

COUNTY BOARD STAFF COMMITTEE
Minutes – December 11, 2012

Call to Order. Chair Podzilni called the meeting of the County Board Staff Committee to order at 4:00 P.M. in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present: Supervisors Podzilni, Kraft, Arnold, Brill, Bussie, Jensen, Mawhinney, Peer, and Yankee.

Committee Members Absent: None.

Staff Members Present: Craig Knutson, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Sherry Oja, Finance Director; Jeff Kuglitsch, Corporation Counsel; Dave O’Connell, Human Resources Director; Amy Spoden, Human Resources Manager; David Somppi, Community Development Manager; Ben Coopman, Public Works Director.

Others Present: None.

Approval of Agenda. Supervisor Mawhinney moved approval of the amended agenda, second by Supervisor Arnold. ADOPTED.

Approval of Minutes. Supervisor Jensen moved approval of the minutes of November 13, 2012 as presented, second by Supervisor Bussie. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Bills/Encumbrances.

County Administrator - Prepaid	\$	1,142.00
Corporation Counsel		951.50
Human Resources		2,418.64

Supervisor Mawhinney moved approval of the above Bills and Encumbrances for the County Board Staff Committee, second by Supervisor Brill. ADOPTED.

Transfer None.

Pre-Approved Encumbrances None.

Resolutions.

Recognizing Barb Mauerman for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012

does hereby recognize Barb Mauerman for her 22 years, 9 months of service and extend their best wishes to her in her future endeavors; and,

BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of this resolution to Barb Mauerman.”

Supervisor Bussie moved approval of the above resolution, second by Supervisor Yankee. ADOPTED.

Recognizing Rita Leyes

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly assembled this ____ day of _____, 2012, does hereby recognize Rita Leyes for her 37 years of service and extend best wishes to her in her future endeavors; and,

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to Rita Leyes.”

Supervisor Peer moved approval of the above resolution, second by Supervisor Kraft. ADOPTED.

Recognizing Cyndy Garcia

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly assembled this ____ day of _____, 2012, does hereby recognize Cyndy Garcia for her 26 years of service and extend best wishes to her in her future endeavors; and,

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to Cyndy Garcia.”

Supervisor Mawhinney moved approval of the above resolution, second by Supervisor Brill. ADOPTED.

Urging State Legislators to Vote in Favor of Transportation Dollars for Transportation

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors strongly urges our state representatives to vote in favor of second consideration of the joint resolution to protect the transportation fund, thereby giving voters across this state the opportunity to vote on a binding referendum to amend the constitution and ensure the transportation user fees they pay will be spent for transportation purposes.”

Supervisor Yankee moved approval of the above resolution, second by Supervisor Bussie.

Supervisor Bussie said 54 of the 72 counties have already responded.

Supervisor Kraft moved to add a clause to send the resolution to the Rock County Legislative Delegation, Governor Scott Walker, Wisconsin Counties Association and Wisconsin County Highway Association, second by Supervisor Podzilni. ADOPTED.

ADOPTED.

Discussion and Possible Action on Riverside Drive Properties. Supervisor Yankee moved approval of the purchase, second by Supervisor Kraft.

Mr. Somppi explained the two properties, located at 3901 and 3911 Riverside Dr., Edgerton, were substantially damaged (more than 50%) in the 2008 flood event. He said the County applied for FEMA funds and these funds are available for the purchase of these properties; the properties are adjacent to Indianford Park; they are located in the 100-year floodplain; and the owners are requesting this purchase.

Mr. Osborne said the possible purchase of these two properties went before the Public Works Committee and they have interest in the properties to use for parking.

Mr. Somppi said this project would be 100% funded using the FEMA grant funds.

Mr. Somppi said this would add approximately 10,000 square feet to the County owned Indianford Park.

ADOPTED.

Review and Possible Action on Personnel Ordinance. Mr. O'Connell said the same process was used for the changes as last year, keeping track of any problem areas and requesting input from Department Heads and Managers. He went over the changes to the Personnel Ordinance as follows:

Page 1 – Policy 3.01 - We are cleaning up the language in the Policy and Procedure Manual Health and Safety Section to reflect the major changes we have made to the Rock County Health and Safety policies. These policies will now be located on the employee intranet so there is better employee access.

Pages 2 - 12 – Policy 5.12 - We have re-ordered certain sections of the FMLA Policy to move sections up front that are more important. There are no substantive changes.

Page 13 - 15 – Policy 5.17 - We are cleaning up some old health insurance language, removing the Plan # because it changes each year, and documenting the “premium while on approved leave of absence” language – which is our current practice.

Page 16 – Policy 5.20 - This is clean up language to reflect that the labor contract for most of the unions no longer cover this. In terms of an absence for a day when the employee is deemed as essential, the missed day will not count as an absence for disciplinary reasons.

Pages 17–18 – The list of employees designated as “essential to operations” during inclement weather has been updated.

Page 19 – Job Posting – This language change documents current practice.

Page 20 – Policy 5.24 – These are just name changes.

Page 21 – Clarifies that the seniority roster is run once at the start of the layoff process and not rerun multiple times during the process.

Page 22 – Documents our current practice.

- Creates an exception from using seniority when an employee has a recognized documented special job requirement.

Page 23 – Policy 5.31 - The first change is a name change only.

Page 26 – Allows for the use of flex time by 2489 employees in HSD instead of time and a half if the employee so chooses.

Page 27 - We previously left out the word “full time” in the last version of the policy and procedures, and fixed it here.

- Allows for the use of flex time by 1258 employees in HSD instead of time and a half if the employee so chooses.

Page 28 – Memorializes an agreement in Public Health where the nurses agreed to time a one half over 40 in a week, but not 8 in a day, in exchange they can work a 4 -10 hour day schedule.

Page 29 – The first change adds the word “payroll” so it is clear you can flex in a two week period only if the two weeks are in the same payroll period, you cannot flex across payroll periods.

- The note language is removed as the intake procedures have now been changed.
- Paragraph 3 used to apply just to CPS and has now been moved to cover all AMHS HSD positions.

- The struck out language has been moved and is now under the Crisis Intervention unit language on page 30.

Page 30 – A Crisis Intervention section has been created, language has been moved as referenced above.

- Compensation for the crisis on-call has been structured like the CPS on-call rates.

Page 32 – Policy 5.43 – Allows an employee to return to a former position if the employer agrees and the position is still vacant.

Page 33 – Allows for a longer trial period on promotions for HSD.

Page 34 – Policy 5.45 – Provides for more employees to wear uniforms at Rock Haven.

Page 37 – Policy 5.46 – Re-institutes the dues deduction system if a Court of final jurisdiction orders us to let the unions use it.

Page 38 – Policy 5.47 – Strikes out a superfluous word – “note”.

- Documents current practice on probationary employees use of vacation benefits.

Pages 39 – 40 – Name changes only.

Pages 41 – 43 - Policy 5.52 – Used to clarify work situations for administrative purposes only.

Pages 44 – 46 – Appendix D – Changes some job titles.

Pages 47 – 48 – Appendix E – Creates two new ranges to be used for the new ADRC workers. These rates must still be bargained with AMHS – HSD.

Page 49 – Appendix M – Creates a new non-union HSD Pool Crisis Worker position and creates a pay scale different from the traditional professional seasonal rate scale. This will be used as an incentive by HSD Crisis to attract a good cadre of pool workers. These rates do not need be bargained with AMHS – HSD.

Mr. O’Connell said these changes would go into effect on January 1, 2013.

Mr. Knutson requested to have the inclement weather changes go into effect on December 12, 2012.

Supervisor Peer moved approval of these changes and effective dates, second by Supervisor Arnold. ADOPTED.

Executive Session: Supervisors Bussie and Mawhinney moved to go into Executive Session at 4:55 P.M. per Section 19.85(1)(e) Wis. Stats. Update on Collective Bargaining. ADOPTED on a roll call vote with the following: Ayes – Supervisors Arnold, Brill, Bussie, Jensen, Kraft, Mawhinney, Peer, Podzilni, and Yankee. All present.

Chair Podzilni announced that the Committee would meet in closed session per Section 19.85(1)(e) Wis. Stats. Update on Collective Bargaining.

Supervisor Peer moved to go out of Executive Session at 5:40 P.M., second by Supervisor Arnold. ADOPTED.

Adjournment. Supervisor Peer moved adjournment at 5:40 P.M., second by Supervisor Arnold. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.