



**COUNTY BOARD STAFF COMMITTEE
TUESDAY – JULY 12, 2016 – 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order & Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Approval of Minutes – June 28, 2016
4. Transfers
5. Review of Payments
6. Resolutions
 - A. Authorizing Overlap of Environmental Protection Director Position for the Public Health Department
 - B. To Create the Position of Assistant Director, Create a Class Description and Establish a Pay Range
 - C. To Create the Position of Environmental Health Supervisor, Create a Class Description and Establish a Pay Range
 - D. To Create the Position of 0.4 FTE Sanitarian I
 - E. Authorize the Overlap of Account Clerk III for Sheriff's Office
 - F. Recognizing Vehicle Maintenance Supervisor Bruce Ott
 - G. Creating two Bachelor Level Case Manager Positions, a Peer Specialist Position and Amending the 2016 Budget
 - H. Opposing Citizens United Court Ruling
6. Semi Annual Out of State Training and Conference Reports
 - A. Corporation Counsel
 - B. County Administrator
 - C. Human Resources
7. Claim
8. Adjournment

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0063-29663	W C TRUST	P1601673	07/01/2016	MINUTE MEN HR MANAGEMENT OF W	3,000.00
ISF-SELF INS PROG TOTAL					3,000.00

I have reviewed the preceding payments in the total amount of **\$3,000.00**

Date:

Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
01-1320-0000-63100	OFC SUPP & EXP				
		P1600800	06/05/2016	JP MORGAN CHASE BANK NA	19.68
01-1320-0000-64200	TRAINING EXP				
		P1602076	06/13/2016	BLACKHAWK TECHNICAL COLLEGE	80.00
COUNTY ADMINISTRATOR PROG TOTAL					99.68

I have reviewed the preceding payments in the total amount of **\$99.68**

Date:

Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
03-1110-0000-63100	OFC SUPP & EXP	P1600800	06/05/2016	JP MORGAN CHASE BANK NA	63.54
03-1110-0000-63107	PUBL & LEGAL	P1600217	05/24/2016	JANESVILLE GAZETTE INC	2,193.20
03-1110-0000-64201	CONVENTION EXP	P1602075	06/07/2016	WISCONSIN COUNTIES ASSOCIATION	85.00
COUNTY BOARD PROG TOTAL					2,341.74

I have reviewed the preceding payments in the total amount of **\$2,341.74**

Date: _____ Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
05-1520-0000-62119	OTHER SERVICES		05/15/2016	EMPLOYEE BENEFITS CORPORATION	793.95
SECTION 125 FLEXIBLE SPENDING PROG TOTAL					793.95

I have reviewed the preceding payments in the total amount of **\$793.95**

Date:

Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
06-1620-0000-63202	LAW BOOKS				
		P1600201	06/07/2016	STATE BAR OF WISCONSIN	177.20
06-1620-0000-64200	TRAINING EXP				
		P1601934	06/02/2016	STATE BAR OF WISCONSIN	3,379.25
		P1601937	06/07/2016	WISCONSIN CHILD SUPPORT ENFORC	1,200.00
CORPORATION COUNSEL PROG TOTAL					4,756.45

I have reviewed the preceding payments in the total amount of **\$4,756.45**

Date:

Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-61920	PHYSICALS				
		P1602048	05/28/2016	WISCONSIN CHIEFS OF POLICE ASS	929.75
08-1420-0000-63100	OFC SUPP & EXP				
		P1600012	06/05/2016	JP MORGAN CHASE BANK NA	179.89
		P1602050	06/06/2016	AMC3 IDENTITY SOLUTIONS	115.00
08-1420-0000-63107	PUBL & LEGAL				
		P1600185	05/31/2016	BELOIT DAILY NEWS	175.70
		P1600188	06/01/2016	WISCONSIN DEPARTMENT OF JUSTIC	120.00
08-1420-0000-63200	PUBL/SUBCR/DUES				
		P1600012	06/05/2016	JP MORGAN CHASE BANK NA	190.00
08-1420-0000-63300	TRAVEL				
		P1600012	06/05/2016	JP MORGAN CHASE BANK NA	594.00
08-1420-0000-64200	TRAINING EXP				
		P1600012	06/05/2016	JP MORGAN CHASE BANK NA	800.42
08-1420-0000-64215	RECRUITMENT				
		P1602018	06/07/2016	WETA	86.00
		P1602115	06/20/2016	EMPLOYMENT AND TRAINING ASSOCI	250.00
08-1420-0000-64417	RH EXPENSES				
			05/19/2016	ILLINOIS STATE POLICE	32.00
		P1600188	06/01/2016	WISCONSIN DEPARTMENT OF JUSTIC	90.00
HUMAN RESOURCES PROG TOTAL					3,562.76

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2016

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Inv Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
-----------------------	---------------------	------------	-----------------	--------------------	--------------------

I have reviewed the preceding payments in the total amount of **\$3,562.76**

Date: _____ Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
19-1910-0000-65103	PUBLIC LIABILITY				
			05/04/2016	MUNICIPAL PROPERTY INSURANCE C	155,422.00
		P1601981	05/31/2016	AXLEY BRYNELSON ATTORNEYS	26,292.31
PROPERTY & LIABILITY INSURANCE PROG TOTAL					181,714.31
19-1912-0000-61710	WORKERS COMP				
		P1600020	05/28/2016	WILLIS OF WISCONSIN INC	3,375.00
WORKER'S COMPENSATION PROG TOTAL					3,375.00
19-1915-0000-64604	PROGRAM EXPENSE				
		P1601831	05/03/2016	REINHART BOERNER VAN DEUREN SC	1,000.00
HEALTH INSURANCE PROG TOTAL					1,000.00
19-1932-0000-64904	SUNDRY EXPENSE				
		P1602113	06/16/2016	ROTARY GARDENS	324.00
EMPLOYEE RECOGNITION ACTIVITY PROG TOTAL					324.00

I have reviewed the preceding payments in the total amount of **\$186,413.31**

Date: _____ Dept Head _____
 Committee Chair _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health
INITIATED BY



Marie-Noel Sandoval, Health
Officer

DRAFTED BY

County Board Staff Committee
SUBMITTED BY

June 27, 2016
DATE DRAFTED

**AUTHORIZING OVERLAP OF ENVIRONMENTAL PROTECTION DIRECTOR
POSITION FOR THE PUBLIC HEALTH DEPARTMENT**

- 1 **WHEREAS**, the Public Health Department has been informed of the intended retirement of its
- 2 Environmental Protection Director in 2016; and,
- 3
- 4 **WHEREAS**, the duties of the Environmental Protection Director are very specialized and can vary
- 5 throughout the year, making the training of the job duties complex; and,
- 6
- 7 **WHEREAS**, temporarily overlapping a successor employee for orientation and training will help
- 8 minimize disruption to our Public Health Department customers; and,
- 9
- 10 **WHEREAS**, the Department has sufficient funds available for the double filling of the position.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 13 assembled this _____ day of _____, 2016 does hereby authorize temporarily
- 14 overlapping the Environmental Protection Director position, not to exceed eight weeks.

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft
Sandra Kraft, Chair

Louis S. Peer
Louis Peer, Vice Chair

Richard Bostwick
Richard Bostwick

Linda Garrett
Linda Garrett

Dean Peterson DVM
Dr. Dean Peterson, DVM

Dr. Connie Winter, DDS

Judith Wade
Judith Wade, WHNP

Eric Gresens, R.Ph

Dr. Keith Konkol, M.D.

AUTHORIZING OVERLAP OF ENVIRONMENTAL PROTECTION DIRECTOR POSITION FOR THE
PUBLIC HEALTH DEPARTMENT

Page 2

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

FISCAL NOTE:

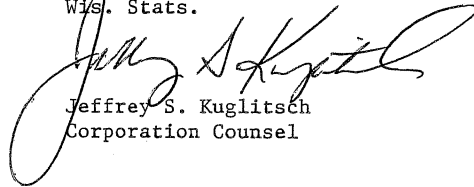
Sufficient funds are available from staff vacancies for the up to eight week overlap for the Environmental Protection Director position.



Sherry Oja
Finance Director

LEGAL NOTE:

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



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

The Public Health Department's Environmental Protection Director has informally notified the department head of his intended retirement in December of 2016. This professional position requires extensive Environmental Health knowledge and experience. Additionally, because so many of the Department's environmental programs are dictated by the State of Wisconsin, there are many specialized permitting and reporting procedures required.

Because of these special job requirements, it is advantageous to bring in the successor employee before the incumbent leaves for the detailed training required to master the duties of the position. The department head has met with the administrator and human resources staff to plan a strategy and map a plan of recruitment for the position.

It was determined that an overlap of the two positions may be needed to successfully accomplish the transition. The anticipated time for recruitment has suggested that the process start in mid-July 2016.

This resolution authorizes up to 8 weeks of double fill of the position for orientation and training. The department is anticipating that the process may take less time, but wants to maintain flexibility should the timeframe not be met. The department has sufficient funds in the 2016 budget to cover this overlap due to salary savings from vacant positions. No additional funds are being requested at this time.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health
INITIATED BY



Marie-Noel Sandoval, Health
Officer
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

June 27, 2016
DATE DRAFTED

**TO CREATE THE POSITION OF ASSISTANT DIRECTOR, CREATE A CLASS
DESCRIPTION AND ESTABLISH A PAY RANGE**

- 1 **WHEREAS**, the Rock County Public Health Department requests that a 1.0 FTE Public Health Nurse
- 2 Director position be deleted and a 1.0 FTE Assistant Director position be created; and,
- 3
- 4 **WHEREAS**, this change will address the changing public health environment and scope of work as well
- 5 as align with strategic planning goals and objectives and assure the successful achievement of the Rock
- 6 County Public Health Department's vision, mission, and program objectives; and,
- 7
- 8 **WHEREAS**, by achieving our program goals and objectives, the Rock County Public Health Department
- 9 can improve the level of health knowledge and health behaviors of the of the community, thereby
- 10 improving the health status of Rock County residents, thereby making Rock County a healthier place in
- 11 which to live, play, work, and learn.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 14 this _____ day of _____, 2016 moves to delete 1.0 FTE Public Health Nurse Director
- 15 position and create the position of a 1.0 FTE Assistant Director, create the class description, and establish
- 16 Pay Range 27 (\$67,087.44-\$81,557.28).

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft
Sandra Kraft, Chair

J. Wade
Judith Wade, WHNP

Louis S. Peer
Louis Peer, Vice Chair

Eric Gresens, R.Ph

Richard Bostwick
Richard Bostwick

Linda Garrett
Linda Garrett

Dr. Dean Peterson DVM
Dr. Dean Peterson, DVM

Dr. Keith Konkol, M.D.

Dr. Connie Winter, DDS

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

FISCAL NOTE:

This resolution deletes a 1.0 FTE Public Health Nurse Director position and creates a 1.0 FTE Assistant Director position. The new position will be funded by the deletion of the Public Health Nurse Director position.



Sherry Oja
Finance Director

LEGAL NOTE:

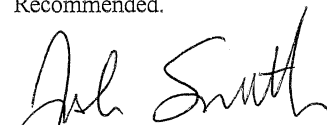
The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

For local public health practice, the scope and content of work to be performed as well as strategies for addressing public health issues are continuously evolving. Local Health Department focus has moved toward the reduction of providing personal health services and increased focus on emergency preparedness, epidemiology and surveillance, and primary prevention through education. Additionally, there is an increase in collaboration with other agencies and community partners. This new focus characterizes a new role for health departments as the "chief strategists" for a community. Health departments as chief strategists will lead communities' health promotion efforts by catalyzing, conducting, supporting, and sustaining health protection and promotion activities in partnership with health care clinicians and leaders in widely diverse sectors, including social services, education, transportation, public safety, and community development.

The Rock County Public Health Department has been undergoing a strategic planning process to inform and guide the department in organizing and structuring the programs and services offered in Rock County. Additionally, the strategic planning process will serve to identify staffing gaps and serve as a template for performance improvement and more effective workforce development. A vacant public health nurse director position has presented the opportunity to address the changing public health environment and scope of work as well as align with strategic planning by converting this position to an Assistant Director position. This proposed change will be cost neutral in the 2017 budget.

The purpose of this position is to assist in the management of the overall day-to-day operations and personnel of the Public Health Department to assure the successful achievement of the department's vision, mission, and program objectives. The Assistant Director promotes and supports population health in Rock County by providing senior management, leadership and public health expertise. This position promotes individual and population public health by providing the essential services of public health within a variety of settings, ensures compliance with a broad range of current local health and environmental codes, regulations and policies; participates in multi-faceted community health and environmental projects; and providing technical assistance and information to individuals, families and groups regarding public health and environmental issues. The Assistant Director provides mentoring, supervision and technical assistance to all staff. Work is performed under the general direction of the Public Health Director. Position assumes all duties of the Public Health Director in her/his absence and supervises in conjunction with Director, all employees within the department. There will be minimal budgetary impact as the creation of this new position will be coupled with the deletion of an existing one.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health
INITIATED BY



Marie-Noel Sandoval, Health
Officer
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

June 27, 2016
DATE DRAFTED

**TO CREATE THE POSITION OF ENVIRONMENTAL HEALTH SUPERVISOR,
CREATE A CLASS DESCRIPTION AND ESTABLISH A PAY RANGE**

- 1 **WHEREAS**, the Rock County Public Health Department requests that a 1.0 FTE Public Health Nurse
- 2 position be deleted and a 1.0 FTE Environmental Health Supervisor position be created; and,
- 3
- 4 **WHEREAS**, this change will address the increasing workload and changing Environmental Health
- 5 Programs scope of work as well as align with strategic planning goals and objectives and assure adequate
- 6 level of service to the public of Rock County; and,
- 7
- 8 **WHEREAS**, by assuring adequate level of service, the Rock County Public Health Department can
- 9 adequately meet the needs of the of the community, thereby improving the health status of Rock County
- 10 residents, thereby making Rock County a healthier place in which to live, play, work, and learn.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 13 this _____ day of _____, 2016 moves to delete 1.0 FTE Public Health Nurse position and
- 14 create the position of a 1.0 FTE Environmental Health Supervisor, create the class description, and
- 15 establish Pay Range 25 (\$62,744.40-\$76,170.24).

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft
Sandra Kraft, Chair

Louis S. Peer
Louis Peer, Vice Chair

Richard Bostwick
Richard Bostwick

Linda Garrett
Linda Garrett

Dean Peterson DVM
Dr. Dean Peterson, DVM

Dr. Keith Konkol, M.D.

Dr. Connie Winter, DDS

Judith Wade
Judith Wade, WHNP

Eric Gresens, R.Ph

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

FISCAL NOTE:

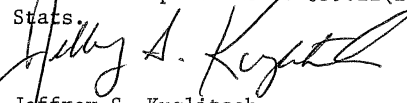
This resolution deletes a 1.0 FTE Public Health Nurse position and creates a 1.0 FTE Environmental Health Supervisor position. The new position will be funded by the deletion of the Public Health Nurse position as well as savings from vacancies.



Sherry Oja
Finance Director

LEGAL NOTE:

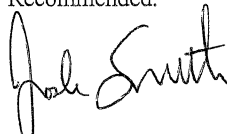
The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

In the last fifteen years, duties and responsibilities of the environmental health division have increased and adding an environmental health supervisor to the staff is necessary to continue the current level of service to the public and to anticipate and adjust to future workload. The Environmental Health Director currently fulfills both the environmental Health Director and Environmental Health Supervisor roles and duties as outlined below. With the expanding responsibilities of the Environmental Health Division, it is imperative we add the Environmental Health Supervisor position to enable the Division to adequately meet the needs of Rock County.

The Environmental Health Division responsibilities have grown since 1999 in the size of services existing at that time and in the number added since then. As laws changed and new community issues surfaced, the original 20 services grew to the current 35. Licensed public facilities have increased in number from 584 in 1999 to 949 in 2013; 1,054 permits were issued in 2010. The division is more involved with outside agencies with projects that enhance the impact of public health in the community; 208 Water Quality Planning, Brownfield Development, Rabies immunization Clinics, Prescription Drug Collection to name a few.

To meet this increasing work load the environmental health staff has increased their expertise across the various programs. Three staff have GIS expertise. Internal software programs were developed to streamline collection of data and program operations. Collaboration with outside agencies has extended the impact of our services. Public service announcements and social media reach the public with information that they would otherwise need to personally contact the department.

The current environmental health division calls for a day to day attention of monitoring program outputs and problems that crop up. The quality and quantity of work completed must meet the requirements of the Charter and contracts. Staff work load and schedules need coordination to meet urgent demands and/or staff absences. Social media have made our department more accessible to the public for complaints and requests for service.

State and federal agencies that oversee our programs have increasingly asked for more work and documentation from our department. Directives are often unclear and constant communication with these agencies is necessary to prevent and resolve conflicts. To be more effective in the community, collaboration with outside agencies and the local private sector has become an important component of the division. These groups have the contacts and expertise that magnifies what our department can accomplish on its own; Friends of Noah and the Rabies Clinic, and Food Safety Advisory Committee with food worker training initiatives. Building a relationship with outside agencies and private sector requires time and energy.

An environmental health supervisor will meet the day to day work of supervising the licensed facility programs. This person will see that staff schedules are developed, work assigned and the program metrics are met. Daily rescheduling of work assignments to meet unplanned work load will be the supervisor's responsibility. Citizen public health complaints are screened and assigned to staff. Each month the required grant reports will be submitted. The public health education by the environmental health division will be the responsibility of the supervisor including newsletters, PSA's, webpage information and health fairs with assistance of other EH staff. The supervisor will be back up in the absence of the Environmental health Director.

The position of Environmental Health Supervisor is distinguished from the Environmental Health Director who develops department policy and standard operation procedures, and coordinate work with outside agencies. Other duties include developing the annual budget, representing the division at 208 Water Quality planning and on local and state committees, responding to department policy complaints, researching grant opportunities and making application, managing state contracts, writing county public health ordinances, and preparing appeals and variances to the public health ordinance. The Environmental Health Director will establish program goals, objectives and metrics.

The goal of creating the Environmental health Supervisor position is to provide supervision to environmental health division staff and program and meet the legal obligations of the department contracts and requirements of state statutes with the following objectives:

Objective A: meet legal requirements of local ordinances and state statutes.

Objective B: Meet the legal requirements of contracts

Objective C: Schedule staff work assignments

Objective D: Establish EH program outcome and output measures

Objective E: Plan staff development

Objective F: Address future public health challenges

We have explored alternatives to address the changing role of the Environmental Health Division as follows:

Option 1 – Hiring a supervisor would allow for supervision of staff, planning for staff development, and planning program services.

Option 2 – Hiring additional line staff will divide line staff workload, but not help managing the program.

Option 3 – Adding supervisory responsibility to line staff will add to EH director supervisory workload and would not necessarily result in better management. Each staff person would have added responsibility taking time from their current work and require more supervision.

Additional and evolving challenges for the Division are addressed below:

Food Safety Program – The FDA is increasing State oversight of local programs. Inspection reports are more detailed. Annual Program report documentation has increased. State review of local programs occurs more often and is more thorough. Staff training expectations have increase. School lunchroom program requires additional inspections.

Public Lodging – Documentation of smoke and carbon monoxide alarms added to inspection responsibility and coordination with fire safety inspections. Bed bug infestations are more common and will be more frequent in the future. Tourist rooming houses are becoming more popular in our area.

Pools – Pools include a variety of recreational features such as slides, splash pads and whirlpools. These add to the complexity of the inspections. Introduction of new mechanical and disinfecting technologies result in further staff training. The Centers for Disease Control has published a new Model Swimming Pool Code which will be implemented by the state in the next year or two.

Childhood Lead Poisoning Prevention – The CDC has lowered the lead poisoning level allowed in the blood of children, which increases the number of children with lead poisoning. The health department has taken on the lead inspections from the planning department for the community development block grant. HUD expanded assessment report documentation that increases the time for inspections and reporting. In addition, the lead poisoning event in Flint Michigan will bring about further changes in lead poisoning prevention strategies.

Water Lab – Public use of the lab for private well testing has grown over the years. Our lab ran more than 1,642 tests in 2015. The town sampling program has 15% or more of private wells testing in a town compared to the typical annual average of 1 -2%.

Unwanted Pharmaceuticals – The first collection year in 2008 received 288 pounds of unwanted pharmaceuticals. The pounds collected have increased every year to a total in 2015 of 4,200 pounds. The program collaborates with six local law enforcement agencies and numerous volunteer pharmacists.

LEPC – Additional emergency response plans were requested this year. The state is rolling out a new software program to submit plans that will need further training of our staff.

WDNR Contract – additional documentation and correspondence is required by the state for unsafe wells. Additional testing is requested for chronic unsafe wells (15 wells in 2014). Well inspections are entered in a new state software program that increases reporting time.

Campgrounds – The promulgation of new regulations in 2016 will involve working with operators over the next few years to come into compliance.

Tick and Mosquito borne disease – Lyme's disease along with other tick borne diseases are becoming more common in our state as well as the tick species that carry them. The Zika virus mosquito has the potential to reach southern Wisconsin.

In order to increase efficiency and expand program capabilities while ensuring evidence-driven program planning with measurable outcomes for the Environmental Health Division of the Public Health Department, we request the addition of an Environmental Health Supervisor to our staff. This addition will ensure program stability by allowing for outcome-based strategic planning as well as providing division depth and allowing for succession planning. It will allow us to expand programs by having the ability to research and seek outside funding, as well as leverage our capabilities by forming and fostering community partnerships. The department will be better positioned to develop and implement successful

public policy and ensure that public health ordinances are updated with consideration to appeals and variances. It will also afford us the ability to incorporate new initiatives such as customer regulatory and permit compliance training. The public will be better served through utilization of modern technology and communication methods for more timely response to needs and concerns.

The major responsibilities of the supervisor will be:

1. Performs first-line supervisory responsibilities of Environmental Health Staff
2. Under direction of the Environmental Health Director, is accountable for carrying out the work objectives of the Environmental Health Program
3. Develops and implements staff training and development plans
4. Develops the performance evaluation program within the unit
5. Analyzes data and compiles reports and documents
6. Responsible for performing field work and other duties as assigned including any of the functions described for subordinate positions as appropriate.
7. Designee for Environmental Health Director duties during Environmental Health Director absence.

There will be minimal budgetary impact as the creation of this new position will be coupled with the deletion of an existing one.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health
INITIATED BY

County Board Staff Committee
SUBMITTED BY



Marie-Noel Sandoval, Health
Officer
DRAFTED BY

June 27, 2016
DATE DRAFTED

TO CREATE THE POSITION OF 0.4 FTE SANITARIAN I

- 1 **WHEREAS**, the Rock County Public Health Department requests that a 0.6 FTE Public Health Support
- 2 Specialist position be deleted and a 0.4 FTE Sanitarian I position be created; and,
- 3
- 4 **WHEREAS**, this change will address the increasing workload and changing Environmental Health
- 5 Programs scope of work as well as align with strategic planning goals and objectives and assure adequate
- 6 level of service to the public of Rock County; and,
- 7
- 8 **WHEREAS**, by assuring adequate level of service, the Rock County Public Health Department can
- 9 adequately meet the needs of the of the community, thereby improving the health status of Rock County
- 10 residents, thereby making Rock County a healthier place in which to live, play, work, and learn.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 13 this _____ day of _____, 2016 moves to delete 0.6 FTE Public Health Support Specialist
- 14 position and create the position of a 0.4 FTE Sanitarian I.

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft
Sandra Kraft, Chair

Louis S. Peer
Louis Peer, Vice Chair

Richard Bostwick
Richard Bostwick

Linda Garrett
Linda Garrett

Dean Peterson DVM
Dr. Dean Peterson, DVM

Dr. Keith Konkol, M.D.

Dr. Connie Winter, DDS

Judith Wade
Judith Wade, WHNP

Eric Gresens, R.Ph

TO CREATE THE POSITION OF 0.4 FTE SANITARIAN I.

Page 2

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

FISCAL NOTE:

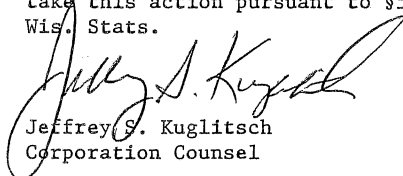
This resolution deletes a 0.6 FTE Public Health Support Specialist position and creates a 0.4 FTE Sanitarian I position. The new position will be funded by the deletion of the Public Health Support Specialist position.



Sherry Oja
Finance Director

LEGAL NOTE:

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



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

The purpose of the 0.4 Sanitarian I position is to increase capabilities to meet rising demands for sanitarian inspections required at public facilities. The position would provide direct service to the public. The Sanitarian I will complete low and moderate priority facility inspections and assist Sanitarian II staff.

Changes in FDA food code regulations and mandated reporting requirements have significantly increased the time required by Sanitarians to complete inspections at licensed facilities such as restaurants, hotels and recreational facilities. In addition, the number of licensed facilities requiring surveys from Sanitarians has increased by 43% since 2000. Over the same time period, the number of Sanitarians on staff at the Health Department has decreased from eight (8) to seven (7). This increased demand in workload has resulted in Sanitarians being overburdened with facility inspections, potentially jeopardizing the quality and quantity of public health inspections that can be completed annually. The ability of the 0.4 Sanitarian I position to complete low and moderate priority facility inspections will relieve the workload of current Sanitarian II staff allowing them to concentrate on high priority facilities.

The Health Department contracts through the Wisconsin Department of Natural Resources to administer the federally required Transient Non-Community (TNC) well program. This public facility well program, involves well water sampling and conducting well sanitary surveys at approximately 150 public facilities that serve water to the public from private wells. New Federal regulations effective April 1, 2016, require that each water system now be evaluated annually. This annual water system inspection has increased staffing demands on the Sanitarians. The Health Department is reimbursed \$25 additional dollars per facility by the WDNR for these new mandated requirements. The 0.4 Sanitarian I would be able to assist with this increased workload demand.

Septic maintenance requires follow up on enforcement for noncompliant property owners. Increased property development and childhood lead poisoning prevention work are higher priority for current Sanitarian II staff. To be fair to compliant property owners and to protect the waters of Rock County, the follow-up and enforcement must be timely. By taking on these septic maintenance follow-up responsibilities, the Sanitarian I will allow the Sanitarian II staff to focus on other priority public health issues. These tasks involve property owner contacts, field visits and preparing correspondence.

There will be minimal budgetary impact as the creation of this new position will be coupled with the deletion of an existing one.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden
INITIATED BY

Public Safety & Justice Committee
SUBMITTED BY



Diane Michaelis
DRAFTED BY

June 28, 2016
DATE DRAFTED

**Authorize the Overlap of Account Clerk III
for Sheriff's Office**

WHEREAS, the incumbent in the position of Account Clerk III, with payroll duties, for the Rock County Sheriff's Office, will be retiring at the end of September; and

WHEREAS, payroll processing is a critical and time sensitive function; and

WHEREAS, it will be necessary to have the new Account Clerk III fully trained prior to the incumbent's retirement; and

WHEREAS, the Sheriff's Office has sufficient funds available using funds from the Sheriff Clerk position and the Seasonal Garage position.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this _____ day of _____, 2016 hereby authorize the eight week overlap of a Sheriff's Account Clerk III position.

Respectfully Submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

J. Russell Podzilni, Chair

Henry Brill, Vice Chair

Sandra Kraft, Vice Chair

Terry Fell

Eva Arnold

Brian Knudson

Henry Brill

Phil Owens

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

Authorize the Overlap of Account Clerk III for Sheriff's Office

Page 2

FISCAL NOTE:

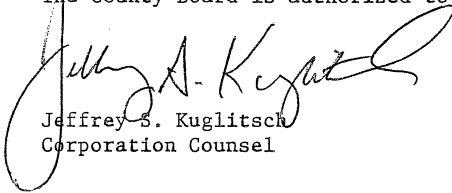
This resolution authorizes the eight week overlap of a Sheriff's Account Clerk III position. Sufficient funds are available due to vacancies.



Sherry Oja
Finance Director

LEGAL NOTE:

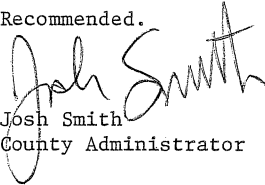
The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

The incumbent in the position of Account Clerk III, for the Rock County Sheriff's Office, will be retiring at the end of September. The Account Clerk III is responsible for processing payroll data, depositing and disbursing bond money, handling cash, preparing worker's compensation claim forms, and processing accounts receivable invoices and payments.

Payroll processing is a critical function. Payroll processing is also time sensitive. In order to complete a smooth transition, the new Account Clerk III will have to be fully trained prior to the incumbent's retirement.

Personnel Ordinance 18.309 states. "Any request for hiring in excess of the budgeted personnel roster must be approved by the County Board. This would include cases where the Department Head requests an overlap of personnel for more than one payroll period in order to train the new employee. The request should be approved by the governing committee and County Board Staff Committee prior to submission to the Board."

The Sheriff's Office is requesting an eight week overlap for the Account Clerk III position. The Sheriff's Office has funds available for the cost of the overlap for this position. The funds will come from the Sheriff's Clerk position and the Seasonal Garage position.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

SHERIFF ROBERT D. SPODEN
INITIATED BY



CHIEF DEPUTY
BARBARA J. TILLMAN
DRAFTED BY

PUBLIC SAFETY & JUSTICE
SUBMITTED BY

JUNE 30, 2016
DATE DRAFTED

RECOGNIZING VEHICLE MAINTENANCE SUPERVISOR BRUCE OTT

- 1 **WHEREAS**, Bruce Ott began his employment with Rock County on May 12, 1998, as a Vehicle Maintenance
- 2 Supervisor in the Rock County Sheriff's Office; and,
- 3
- 4 **WHEREAS**, Bruce Ott was assigned to the Rock County Sheriff's Office Maintenance Garage, and has
- 5 diligently worked on maintaining the Rock County Sheriff's Office vehicle fleet by keeping them in top notch
- 6 condition; and,
- 7
- 8 **WHEREAS**, Mr. Ott's vehicle replacement process is exemplary and is used as a model for other department
- 9 vehicles; and,
- 10
- 11 **WHEREAS**, he has diligently served the citizens of Rock County as a dedicated and valued employee of the
- 12 Rock County Sheriff's Office over the past 18 years; and,
- 13
- 14 **WHEREAS**, Bruce Ott will retire from public service, effective July 15, 2016.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this
- 17 ____ day of _____, 2016, does hereby recognize Vehicle Maintenance Supervisor Bruce Ott for his over
- 18 18 years of faithful service and recommends that a sincere expression of appreciation be given to Bruce Ott along
- 19 with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

J. Russell Podzilni, Chair

Hank Brill, Vice Chair

Sandra Kraft, Vice Chair

Terry Fell

Eva Arnold

Brian Knudson

Henry Brill

Phil Owens

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Kate Flanagan
INITIATED BY

Human Services Board
SUBMITTED BY



Phil Boutwell & Amy Cottingham
DRAFTED BY

June 20, 2016
DATE DRAFTED

Creating Two Bachelor Level Case Manager Positions, a Peer Specialist Position and Amending the 2016 Budget

1 **WHEREAS**, the Rock County Comprehensive Community Services (CCS) program serves children,
2 adults and the elderly, providing psychosocial rehabilitation services to individuals with mental illness
3 and/or substance abuse disorders; and,
4
5 **WHEREAS**, the program is at capacity and will be unable to accept new clients in the very near future;
6 and,
7
8 **WHEREAS**, CCS is an entitlement program that is fully funded by Medicaid; and,
9
10 **WHEREAS**, the Human Services Department is not permitted to have a waiting list under state rules and
11 must admit eligible applicants to the program; and,
12
13 **WHEREAS**, the CCS program will continue to grow and the Human Services Department risks being
14 out of compliance unless additional staff are hired to manage the new cases; and,
15
16 **WHEREAS**, the Human Services Department requests the County Board approve the creation of two
17 additional full time Case Manager Positions and a Peer Specialist Pool Position whose personnel cost and
18 program expense will be fully covered by Medicaid revenue; and,
19
20 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
21 this _____ day of _____, 2016 does hereby approve the creation of 2.0 FTE Bachelor Level
22 Case Manager positions, approve the creation of the Peer Specialist position and authorize the Human
23 Services Department to fill those positions; and,
24
25 **BE IT FURTHER RESOLVED**, that the 2016 Budget be amended as follows:

Account/Description	Budget 7/1/16	Increase (Decrease)	Amended Budget
36-3707-0000-61100/ Regular Wages	\$482,047	\$29,580	\$511,627
36-3707-0000-61108/ Seasonal	\$0	\$3,906	\$3,906
36-3707-0000-61400/ FICA	\$37,087	\$2,562	\$39,649
36-3707-0000-61510/ Retirement	\$31,996	\$1,952	\$33,948
36-3707-0000-61610/ Health Insurance	\$144,234	\$10,984	\$155,218
36-3707-0000-61620/ Dental Insurance	\$3,997	\$431	\$4,428

Creating Two Bachelor Level Case Manager Positions, a Peer Specialist Position and Amending the 2016 Budget
Page 2

47

48	36-3707-0000-63300/ Travel	\$18,000	\$4,000	\$22,000
50				
51	36-3707-0000-67130/ Terminals and PCs	\$10,500	\$3,400	\$13,900
53				
54	36-3707-0000-67160/ HSD Equipment under \$5K	\$1,100	\$1,400	\$2,500
56				
57	36-3707-0000-64604/ Program Expense	\$139,500	(\$58,215)	\$81,285

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

Linda Garrett

Hank Brill

Karl Dommerhausen

Betty Jo Bussie

Ashley Kleven

Mary Mawhinney

Kathy Schulz

Louis Peer

Terry Thomas

Alan Sweeney

Shirley Williams

Terry Thomas

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney

FISCAL NOTE:

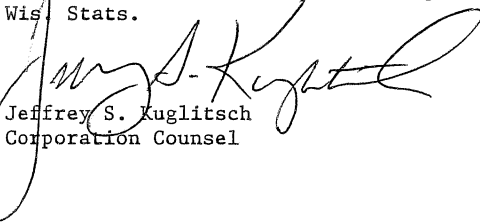
This resolution authorizes the creation of 2.0 FTE Bachelor Level Case Manager and a pool Peer Specialist position. These positions will be funded by Medicaid revenue.



Sherry Oja
Finance Director

LEGAL NOTE:

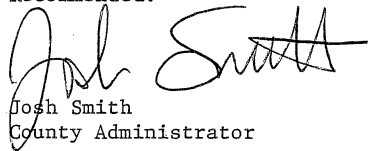
The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats. As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

The Rock County Comprehensive Community Services (CCS) program serves children, adults and the elderly, providing psychosocial rehabilitation services to individuals with mental illness and/or substance abuse disorders.

The program, which has been operating since August 2014, is at capacity and is will be unable to accept new clients in the very near future.

Currently, there are 8 CCS positions available to carry caseloads. New applications are coming in steadily week by week and, per administrative code, once we receive an application, we have 30 days to complete a comprehensive assessment.

CCS is a Medicaid entitlement program and, because Rock County is delivering CCS services as part of a regional model, we are able to recover all of our costs, direct and indirect, from Medicaid. This prevents us from needing to use tax levy to administer this program.

Because CCS is an entitlement program and is fully funded by Medicaid, we are not permitted to have a waiting list for this program and must be able to admit eligible consumers as they apply. Despite our attempts to gradually admit clients over time, we were issued a citation from the state in 2015 for not readily admitting clients per administrative code requirements. In response we submitted a plan of correction assuring that we would be able to admit consumers as they apply. We are currently at risk of being out of compliance again with this requirement if we delay admissions of eligible clients.

The Human Services Department requests the County Board approve the resolution. Upon approval the Department will hire two CCS Case Managers as soon as possible and purchase the office equipment and PCs to support the positions. In addition, the Department will hire a Peer Specialist. The Peer Specialist is a newly created position. The successful candidate will be called in as needed for work and classified as a Pool position. Pool staff do not work a regular schedule, do not qualify for benefits, precluded from working more than 25 hours per week, and paid out of a seasonal salary account.

Because the program is fully covered by Medicaid, the cost of the additional staff would be covered by revenue.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Richard Bostwick
INITIATED BY



Randy Terronez
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

June 8, 2016
DATE DRAFTED

OPPOSING CITIZENS UNITED COURT RULING

1 WHEREAS, the State of Wisconsin has a tradition of open government and non-partisan local elections,
2 as well as campaign finance rules that have managed and mitigated the influence of money on those
3 elections; and,
4

5 WHEREAS, the County has an interest in maintaining that tradition and the resident driven elections it
6 allows; and,
7

8 WHEREAS, on January 10, 2010, in Citizens United v. Federal Election Commission, the Supreme
9 Court overturned a century of precedent by ruling that corporate spending on elections cannot be limited
10 under the First Amendment; and,
11

12 WHEREAS, granting constitutional rights to corporations and unions is counter to the purpose of our
13 democracy and has wide-ranging impacts upon our economy and society; and,
14

15 WHEREAS, granting constitutional rights to corporations favors large corporations over small ones, and
16 favors all corporations and all wealthy interests over citizens who cannot afford the corporate rights of
17 limited liability, legal protections, and tax deductions; and,
18

19 WHEREAS, the constitutional right to speak freely should not be determined by the available finances of
20 the speaker or their power and status in society; and,
21

22 WHEREAS, corporate money is property, not speech. A house or a car does not have constitutionally
23 protected speech. Money is just another form of property. Property is constitutionally protected.
24 Property's right to free speech is not; and,
25

26 WHEREAS, such ruling gives corporations and the wealthy undue political influence; and,
27

28 WHEREAS, democracy can only properly function when human beings have equal representation and
29 access to their elected officials; and,
30

31 WHEREAS, countless municipalities nationwide and 75 Wisconsin communities including the Cities of
32 Beloit and Janesville have overwhelmingly passed referenda signaling broad support for reversing the
33 Citizens United court ruling.
34

35 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors authorizes the
36 following advisory referendum to be placed on the November 8, 2016 ballot:
37

38 "Shall the County of Rock, adopt the following resolution?
39

40 Resolved, that "We the People" of the County of Rock, Wisconsin, seek to reclaim democracy from the
41 expansion of corporate personhood rights and the corrupting influence of unregulated political
42 contributions and spending. We stand with communities across the country to support passage of an
43 amendment to the United States Constitution stating:
44

45 1. Only human beings are endowed with constitutional rights — not corporations, unions, nonprofits
46 or other artificial entities, and
47

48 2. Money is not speech, and therefore regulating political contributions and spending is not
49 equivalent to limiting speech.

16-6B-057

50

51

Yes

52

No

53

54

55

56

BE IT FURTHER RESOLVED that following the referendum, the County Clerk is directed to forward a copy of this resolution and the referendum results to our state and federal representatives instructing them to enact resolutions and legislation to advance this effort.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney

Sandra Kraft, Vice Chair

Louis Peer

Eva Arnold

Alan Sweeney

Henry Brill

Terry Thomas

Betty Jo Bussie

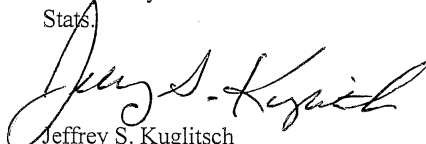
FISCAL NOTE:

Minimal fiscal impact to the County related to ballot printing costs.


Sherry Oja
Finance Director

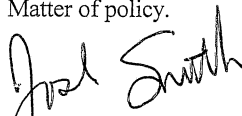
LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51 and 59.52(25), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:


Matter of policy.


Josh Smith
County Administrator



MEMORANDUM

TO: County Board Staff Committee

FROM: Jeffrey S. Kuglitsch
Corporation Counsel 

DATE: June 29, 2016

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 2016.

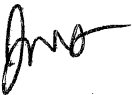
cc: Josh Smith



MEMORANDUM

DATE: July 5, 2016

TO: County Board Staff Committee

FROM: Josh Smith, 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 had the following employee who attended a conference that exceeded \$1,000 per event, per employee during the first six months of 2016.

<u>Elizabeth Pohlman McQuillen - NADCP National Conference, Anaheim, CA</u>	
Flight	\$ 391.58
Hotel	\$ 706.32
Meals	\$ 159.22
Shuttle to Airport	\$ 12.98
Baggage	\$ 25.00
Mileage	\$ 55.08
TOTAL	\$ 1,350.18

JS/mb

MEM.OUT-OF-STATE

ROCK COUNTY, WISCONSIN



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

July 1, 2016

To: County Board Staff Committee

From: Annette Mikula, Director of Human Resources

Re: Semi-Annual Report of Training Costs Exceeding \$1,000 per Employee per Event

In accordance with Resolution 06-9A-087, adopted September 14, 2006, below is the Human Resource Department's semi-annual report of training costs exceeding \$1,000 per event for the period of January 1, 2016 through June 30, 2016.

2106 High Line User Conference
San Diego, California
April 26, 2016 through April 29, 2016

Attendee	Registration	Travel	Lodging	Meals	Total
Alyx Brandenburg Human Resources Manager	\$450.00	\$522.30	\$690.20	\$142.43	\$1,804.93

Cc: Josh Smith



MEMORANDUM

TO: County Board Staff Committee
FROM: Jeffrey S. Kuglitsch, Corporation Counsel
DATE: July 5, 2016
RE: Notice of Claim

CLAIMANT: D.W. Story & Associates, Inc.
AAO Geico Insurance, as subrogee for Don G. Petersen

DATE OF INCIDENT: February 14, 2016

DATE OF NOTICE OF CLAIM: June 27, 2016

AMOUNT CLAIMED: \$9,558.56

NATURE OF CLAIM: Petersen vehicle sustained damage when it rear ended a Public Works snowplow as it was moving into a median.

RECOMMENDATION: Denial.