

**COUNTY BOARD STAFF COMMITTEE**  
**October 25, 2011**

**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, Peer, Yankee, and Collins (at 4:04 P.M.).

**Committee Members Absent:** None.

**Staff Members Present:** Craig Knutson, County Administrator; Jeff Kuglitsch, Corporation Counsel; Dave O'Connell, Human Resources Director; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Lori Pope, Assistant Human Resources Director; Sue Zastoupil, Human Resources Secretary.

**Others Present:** None.

**Approval of Agenda.** Supervisor Arnold moved approval of the agenda as presented, second by Supervisor Bussie. ADOPTED.

**Approval of Minutes.** Supervisor Jensen moved approval of the minutes of October 13, 2011 as presented, second by Supervisor Arnold. ADOPTED.

Supervisor Collins arrived at 4:04 P.M.

**Citizen Participation, Communications and Announcements.** None.

**Bills/Encumbrances.**

NPELRA	\$ 160.00
County Administrator	153.15
County Board	1,021.95
Human Resources	2,325.40
Risk Management	200.70

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

**Budget Review.**

**County Board** Mr. Knutson said the tax levy is up \$5,352 or 3.2%, due primarily to the printing costs for publishing meeting minutes. He added the rest of the budget is pretty much status quo.

**County Administrator.** Mr. Knutson said the tax levy is down \$1,289 from the prior year, the major change is proposing to “pay” Human Resources Department for 25% of the Secretary position to help the office during the Confidential Administrative Assistant’s vacation time, when meetings are scheduled at the same time, etc.

**Corporation Counsel.** Mr. Kuglitsch said his budget is pretty much a “cost to continue” with about 95% of the budget for salaries and fringe benefits for staff.

**Human Resources.** Mr. O’Connell said they are restructuring the Department with a title change, two upgrades, and one position being shared with the Administrator’s Office.

**Other.** Mr. Knutson said the page Board of Health fee increase page was inadvertently left out and should be put in their 2012 Budget book in the Public Health section.

**Resolution.**

**Authorize the Renaming of the Juvenile Detention Center to the Youth Services Center**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011, does hereby authorize the renaming of the Juvenile Detention Center to the Youth Services Center.”

Supervisor Jensen said the word “by” should be removed from line 27. Supervisor Jensen moved approval of the above resolution with this deletion, second by Supervisor Brill. ADOPTED as amended.

**Review and Possible Action on Personnel Ordinance Revisions.** Mr. O’Connell said they have had “Meet and Confer” meetings with the eight unions and this draft copy reflects their input. He added that the red are just comments explaining the changes and will be taken out. Mr. O’Connell went over the draft copy with the Committee as follows:

18.102 A. – this was moved from 18.301 from the previous ordinance;

18.102 C. – this was moved from 18.401 from the previous ordinance;

18.102 D. – this was moved from 18.601 from the previous ordinance and the word “sexual harassment” was replaced with “discrimination”;

18.103 – this is just a change in formatting;

18.103 (e) – this change reflects the current terminology;

18.104 – a definition of “unilaterals” was added;

18.105 – this is new language and recognizes the fact that we have a set of Human Resource Policies and Procedures, which is part of the County’s Administrative Policies and Procedures Manual, and that this Ordinance takes precedence over the Human Resource Policies and Procedures;

18.106 – this is new language and recognizes that there are Department Work Rules and that these Rules must be consistent with this Ordinance and the Human Resources Policies and Procedures;

18.107 – Supervisor Jensen said she feels the fifth word from the end should not be used. Mr. O’Connell suggested “after action by”;

18.109 – this incorporates current practice and adds the language from three existing County Board resolutions;

18.111 – this is new language to incorporate into the Ordinance all of the current management rights of provisions in the eight labor agreements that are going away as of 1/2/2012;

18.112 – all the language in the new 18.112 was moved from the previous Ordinance section 18.302;

18.112 A. 5) – this is a new responsibility for the County Board under the 2011 “Budget Repair Bill” (Act 10 and Act 32) mandates;

18.112 B. (4) – this responsibility now rests with the County Board under the 2011 Budget Repair Bill mandates;

18.112 D. (5) – under the new grievance procedure mandated by the Budget Repair Bill the County Administrator does not hear grievances;

18.112 E. (27) – this is a new responsibility for the Human Resources Director. It is necessary in order to make sure that a Department does not promulgate work rules that contradict the Ordinance, Human Resources Policies and Procedures, or are in any way illegal or improper;

18.112 F. (1) – this is not really a new responsibility for the Department Head it just states it in the Ordinance;

18.112 F. (2) – this new provision recognizes the Department Heads ability to adopt Department Work Rules;

18.112 F. (12) – this language is currently in the Human Resources Policy and Procedures at 4.15 and is being brought into the Ordinance as a better place to notice it;

18.112 G. (2) – these changes more clearly spell out the duties of Supervisory Personnel;

Supervisor Jensen said there is nothing in the document to explain what the Budget Repair Bill is. Mr. O’Connell said he would be happy to reference the Acts in the definitions but is not sure the term budget Repair Bill will be used in the Ordinance so there may be no need to define it.

18.401 – moved to 18.102;

18.202 – this change reflects current practice;

18.204 – the new grievance process will no longer be used for this purpose;

18.207 – this change better identifies the subject matter of this section;

18.301 (a) – the Human Resources Section of the Policies and Procedures Manual contains much more detailed information and this is just intended to direct the reader to that document;

18.304 (a) – this change recognizes that this section of the Ordinance only applies to Unilateral Employees;

18.304 (b) – this changes the word “shall” to “may” to reflect current practice;

18.304 (c) – this statement is broad enough to cover the unilateral situation and all of the current language in the eight contracts that go away 1/2/2012;

18.304 (d) (3) – this changes “two” to “one” and reflects current practice;

18.306 (4) – this is no longer part of the grievance process;

18.306 (6) – new language for probationary employees;

18.306 (7) – recommended by WPELRA Conference 8/31/2011;

18.307 – compensation and benefits for seasonal employees is described at 18.407 and 18.1041 and not needed here;

18.308 – this changes the word “shall” to “may” to reflect current practice;

18.309 – this language was moved from 18.105 to the recruitment and selection section in the new draft Ordinance;

18.401 – these changes are necessary to indicate that the Pay Plan now includes both the unilateral and all those employees in the eight bargaining units who used to have the right to bargain about their salary schedule, steps, etc.;

18.404 – these language changes clean up the current process and remove this task from the County Administrator and leave the decision with the Department Head and HR Director;

18.405 -- this change reflects the fact that we are using some new performance evaluation tools and the rating criteria have changed;

18.408 – this new language reflects current practice;

18.409 (e) – this change standardizes the unilateral employees and all for the employees in the eight bargaining units who have lost their ability to bargain about everything except base wages;

18.410 (k) – the new language clarifies the three categories of unilateral employees. The material that is struck out has been moved to HR Policies and Procedures and re-written to make it much easier to understand and work with;

18.501 – the draft Ordinance suggests, at the request of the management bargaining teams, going with the same schedule of nine specific holidays and one floater for all employees;

18.501 (l) – these language changes will cover all of the unilateral employees and the employees in bargaining units that have lost their ability to bargain about anything except base wages, to clean up language to reflect current practice, and language that is necessary so that employees do not call in an hour before their shift starts on New Year's Day using their new floater just earned;

18.502 (A) – this topic is covered in the HR Policies and Procedures;

18.502 (B) – this language incorporates the County Board resolution in the Ordinance;

18.502 (C) – this reflects current practice;

18.502 (D) – this reflects current practice;

18.502 (E) – this language came out of union contracts and is reflected in a County Board resolution;

18.503 – the new Budget Repair Bill moves this number from 600 hours to 1,200 hours the draft Ordinance references WRS so we don't need to change this in the future each time WRS changes it;

18.506 (b) – this revision clears up misconceptions on earned vacation days during the first year of employment for unilateral employees;

18.506 (c) – these schedules are included in the HR Policies and Procedures manual;

18.506 (e) – this treats all employees the same way;

18.506 (f) – this provides flexibility;

18.506 (m) – this treats all employees the same way;

18.507 – this used to be 18.4003 (k) (12) and it should be in its own section;

18.508 (a) (1) – attempt to standardize the language so that it will apply to all employees as much as possible;

18.508 (a) (3) - attempt to standardize the language so that it will apply to all employees as much as possible;

18.508 (a) (6) – this change reflects current policy;

18.508 (a) (7) - attempts to standardize the language so that it will apply to all employees as much as possible;

18.508 (b) – this is no longer needed due to previous changes in this section;

18.509 (c) – attempt to standardize the language so that it will apply to all employees as much as possible;

18.510 - attempt to standardize the language so that it will apply to all employees as much as possible;

18.511 – changes “Maternity Leave” to “Medical Leave” and is further spelled out in the HR Policies and Procedures;

18.515 (2) (d) – this uses the definition from the Family Medical Leave Act statute;

18.515 (4) – this is left up to each department to write into their Department Work Rules;

18.515 (5) – this is to reflect current practice;

18.515 (6) – changes “Personnel Director” to HR Director” or “Human Resources Director”;

18.516 - attempt to standardize the language so that it will apply to all employees as much as possible;

18.517 - attempt to standardize the language so that it will apply to all employees as much as possible;

18.519 - attempt to standardize the language so that it will apply to all employees as much as possible;

Section 6 – sections 11, 12 and 13 from the previous Ordinance were combined into this section;

18.601 – this is standard language recommend by attorneys for the various liability insurance providers who work for municipal governments (from a WPELRA conference);

18.607 – changes “Personnel” to “HR Director”;

18.608 – changes “verbal reprimands” to “counseling”;

18.608 (b) – this comes from the current HR Policies and Procedures and is better language than the current Ordinance language;

Supervisor Jensen requested the addition of “violation of confidentiality” be added to the list;

18.611 - this comes from the current HR Policies and Procedures and belongs in the current Ordinance instead;

18.612 – this cleans up language;

18.613 – this gives the needed flexibility to meet budgetary issues, and is an attempt to standardize the process;

18.614 (b) – this language leaves this to the Departments to manage;

18.615 – this is from the current Ordinance and has been put into its own paragraph;

18.617 – this is to clean up language, changes from 18.1302 to 18.602;

18.618 – this language splits “outside employment” and “outside services” into two separate paragraphs;

18.619 - we have attempted to standardize the language so that it will apply to all employees as much as possible;

18.620 – clean up changes “Medicals” to “Physicals”;

18.622 – this reflects current practice;

18.624 – this is a new provision to the Ordinance as it is one of the three subjects that employees will be able to file grievances about under the Budget Repair Bill;

18.625 – this is a new provision that comes from one of the labor agreements;

18.626 – this addition reflects current practice, and sets the parameters for when an employee can claim a meal and the reimbursable amounts;

18.1112 – Work Rules are now covered in Section 1, which makes this paragraph unnecessary;

18.702 (a) – standardizes when evaluations need to be done;

18.702 (b) – this gives flexibility;

18.702 (c) (1) – this gives flexibility;

18.703 – this reflects the new evaluation system being put in place;

18.705 – this is language clean up;

18.801 – Section 8, the change there meets the mandates of the Budget Repair Bill, and several other paragraphs in Section 8;

18.802 – replaces the “just cause” or “good cause” standard used in current collective bargaining contracts with “arbitrary and capricious”; and a “preponderance of the evidence” standard to a “beyond a reasonable doubt” standard;

18.804 – uses language to meet the Budget Repair Bill mandates;

18.806 – this is language clean up; also three changes required by the Budget Repair Bill;

18.810 – this section is not consistent with the mandates of the Budget Repair Bill and is therefore unnecessary;

18.1003 – this explains the reasons that an employee’s anniversary date may change;

18.1010 – this is a new definition;

18.1013 – this is a new definition;

18.1019 – this is language clean up;

18.1020 – this is a new definition;

18.1021 – this is a new definition added to comply with the mandates of the Budget Repair Bill;

18.1022 – this is a new definition;

18.1023 – this is a new definition and gives guidance to payroll to determine if someone qualifies for bereavement leave;

18.1031 – this is a new definition;

18.1033 – these changes were recommended by attorneys at the WPELRA conference to clarify the probationary period;

18.1041 – this is a change due to the Budget Repair Bill;

18.1048 – this is a new definition to clarify existing issues;

18.1050 – this is a new definition to clean up several sections within the Ordinance;

18.1052 – this allows reference to the individual Department Work Rules;

Mr. O’Connell handed out a three more changes that came up when they met with the unions:

18.202 – this language was left out of the Ordinance draft they just reviewed but was intended to be included;

18.509 – adds the words “employee’s” to items (b) and (c) and changes the word “funeral” to “bereavement”;

18.607 - this language was left out of the Ordinance draft they just reviewed but was intended to be included;

Supervisor Bussie left at 5:53 P.M.

Supervisor Peer moved to have the document prepared with the various changes as discussed and bring it back to the next County Board Staff meeting on November 1, 2011 at 4 P.M., second by Supervisor Arnold. ADOPTED.

Mr. Knutson reminded the Committee they would meet next on November 1, 2011 at 4:00 P.M.; County Board would be meeting at 9:00 A.M. on November 7, 2011 for review of the 2012 Budget and November 9, 2011 at 6:00 P.M. for the public hearing.

**Executive Session:** Supervisors Collins and Kraft moved to go into Executive Session at 6:08 P.M. per Section 19.85(1)(e) Wis. Stats Update on Collective Bargaining, and per Section 19.85(1)(g) Wis. Stats. to Confer with Legal Counsel Regarding Potential Litigation. ADOPTED on a roll call vote: Present – Supervisors Podzilni, Kraft, Arnold, Brill, Collins, Jensen, Peer, and Yankee; Absent – Supervisor Bussie.

Chair Podzilni announced that the Committee would meet in closed session for Update on Collective Bargaining as authorized by Section 19.85(1)(e) of the Wisconsin Statutes and to Confer with Legal Counsel Regarding Potential Litigation as authorized by Section 19.85(1)(g) of the Wisconsin Statutes.

Supervisor Arnold moved to go out of Executive Session at 6:58 P.M., second by Supervisor Collins. ADOPTED.

**Adjournment.** Supervisor Arnold moved adjournment at 6:58 P.M., second by Supervisor Peer. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**