENSATION  
Page 2

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Bob Yeomans

ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator

FISCAL NOTE:

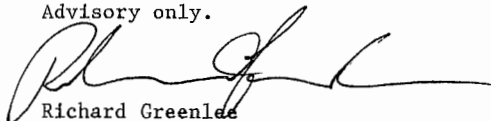
This resolution is advisory only and has no direct fiscal impact on Rock County operations in and by itself.



Sherry Oja  
Finance Director

LEGAL NOTE:

Advisory only.



Richard Greenlee  
Corporation Counsel



**EXECUTIVE SUMMARY**

The State Public Defender's Office represents indigent individuals in criminal, juvenile and mental health courts. For cases involving, (primarily), conflicts of interest SPD appoints private bar attorneys to represent individuals who otherwise qualify under its guidelines. The rate at which these private attorneys are paid by the State of Wisconsin is \$40/hour, which is the lowest rate in the country. Jurisdictions across the state are having difficulty finding private attorneys willing to take these cases for \$40/hour, as this rate does not even cover the overhead costs to run a small law firm. This causes a backlog in the criminal justice system and, in other jurisdictions, has led to judges being forced to appoint counsel at county expense. Further, this leads to increased costs to jails, (these individuals are waiting for the appointment of counsel), inefficiency for courts and law enforcement, and a delay in obtaining justice for victims. This Resolution does not increase County costs for appointing counsel; it strongly urges the Wisconsin State Legislature to provide adequate funding to SPD, to pay private bar attorneys who take SPD eligible cases, closer to a market rate for their services.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Annette Mikula, HR Director  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

November 6, 2018  
DATE DRAFTED

**APPROVING THE 2019 BASE WAGE RATES FOR ALL EMPLOYEES EXCEPT  
REPRESENTED LAW ENFORCEMENT EMPLOYEES, AND AMENDING THE  
PERSONNEL POLICY WAGE APPENDIXES**

- 1 **WHEREAS**, it is necessary to adjust the Employee Pay Plans periodically to ensure that they continue
- 2 to reflect salary rates which are competitive for those job classes covered by the Plans; and,
- 3
- 4 **WHEREAS**, the County has already settled with the Deputy Sheriff's Association, and the Deputy
- 5 Sheriff's Supervisor Association, where they have received 2019 total package increases of 2.00%
- 6 effective January 1, 2019 for Supervisors, and February 15, 2019 for Deputy Sheriffs; and,
- 7
- 8 **WHEREAS**, it is proposed to increase all employee Pay Plans by 2.00% effective January 1, 2019.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 11 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2018 does hereby approve the County's 2019 Pay
- 12 Plans by increasing each step by 2.00% effective January 1, 2019.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Bob Yeomans

\_\_\_\_\_  
Betty Jo Bussie

18-11D-126

APPROVING THE 2019 WAGE RATES FOR EMPLOYEES, EXCEPT REPRESENTED LAW  
ENFORCEMENT EMPLOYEES, AND AMENDING THE PERSONNEL POLICY WAGE  
APPENDIXES  
Page 2

FISCAL NOTE:

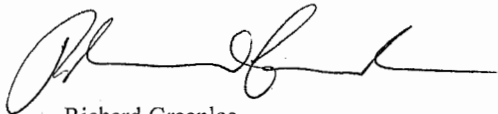
	<u>Projected Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>Wage Increase</u>
2019	\$58,097,312.37	\$1,161,906	2.00%



Sherry Oja  
Finance Director

LEGAL NOTE:

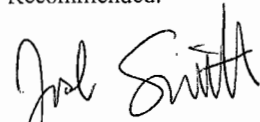
The County Board is authorized to take this action pursuant to §59.22(2),  
Wis. Stats.



Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

APPROVING THE 2019 WAGE RATES FOR EMPLOYEES, EXCEPT REPRESENTED LAW  
ENFORCEMENT EMPLOYEES, AND AMENDING THE PERSONNEL POLICY WAGE  
APPENDIXES

Page 3

**Executive Summary**

The purpose of this resolution is to provide wage rate increases for County employees who are not represented by a law enforcement labor unit.

The County has already settled with the Deputy Sheriff's Association, and the Deputy Sheriff's Supervisor Association, where they have received 2019 total package increases of 2.00% effective January 1, 2019 for Supervisors, and February 15, 2019 for Deputy Sheriffs.

To keep employees on pace with cost of living, inflation, and external market factors this resolution provides for a 2.00% increase for wage rates effective January 1, 2019.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Brent Fox  
INITIATED BY



Randy Terronez,  
Assistant to the County Administrator,  
DRAFTED BY

Public Works Committee &  
County Board Staff  
Committee  
SUBMITTED BY

September 12, 2018  
DATE DRAFTED

**Revising Board Rules and Establishing Airport Board**

1 **WHEREAS**, a major focus of the recently concluded work of the Ad Hoc Committee on the Airport  
2 Future was analyzing the management structure; and  
3

4 **WHEREAS**, the final report of the Ad Hoc Committee to Study the Future of the Airport (Southern  
5 Wisconsin Regional Airport or SWRA) recommended:  
6

7 “... separating the airport operations from the Public Works Committee via the creation of an  
8 Airport Board. This 9-member, appointed Airport Board would have three County Board of  
9 Supervisors and six community members – specifically those possessing aviation-related expertise  
10 and said experience.  
11

12 The Airport Board would be a standing governing committee and report to the full County Board  
13 of Supervisors. While SWRA staffing and operations would continue to fall within the County’s  
14 existing rules and regulations, an Airport Manager would be responsible for providing  
15 departmental leadership functions and report directly to the County Administrator.  
16

17 The Ad Hoc Committee in recommending this option requested the Corporation Counsel to  
18 determine its feasibility. Subsequently, Rock County Corporation Counsel Rich Greenlee stated  
19 that County Board Rule IV (F) states that “each committee shall be composed of a majority of  
20 County Supervisors and such additional members as required by law and approved by the  
21 County Board. In order to have an “Airport Board” have more citizen members than County  
22 Board supervisors, this rule would also need to be amended. Amending the County Board rules  
23 normally occurs during the election of a new term of county board members which would be in  
24 April of 2020. Amending the Board rule prior to this date would require a 2/3rds vote of the  
25 County Board.”  
26

27 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors in session this  
28 \_\_\_\_ day of \_\_\_\_\_, 2018, does hereby Amend the Rock County Board Rules of Procedure  
29 as follows (new language is underlined; deleted language is shown with a strikethrough):  
30

31 1. RULE IV.F. is amended to read as follows:  
32

33 F. Except for the Airport Board as articulated in Rule V.O., or when uniformly mandated to  
34 the contrary by law, each committee shall be composed of a majority of County Supervisors  
35 and such additional members as required by law ~~these Rules~~ and approved by the County  
36 Board. No committee may create sub-committees or otherwise subdivide committee  
37 responsibilities, unless authorized by the whole County Board. Any committee may rely on  
38 its members, County staff, or other individuals or organizations to conduct research and  
39 provide additional information to the committee for the purpose of fulfilling its  
40 responsibilities. Such research or information gathering, when conducted cooperatively  
41 without a quorum of the committee, shall not be considered a sub-committee or  
42 governmental body unless creation of a sub-committee has been previously approved by the  
43 County Board.  
44

45 2. RULE V.A. is amended to read as follows:

18-10A-101

46 A. The following shall be the standing committees of the County Board of Supervisors  
 47 and shall have the general duties and responsibilities stated in Rule IV, shall approve all  
 48 contracts, claims and demands and causes of action less than \$10,000 and shall review the  
 49 prior month's payments against the accounts under their jurisdiction. Upon request from  
 50 department heads and review by the County Administrator, or a designated agent,  
 51 standing committees reallocate amounts more than \$5,000 and up to \$10,000 between  
 52 detail accounts or create new detail accounts of an individual county office or department  
 53 within their jurisdiction. With review by the County Finance Director, the County  
 54 Administrator or the Administrator's designee may approve reallocation requests of  
 55 \$5,000 or less, or create detail accounts for any transfer of \$5,000 or less without further  
 56 committee action.

- 57
- 58 -Agricultural/ Land Conservation Committee
- 59 -Board of Health
- 60 -County Board Staff Committee
- 61 -Developmental Disabilities Board
- 62 -Education, Veterans and Aging Services Committee
- 63 -Finance Committee
- 64 -General Services Committee
- 65 -Health Services Committee
- 66 -Human Services Board
- 67 -Planning & Development Committee
- 68 -Public Safety & Justice Committee
- 69 -Public Works Committee
- 70 -Rail Transit Commission
- 71 -Southern Wisconsin Regional Airport Board
- 72

73 3. RULE V.M(2) is amended to read as follows:

74

75 (2) The committee shall convene from time-to-time as the County Highway Committee and  
 76 shall have such powers and duties conferred by State law and County Board policy. The  
 77 committee shall have policy supervision over the Department of Public Works that includes  
 78 highway, ~~airport~~, parks and motor pool operation.

79

80 4. RULE V.O. is created to read as follows:

81

82 O. Airport Board

83 (1) The committee shall be composed of nine members, of which three shall be County  
 84 Board Supervisors. Six members shall be drawn from the community, and not elected to  
 85 any county office, or employed by Rock County, and shall have a demonstrated interest or  
 86 competence in the field of aviation.

87

88 (2) The Airport Board shall have policy supervision over the Southern Wisconsin Regional  
 89 Airport

90

91 **BE IT FURTHER RESOLVED** that the Southern Wisconsin Regional Airport (SWRA) Department be  
 92 created with the Airport functions under the Department of Public Works transferred to the new  
 93 department

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Abstain  
Betty Jo Bussie, Chair

Brent Fox  
Brent Fox, Vice Chair

Brenton Driscoll  
Brenton Driscoll

Rick Richard  
Rick Richard

Absent  
Jeremy Zajac

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Bob Yeomans

FISCAL NOTE:

Standing County Board Committee members are entitled to per meeting allowance and mileage as provided in Rock County Board Rules of Procedure IV-J.

Sherry Oja  
Sherry Oja  
Finance Director

LEGAL NOTE:

Pursuant to Rule X(C) of the Rock County Board of Supervisors Rules of Procedure, the Rules of Procedure may be amended by a 2/3 vote of all members present.

Richard Greenlee  
Richard Greenlee  
Corporation Counsel

Administrative Note:

If the County Board approves the proposed new composition of an Airport Board, it would be trading a certain level of control at the committee level for more expertise in the policy direction of the Airport. The County Board would retain final authority over actions approved by the Airport Board as it does for other governing committees. If a new Southern Wisconsin Regional Airport Department is created, additional approvals may be required by committees or the County Board to adjust the administrative functions and organization of the Department.

Josh Smith  
Josh Smith  
County Administrator

## EXECUTIVE SUMMARY

A major focus of the recently concluded work of the Ad Hoc Committee on the Airport Future was analyzing the management structure.

A recommendation made by that body included separating the airport operations from the Public Works Committee via the creation of an Airport Board. The Airport Board would be nine (9) members and consist of three County Board of Supervisors and six community members – specifically those possessing aviation-related expertise and said experience.

The Airport Board would be a standing governing committee and report to the full County Board of Supervisors. While Southern Wisconsin Regional Airport staffing and operations would continue to fall within the County's existing rules and regulations, an Airport Director would be responsible for providing departmental leadership functions and report directly to the County Administrator.

The Ad Hoc Committee in recommending this option requested the Corporation Counsel to determine its feasibility. Subsequently, Rock County Corporation Counsel Rich Greenlee stated that County Board Rule IV (F) states that "each committee shall be composed of a majority of County Supervisors and such additional members as required by law and approved by the County Board. In order to have an "Airport Board" have more citizen members than County Board supervisors, this rule would also need to be amended. Amending the County Board rules normally occurs during the election of a new term of county board members which would be in April of 2020. Amending the Board rule prior to this date would require a 2/3rds vote of the County Board.

(Subsequent to the recommendation, Corporation Counsel addressed the issue of conflict of interest that would prohibit a person that conducts business with the Airport valued at or above \$15,000 annually.)

This resolution would:

1. Amend Rule IV (F) of the Board Rules to exempt the Airport Board.
2. Add Southern Wisconsin Regional Airport Board to Rule V A to the list of Committees.
3. Remove Airport from Rule V M Public Works Committee
4. Create a new section Rule V O Airport Board and include:
  - (1) The Board shall consist of nine (9) members: three County Board of Supervisors and six community members – specifically those possessing aviation-related expertise and said experience.
  - (2) The Board shall have policy supervision over the Southern Wisconsin Regional Airport (SWRA).
5. Create the Southern Wisconsin Regional Airport Department and transfer functions from the Department of Public Works to the new department.



**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Annette Mikula, HR Director  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

November 6, 2018  
DATE DRAFTED

**SETTING THE 2019 SALARY OF THE COUNTY ADMINISTRATOR**

- 1 **WHEREAS**, the County Administrator's current salary is \$135,321.39; and,
- 2
- 3 **WHEREAS**, the County Board Staff Committee reviewed the County Administrator's salary, other benefits,
- 4 and the annual adjustments recommended and received by other County employees for 2019; and,
- 5
- 6 **WHEREAS**, the County Board Staff Committee recommends a 2.00% increase to the County Administrator's
- 7 salary and benefits effective 1-1-19, 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 \_\_\_\_\_, 2018 does hereby authorize that the County Administrator's salary
- 11 be adjusted by 2.00% effective 1-1-19.
- 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 2018 increase from \$5,500 to \$6,000.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Terry Thomas

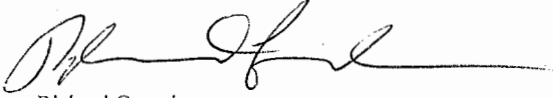
\_\_\_\_\_  
Bob Yeomans

18-11D-127

RESOLUTION SETTING THE 2019 SALARY OF THE COUNTY ADMINISTRATOR  
Page 2

LEGAL NOTE:

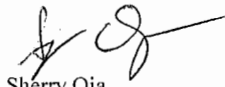
The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.



Richard Greenlee  
Corporation Counsel

FISCAL NOTE:

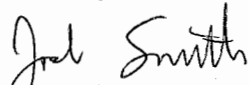
	2018	Increase	2019 Base
	<u>Base Compensation</u>		<u>Compensation</u>
Salary	\$135,321.39	2.00%	\$138,027.82
Car Allowance	6,000.00	-	6,000.00
Expense Allowance	2,000.00	-	2,000.00
Deferred Compensation	5,500.00	\$500.00	6,000.00



Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Matter of policy.



Josh Smith  
County Administrator

RESOLUTION SETTING THE 2019 SALARY OF THE COUNTY ADMINISTRATOR  
Page 3

**Executive Summary**

The purpose of this resolution is to provide a wage rate increases for the County Administrator.

The County has already settled with the Deputy Sheriff's Association, and the Deputy Sheriff's Supervisor Association, where they have received 2019 total package increases of 2.00% effective January 1, 2019 for Supervisors, and February 15, 2019 for Deputy Sheriffs

The proposed wage increase for all other employees is 2.00%.

This resolution provides for a 2.00% wage rate increase for the County Administrator, to keep pace with cost of living, inflation, and external market factors, effective January 1, 2019.