



**COUNTY BOARD STAFF COMMITTEE
TUESDAY – JULY 24, 2012 – 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order & Approval of Agenda
2. Approval of Minutes – July 12, 2012
3. Citizen Participation, Communications and Announcements

4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. ANR Pipeline Short-term Lease Request for Buck Property
6. Resolutions
 - A. Approving Contract for Dependent Eligibility Audit
 - B. Creating 1.0 FTE Bachelor Level Social Worker Position and Deleting 1.0 FTE Youth Specialist Position
7. Discussion and Possible Action on Acquisition of Property Located at 547 E. Applewood Drive
8. Semi-Annual Report
 - A. Administrator's Office
 - B. Corporation Counsel
 - C. Human Resources
9. Adjournment

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0311100000-63107	PUBL & LEGAL	18,000.00	0.0%	7,606.10	-7,606.09	17,999.99	
	P1200711-PO# 07/13/12 -VN#013607			JANESVILLE GAZETTE INC		738.25	
				CLOSING BALANCE		17,261.74	738.25
0311100000-64904	SUNDRY EXPENSE	1,400.00	13.0%	752.22	-569.93	1,217.71	
	P1200793-PO# 07/13/12 -VN#016055			SENTRY FOODS INC STORE #375		45.68	
	P1200799-PO# 07/13/12 -VN#013601			JANESVILLE FLORAL COMPANY		83.50	
				CLOSING BALANCE		1,088.53	129.18
	COUNTY BOARD			PROG-TOTAL-PO		867.43	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$867.43 INCURRED BY COUNTY BOARD. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS
 A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
 B. BILLS UNDER \$10,000 TO BE PAID.
 C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.
 COUNTY BOARD STAFF COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____

DEPT-HEAD

JUL 24 2012

DATE _____

CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
081420000-61920	PHYSICALS	11,500.00 8.6%	1,606.00	-616.99	10,510.99		
	P1200021-PO# 07/13/12 -VN#017412			WISCONSIN DEPARTMENT OF JUSTIC		172.00	
			CLOSING BALANCE		10,338.99		172.00
081420000-62104	CONSULTING SERV	2,750.00 44.5%	1,225.00	0.00	1,525.00		
	P1202323-PO# 07/13/12 -VN#052087			KANSAS BUREAU OF INVESTIGATION		20.00	
			CLOSING BALANCE		1,505.00		20.00
081420000-63107	PUBL & LEGAL	35,000.00 0.0%	11,562.25	-11,562.20	34,999.95		
	P1200016-PO# 07/13/12 -VN#011191			BELOIT DAILY NEWS		427.36	
	P1200017-PO# 07/13/12 -VN#013607			JANESVILLE GAZETTE INC		588.74	
	P1200018-PO# 07/13/12 -VN#010110			CHRONICLE, THE		126.00	
			CLOSING BALANCE		33,857.85		1,142.10
081420000-64200	TRAINING EXP	26,985.00 79.1%	20,807.10	539.00	5,638.90		
	07/13/12 -VN#049974			O CONNELL, DAVID		37.09	
			CLOSING BALANCE		5,601.81		37.09
081420000-64417	HCC EXPENSES	8,500.00 21.7%	2,262.68	-414.05	6,651.37		
	P1200017-PO# 07/13/12 -VN#013607			JANESVILLE GAZETTE INC		23.00	
	P1200021-PO# 07/13/12 -VN#017412			WISCONSIN DEPARTMENT OF JUSTIC		20.00	
			CLOSING BALANCE		6,608.37		43.00
	HUMAN RESOURCES		PROG-TOTAL-PO			1,414.19	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,414.19 INCURRED BY HUMAN RESOURCES. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS
 A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
 B. BILLS UNDER \$10,000 TO BE PAID.
 C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.
 COUNTY BOARD STAFF COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____

DEPT-HEAD

JUL 24 2012

DATE _____

CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1919140000-62104	CONSULTING SERV	15,000.00	0.0%	1,196.55	-1,196.54	14,999.99	
	PL200007-PO# 07/13/12 -VN#016551			TE BRENNAN COMPANY		689.80	
				CLOSING BALANCE		14,310.19	689.80
	RISK MGMT.			PROG-TOTAL-PO		689.80	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$689.80 INCURRED BY RISK MANAGEMENT. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

COUNTY BOARD STAFF

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____

DEPT-HEAD

JUL 24 2012

DATE _____

CHAIR

ANR LEASE REQUEST FOR BUCK PROPERTY

ANR Pipeline will be working on a repair project in the Indianford area and has requested use of the County-owned Buck property (9238 North County Road F). as a staging area from August 1 through October 1, 2012.

ANR Pipeline would pay the County \$500 for temporary use of the property and would repair any damage to the property. Vehicles and construction equipment (trucks, end loaders, bulldozer, low boy, etc.) would be parked on the property. No materials would be stored on the property.

A motion to approve the ANR Pipeline lease proposal for use of the Buck property from August 1 through October 1, 2012 in the amount of \$500 is being recommended.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee
INITIATED BY



Dave O'Connell, HR Director
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

July 18, 2012
DATE DRAFTED

APPROVING CONTRACT FOR DEPENDENT ELIGIBILITY AUDIT

1 **WHEREAS**, Willis of Ohio, Inc., hereinafter referred to as "Willis of Ohio" is in the business of
2 providing risk management services, assessing the insurance needs of its clients and placing insurance
3 coverage related to clients needs; and
4

5 **WHEREAS**, Willis of Ohio is in the business of providing Dependent Eligibility Audits; and,
6

7 **WHEREAS**, Rock County desires to make sure that only those dependents of current or former
8 employees who are legitimately entitled to be receiving health and pharmacy benefits from the
9 County's health and pharmacy plans are receiving the benefits; and

10
11 **WHEREAS** Rock County desires to utilize the consultant services of Willis of Ohio to perform a
12 Dependent Eligibility Audit in 2012 to identify anyone who should not be receiving such benefits.
13

14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
15 assembled this ____ day of _____, 2012, does hereby authorize the execution of a contract
16 with Willis of Ohio for \$22,100 to conduct a Dependent Eligibility Audit in 2012.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

FINANCE COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Sandra Kraft, Vice Chair

Eva Arnold

Mary Beaver

Henry Brill

Brent Fox

Betty Jo Bussie

J. Russell Podzilni

Mary Mawhinney

Marilynn Jensen

Louis Peer


Kurtis Yankee

APPROVING CONTRACT FOR DEPENDENT ELIGIBILITY AUDIT

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FISCAL NOTE:

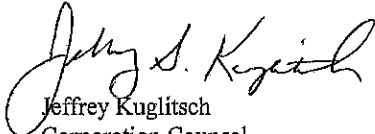
Sufficient funds are available in the Health Insurance Trust Fund for this contract.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to Secs. 59.01, 59.51(1), and 59.52 (11) (c) Wis. Stats.



Jeffrey Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve
INITIATED BY



Phil Boutwell & Lance Horozewski
DRAFTED BY

County Board Staff Committee
Human Services Board
SUBMITTED BY

July 17, 2012
DATE DRAFTED

Creating 1.0 FTE Bachelor Level Social Worker Position and Deleting 1.0 FTE Youth Specialist Position

1 **WHEREAS**, the Rock County Human Services Department requests that a 1.0 FTE Youth Specialist
2 position be deleted and 1.0 FTE Bachelor Level Social Worker created; and,
3

4 **WHEREAS**, the change fulfills a key recommendation of an outside consultant that calls for a BSW
5 case manager position to be hired at the Youth Services Center (YSC); and,
6

7 **WHEREAS**, there is an immediate need for a case manager to operate new program changes installed at
8 the YSC such as Behavioral Stabilization and Alternatives to Corrections; and,
9

10 **WHEREAS**, the requested personnel action does not require a budget modification in 2012 because the
11 newly created BSW position is less costly than the Youth Specialists position that is presently vacant
12 due to the retirement of a long term employee.
13

14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors assembled this
15 _____ day of _____, 2012, does hereby approve the creation of a new 1.0 FTE Bachelor
16 Level Social Worker, Certified, and delete the position of 1.0 FTE Youth Specialist, effective upon
17 approval of the County Board.

Respectfully submitted,

Human Services Board

County Board Staff Committee

Brian Knudson, Chair

J. Russell Podzilni, Chair

Sally Jean Weaver-Landers, Vice Chair

Sandra Kraft, Vice Chair

Terry Fell

Eva Arnold

William Grah

Henry Brill

Kathy Kelm

Betty Jo Bussie

Phillip Owens

Mary Mawhinney

Terry Thomas

Marilynn Jensen

Shirley Williams

Louis Peer

Marvin Wopat

Kurtis L. Yankee

Creating 1.0 FTE Bachelor Level Social Worker Position and Deleting 1.0 FTE Youth Specialist Position
Page 2

FISCAL NOTE:


This resolution deletes a 1.0 FTE Youth Specialist position and creates a 1.0 FTE Bachelor Level Social Worker position. The new position will be filled at an hourly rate lower than what was budgeted for the deleted position. Therefore, a budget amendment is not necessary.



Sherry Oja
Finance Director

LEGAL NOTE:

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


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

Executive Summary

Over the past two years Rock County's Youth Services Center (YSC) has made substantial and successful programmatic improvements while remaining within or under budget. However, to continue implementing key recommendations of the outside evaluation by Wayne Liddell Consulting, the Juvenile Justice & Prevention Services Division requests that a vacant 1.0 FTE Youth Specialist position be deleted and a 1.0 FTE Bachelors Level Social Worker be added who can act as a case manager.

This change fulfills one recommendation of the facility evaluation that called for a case manager to be hired at YSC. With the creation of two new programs in the facility – Behavioral Stabilization and Alternatives to Corrections – there is an immediate need for a case manager to communicate with outside professionals and create treatment plans for youth. The significant job tasks of the YSC case manager will be to provide technical expertise to Youth Specialists on behavior management, client programming, running treatment groups, and communicating with the parents, social workers, attorneys, school personnel and others involved with the YSC residents.

The Human Services Department requests the County Board consider the personnel action outside of the annual budget process. The justification for the request includes the immediacy of need for a case manager, the action would not require a lay-off, and the County Board is not being asked to modify the 2012 Budget. The 1.0 FTE Youth Specialist position is vacant due to a recent retirement. The Youth Specialist position was at the hourly rate of \$19.26. The 1.0 FTE Bachelor Level Social Worker position would start at the hourly rate of \$16.40. Thus, there is no need to modify the 2012 Budget.

MEMORANDUM

DATE: July 17, 2012
TO: County Board Staff Committee
FROM: Craig Knutson, County Administrator
SUBJECT: Out-of-State Training and Conferences



As required by Resolution #06-9A-087, which requires each department head to report ~~semi-annually all instances of attendances at all training, conventions and conferences~~ that exceed \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that the County Administrator's Office did not have anyone who attended a conference that exceeded \$1,000 per event, per employee during the first six months of 2012.

CK/mb

MEM.OUT-OF-STATE



MEMORANDUM

TO: County Board Staff Committee

FROM: Jeffrey S. Kuglitsch
Corporation Counsel 

DATE: June 13, 2012

RE: Out-of-State Training and Conferences

Resolution No. 06-9A-087 requires each department head to report semi-annually all instances of attendances at all training, conventions and conferences that exceed costs of \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that no one from my department has attended or will attend any training, conventions and conferences that exceed costs of \$1,000 per event, per employee during the first six months of 2012.

cc: Craig Knutson

ROCK COUNTY, WISCONSIN



Human Resources Dept.
Rock County Courthouse
51 South Main Street
Janesville, WI 53545
Phone: (608) 757-5520
FAX: (608) 757-5512

MEMORANDUM

TO: Chair J. Russell Podzilni and Members
of the County Board Staff Committee

FROM: Dave O'Connell
Human Resources Director *DO*

DATE: July 24, 2012

RE: Semi-Annual Report -- Attendance at Trainings/Conventions/Conferences

Resolution No. 06-9A-087 requires each department head to report semi-annually all instances of attendances at all training, conventions and conferences that exceed costs of \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that no one from my department attended any training, convention or conference that exceeds the cost of \$1,000 per event, per employee during the first six months of 2012.

cc: Craig Knutson, County Administrator