



**COUNTY BOARD STAFF COMMITTEE
TUESDAY – MAY 24, 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 – May 10, 2016
4. Review of Payments
5. Transfers
 - A. Human Resources
6. Resolutions
 - A. Confirmation of Appointment of Facilities Management Director
 - B. Confirmation of Appointment of Human Services Director
 - C. To Recognize Lee Peterson
 - D. Recognizing Michele McMahon
 - E. To Recognize Micaela Broetzmann
 - F. Amending the 2016 HSD Budget to Accept CLTS Funds and Create 2.0 FTE Social Worker Positions
 - G. Transferring Central Duplicating and Mail Functions and Staff from the Facilities Management Department to the Finance Department and Amending the 2016 Budget
 - H. Authorizing Accounting Office Position Changes for the Department of Public Works
 - I. Requesting the State Legislature to take Steps to Enact a Constitutional Amendment Regarding Unfunded Mandates
7. Discussion of Buck Property
8. Adjournment

Rock County Transfer Request - Over \$5,000

TO: FINANCE DIRECTOR Date May 11, 2016 Transfer No. 16-18
 Requested By Human Resources Department Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 19-1922-0000-64904 Description: Contingency Fund Current Balance: \$100,000	\$10,000	Account #: 08-1420-0000-64216 Description: Cultural Competency	\$10,000
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Use of Contingency Budget

REASON TRANSFER IS NECESSARY - BE SPECIFIC

To provide \$5,000 to hire an outside consultant to survey staff of color (individual and/or focus groups) on challenges and opportunities for improvement in making the workplace more inclusive and welcoming; The \$5,000 balance to be used to continue work on diversity and inclusiveness programming (e.g., departmental trainings, participation in the 2nd YWCA Racial Justice conference, revisions to Human Resources processes in order to reduce barriers, etc.)

FISCAL NOTE:

Sufficient funds are available for transfer. *RS 5/11/16*

ADMINISTRATIVE NOTE:

Recommended *[Signature]* 5-11-16

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee 5.19.16

[Signature]

Diversity – Inclusiveness Budget Transfer Request

Rock County has been active in efforts to improve the organization's diversity and inclusiveness and the budget transfer of \$10,000 from the Contingency account to Human Resources would continue these activities. No funds were budgeted in 2016 for these efforts.

At the March 24, 2016 County Board meeting, a presentation was given by County staff that highlighted:

1. The need for addressing the wave of retirements and normal attrition and the resulting impact on work culture.
2. How we are going to recruit and retain staff by improving the staff diversity of our workforce.
3. The County's role in the YWCA Racial Justice Conference in November, 2015. The County was a major sponsor and nearly 50 staff members were able to attend the event offered by the YWCA to learn about approaches to improving the diversity and cultural competency of our staff.
4. Several action steps identified by county staff that attended the November conference. Participants met in focus groups to discuss possible actions the County can take to address this issue. From 70 preliminary areas, the following five issues were prioritized as the most important:
 - a. Talk to Community Action about how they addressed these issues
 - b. Survey entire workforce on climate
 - c. Conversations with employees of color on climate
 - d. Replace current diversity training
 - e. Review ways Human Resources can promote diversity and cultural competency through its processes

To date we have completed several priorities, including:

- Meetings with Community Action to begin the dialogue of how they approached diversity and inclusiveness.
- County staff have been surveyed and the results are being analyzed. Survey results are being provided to County employees.
- A half-day training was held on April 11. Alonzo Kelly, (a featured speaker from the November conference) facilitated 150 County staff at the Pontiac Convention Center on how to make the organization more welcoming and inclusive.
- A locally-based outside consultant has been identified to conduct a survey of staff of color. A written report will conclude the consultant's work and identify ways the county can further progress on diversity and inclusiveness.
- Human Resources taking feedback from various groups including the Behavioral Health Steering Committee's Cultural Competency workgroup is looking at alternative diversity training programs to replace the on-line version.
- Finally, Human Resources is continuing to look into ways to promote diversity and inclusiveness through its processes.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Annette Mikula, HR Director
DRAFTED BY

General Services Committee
SUBMITTED BY

May 6, 2016
DATE DRAFTED

**CONFIRMATION OF APPOINTMENT OF
FACILITIES MANAGEMENT DIRECTOR**

- 1 **WHEREAS**, the former General Services Director retired on April 29, 2016; and,
- 2
- 3 **WHEREAS**, the position of General Services Director was re-structured and re-named the Facilities
- 4 Management Director; and,
- 5
- 6 **WHEREAS**, the County has conducted a recruitment effort to fill the job of Facilities Management Director;
- 7 and,
- 8
- 9 **WHEREAS**, the candidates were screened with the most qualified being interviewed; and,
- 10
- 11 **WHEREAS**, the County Administrator has appointed Brent S. Sutherland, who has been recommended by the
- 12 General Services Committee; and,
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
- 15 _____ day of _____, 2016, confirms the appointment of Brent Sutherland, as Facilities Management
- 16 Director in accordance with the attached conditions of employment.

Respectfully Submitted,

GENERAL SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Henry Brill, Chair

J. Russell Podzilni, Chair

Jason Heidenreich, Vice Chair

Sandra Kraft, Vice Chair

David Homan

Eva Arnold

Bob Yegmans

Henry Brill

Jeremy Zajac

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

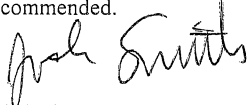
Terry Thomas

CONFIRMATION OF APPOINTMENT OF FACILITIES MANAGEMENT DIRECTOR

Page 2

ADMINISTRATIVE NOTE:

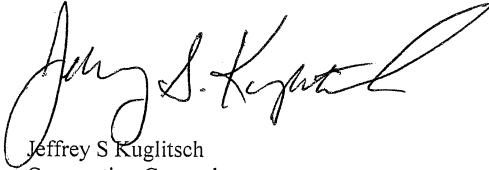
Recommended.



Josh Smith
County Administrator

LEGAL NOTE:

County Board is authorized to take this action pursuant to §59.22(1), Wis. Stats.



Jeffrey S Kuglitsch
Corporation Counsel

FISCAL NOTE:

Sufficient funds are available in the budget for the cost of this position.



Sherry Oja
Finance Director

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COUNTY OF ROCK, WISCONSIN

Employment Services Agreement

THIS AGREEMENT, made and entered into by and between the County of Rock (hereinafter referred to as "EMPLOYER") and Brent Sutherland (hereinafter, "EMPLOYEE"),

WITNESSETH:

WHEREAS EMPLOYER whose address is c/o County Administrator, 51 South Main Street, Janesville, WI 53545, desires to obtain the services of Brent Sutherland to serve as Facilities Management Director,

WHEREAS EMPLOYEE, whose current address is 4306 S. Warlance Lane, Janesville, WI 53548 is able and willing to serve as the Facilities Management Director;

NOW, THEREFORE, in consideration of the promises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, EMPLOYER and EMPLOYEE do agree as follows:

1. CONDITIONS OF EMPLOYMENT; GENERAL PROVISIONS. Employment of EMPLOYEE is subject to the general supervision and shall be conducted pursuant to the orders, advice and direction of the County Administrator and be governed by the terms and conditions of Chapter 18 of the Rock County Ordinance, except as to the terms and conditions that are herein modified. Employment is further subject to EMPLOYEE's compliance with and implementation of policies established from time to time by EMPLOYER in the exercise of its lawful authority. EMPLOYEE shall perform such other duties as are customarily performed by one holding the same or similar positions in other governmental organizations or businesses which provide similar services. EMPLOYER reserves to the County Administrator the right to require EMPLOYEE to render such other and unrelated services and duties as may be assigned from time to time by the County Administrator.

2. DUTIES OF EMPLOYEE; GENERAL PROVISIONS. EMPLOYEE agrees to perform lawfully, faithfully, industriously, competently, dutifully and to the best of EMPLOYEE's ability, all of the duties that may be required of EMPLOYEE pursuant to the express or implied terms of this agreement, to the level of satisfaction that the County Administrator may reasonably require.

3. DUTIES OF EMPLOYEE; JOB DESCRIPTION. The duties of EMPLOYEE shall include but not be limited to those expressly stated or implied in the job description for the position, as may be revised from time to time by EMPLOYER as circumstances change, and as set forth in applicable state statutes. This paragraph is further subject to the right of assignment reserved to the County Administrator, as set forth in paragraph 1 hereof.

4. DUTIES OF EMPLOYEE; OFFICIAL ACTS OF COUNTY BOARD. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in the ordinances, resolutions or motions of EMPLOYER's county board or any of its committees acting within the scope of their lawful authority.

5. DUTIES OF EMPLOYEE; DIRECTIVES OF COUNTY ADMINISTRATOR. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in orders, directives, or rules of the County Administrator.

53 6. TERM OF AGREEMENT. The term of this agreement shall be a period of 1 year,
54 commencing at 8:00 a.m., Monday, June 6, 2016, and expiring as of Midnight, June 5, 2017, unless
55 earlier terminated under other provisions of this agreement or by operation of law.
56

57 7. NONRENEWAL OF AGREEMENT. At its expiration this agreement shall not be considered
58 renewed unless extended in writing by mutual agreement of the parties. If it is the County
59 Administrator's intention not to renew this agreement, the County Administrator will attempt to give
60 EMPLOYEE three (3) months advance written notice of the intent not to renew this agreement,
61 provided, however, that failure to give such notice shall create no obligation on EMPLOYER to
62 continue EMPLOYEE's employment beyond the expiration date of this agreement. The County
63 Administrator may extend EMPLOYEE's employment on a month-to-month basis for a period not to
64 exceed 3 months, pending renewal of this agreement.
65

66 8. EMPLOYEE'S RESPONSIBILITIES; ETHICAL CONSIDERATIONS. EMPLOYEE shall at
67 all times observe and comply with all ethical obligations imposed or required by constitution, statute,
68 ordinance or other provision of law and shall at all times conduct EMPLOYEE's personal affairs in
69 such a manner as to avoid a conflict of interest or appearance of conflict and in accordance with the
70 duties and responsibilities of public officials. During normal work hours EMPLOYEE shall at all times
71 devote all of EMPLOYEE's time, attention, knowledge and skills solely to the interests of the
72 EMPLOYER, and EMPLOYEE shall never use EMPLOYEE's position or confidential information
73 gained in such work position for EMPLOYEE's personal gain, either directly or indirectly.
74

75 9. EMPLOYEE'S RESPONSIBILITIES; CONFIDENTIAL INFORMATION. EMPLOYEE shall
76 not at any time or in any manner, either during the term of this agreement or thereafter, either directly
77 or indirectly divulge, disclose or communicate to any person any confidential information gained in
78 the performance of EMPLOYEE's duties except as otherwise required or compelled by law.
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80 10. EMPLOYEE'S RESPONSIBILITIES; EXCLUSIVE EMPLOYMENT. EMPLOYEE agrees to
81 remain in the exclusive employ of EMPLOYER throughout the term of this agreement. The term
82 "exclusive employ" shall not be construed to prohibit occasional teaching, writing or consulting which
83 is performed on EMPLOYEE's time off and which does not affect EMPLOYEE's job performance,
84 subject to prior approval of the County Administrator.
85

86 11. HOURS OF WORK. The usual and customary hours of business of EMPLOYER are from
87 8:00 a.m. to 5:00 p.m., Monday through Friday, however, as a managerial employee, EMPLOYEE
88 shall have as a condition of employment a job to perform and shall work such hours as are
89 necessary to accomplish the tasks assigned to EMPLOYEE.
90

91 12. EVALUATION AND GOALS. At least annually, the County Administrator or his or her
92 designee shall meet with EMPLOYEE to discuss job performance and to define goals and objectives
93 for both EMPLOYEE and EMPLOYER.
94

95 13. EMPLOYEE'S DUTIES; LIMITED CONTRACTING AUTHORITY. EMPLOYEE shall not
96 have the right to make contracts or commitments for or on behalf of EMPLOYER except as expressly
97 authorized in advance by statute, ordinance, or express written consent of EMPLOYER.
98

99 14. COMPENSATION OF EMPLOYEE; BASE COMPENSATION. EMPLOYER shall pay
100 EMPLOYEE, and EMPLOYEE shall accept from EMPLOYER in payment for EMPLOYEE's services,
101 direct compensation at a rate provided for in the Unilateral Pay Plan for the position occupied by the
102 EMPLOYEE.
103

104 15. COMPENSATION OF EMPLOYEE; COMPENSATION FOR EXPENSES. EMPLOYER
105 shall reimburse EMPLOYEE for all necessary expenses incurred in the service of EMPLOYER, in
106 accordance with Rock County ordinances and regulations on reimbursement of expenses, provided
107 that EMPLOYEE complies with all applicable provisions of law and Rock County ordinances and
108 procedures prior to incurring or claiming reimbursement for such expenses. It is expressly

109 understood that prior approval of the County Administrator is required for attendance at conferences
110 held outside of Wisconsin and that attendance is further subject to the rules, regulations and
111 ordinances applicable to managerial employees employed by the EMPLOYER.
112

113 16. COMPENSATION OF EMPLOYEE; FRINGE BENEFITS. Except as otherwise set forth in
114 this agreement, and in addition to the monetary compensation set forth above EMPLOYEE shall
115 receive fringe benefits as are enumerated from time to time in resolutions and general ordinances of
116 EMPLOYER, on the same terms as these are made available to non-represented managerial and
117 professional employees of EMPLOYER.
118

119 17. VACATION. EMPLOYEE shall receive fifteen (15) days of vacation commencing with
120 County hire date, June 6. Carry-over of unused vacation shall be allowed under such conditions as
121 are contained in the Rock County Personnel Policy.
122

123 18. COMPENSATION OF EMPLOYEE; TREATMENT OF DIRECT COMPENSATION FOR
124 TAX PURPOSES. The direct financial compensation paid EMPLOYEE under this Agreement shall
125 be treated as wages for federal and state tax purposes and for purposes of allowing EMPLOYEE to
126 participate in the Wisconsin retirement system. EMPLOYEE recognizes that EMPLOYER will
127 withhold taxes, Social Security and the like from direct compensation. EMPLOYEE shall be allowed
128 to participate in EMPLOYER's deferred compensation program(s) and Section 125 Flexible
129 Spending Account, at EMPLOYEE's option and to the extent permitted by law.
130

131 19. TERMINATION OF AGREEMENT BY EMPLOYEE; NOTICE REQUIRED FOR
132 RESIGNATION. This agreement may be terminated by EMPLOYEE on 30-days' written notice to
133 the County Administrator. Any such notice, once accepted by the County Administrator, may not be
134 withdrawn or rescinded. The fact that the County Administrator has asked EMPLOYEE for
135 EMPLOYEE's resignation shall not invalidate any such resignation once tendered to, and accepted
136 by, the County Administrator. Accrued but unused vacation and holiday time shall be paid out to
137 EMPLOYEE upon resignation, provided sufficient notice as required above is received.
138

139 20. TERMINATION OF AGREEMENT BY EMPLOYER; EMPLOYER'S RIGHT TO
140 TERMINATE AT WILL. This agreement may be terminated, or any obligation of EMPLOYER under
141 this agreement may be suspended, by the County Administrator at any time during its term, in the
142 sole discretion of the County Administrator. EMPLOYEE shall be deemed to be an at-will employee
143 of EMPLOYER who shall have no remedy or recourse in the event of disciplinary action, up to and
144 including discharge.
145

146 21. TERMINATION OF AGREEMENT BY EMPLOYER; DISCIPLINARY ACTION;
147 PROCEDURE FOR DISCIPLINARY ACTION. All disciplinary action shall originate from the County
148 Administrator and be accomplished by the County Administrator.
149

150 22. EMPLOYER TO INDEMNIFY AND DEFEND EMPLOYEE FOR OFFICIAL ACTS.
151 EMPLOYER shall indemnify, defend and hold harmless EMPLOYEE, in accordance with the
152 requirements of s. 895.46, Wis. Stats. EMPLOYER reserves the right to compromise or settle any
153 such litigation in any fashion deemed advantageous to EMPLOYER, regardless of whether
154 EMPLOYEE consents thereto.
155

156 23. CONSTRUCTION OF AGREEMENT; NO ASSIGNMENT. EMPLOYEE shall not assign or
157 transfer any interest or obligation in this Agreement, whether by assignment or novation. It is
158 expressly understood EMPLOYER will not consent to any assignment of EMPLOYEE's duties and
159 obligations.
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161 24. CONSTRUCTION OF AGREEMENT; SEVERABILITY. All parts of this agreement are
162 severable from all other parts and invalidity of any part shall not operate to invalidate any other part.
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25. CONSTRUCTION OF AGREEMENT; WISCONSIN LAW CONTROLS. It is expressly understood and agreed that in the event of any dispute between the parties, arising under this agreement, Wisconsin law shall control to the extent that it is not superseded by any applicable federal law.

26. CONSTRUCTION OF AGREEMENT; ENTIRE AGREEMENT. This Agreement constitutes the entire agreement of the parties and supersedes any and all negotiations of the parties relating to the subject matter hereof. Any prior employment agreement between the parties, together with any extension or renewal of such agreement, is likewise terminated and superseded by this Agreement. All of EMPLOYEE's rights, of any nature whatsoever, arising from, by or under any prior employment agreement between the parties are hereby compromised in their entirety.

IN WITNESS WHEREOF, EMPLOYER and EMPLOYEE have executed this agreement effective as of the day and date by which EMPLOYER's authorized representative and EMPLOYEE have affixed their respective signatures, as indicated below.

FOR EMPLOYER:

Date: _____

Josh Smith, Rock County Administrator

BY EMPLOYEE:

Date: _____

Brent Sutherland, Facilities Management Director

WITNESS:

Date: _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff
INITIATED BY



Amy Spoden, Human Resource Manager
DRAFTED BY

County Board Staff
SUBMITTED BY

May 16, 2016
DATE DRAFTED

**CONFIRMATION OF APPOINTMENT OF
HUMAN SERVICES DIRECTOR**

- 1 **WHEREAS**, the most recent Human Services Director, Charmain Klyve will be retiring on July 1,
- 2 2016; and,
- 3
- 4 **WHEREAS**, the County has conducted a recruitment effort to fill the job of Human Services Director;
- 5 and,
- 6
- 7 **WHEREAS**, the candidates were screened with the most qualified being interviewed; and,
- 8
- 9 **WHEREAS**, the County Administrator has appointed Katherine Flanagan, and,
- 10
- 11 **WHEREAS**, providing an overlap position starting May 30, 2016 ensures a smooth transition; and,
- 12
- 13 **WHEREAS**, the Human Services Department has sufficient funds to pay for the overlap position.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled
- 16 this _____ day of _____, 2016, confirms the appointment of Katherine Flanagan, as Human
- 17 Services Director in accordance with the attached conditions of employment.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilini, Chair

Mary Mawhinney

Sandra Kraft, Vice Chair

Louis Peer

Eva Arnold

Alan Sweeney

Henry Brill

Terry Thomas

Betty Jo Bussie

CONFIRMATION OF APPOINTMENT OF HUMAN SERVICES DIRECTOR

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HUMAN SERVICES BOARD

Brian Knudson, Chair

Ashley Kleven

Sally Jean Weaver-Landers, Vice Chair

Kathy Schulz

Karl Dommershausen

Terry Thomas

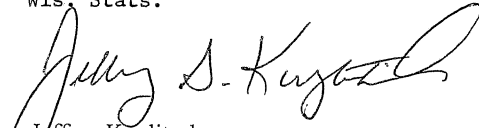
Terry Fell

Shirley Williams

Linda Garrett

LEGAL NOTE:

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


Jeffrey Kuglitsch
Corporation Counsel


ADMINISTRATIVE NOTE:

Recommend


Josh Smith
County Administrator

FISCAL NOTE:

Sufficient funds are available in the 2016 budget for this position as well as for the one month overlap.


Sherry Oja
Finance Director

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COUNTY OF ROCK, WISCONSIN

Employment Services Agreement

THIS AGREEMENT, made and entered into by and between the County of Rock (hereinafter referred to as "EMPLOYER") and Katherine Flanagan (hereinafter, "EMPLOYEE"),

WITNESSETH:

WHEREAS EMPLOYER whose address is c/o County Administrator, 51 South Main Street, Janesville, WI 53545, desires to obtain the services of Katherine Flanagan to serve as Human Services Director,

WHEREAS EMPLOYEE, whose current address is 6466 Edgewood Rd, Machesney Park, IL, 61115 is able and willing to serve as Human Services Director;

NOW, THEREFORE, in consideration of the promises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, EMPLOYER and EMPLOYEE do agree as follows:

1. CONDITIONS OF EMPLOYMENT; GENERAL PROVISIONS. Employment of EMPLOYEE is subject to the general supervision and shall be conducted pursuant to the orders, advice and direction of the County Administrator and be governed by the terms and conditions of Chapter 18 of the Rock County Ordinance, except as to the terms and conditions that are herein modified. Employment is further subject to EMPLOYEE's compliance with and implementation of policies established from time to time by EMPLOYER in the exercise of its lawful authority. EMPLOYEE shall perform such other duties as are customarily performed by one holding the same or similar positions in other governmental organizations or businesses which provide similar services. EMPLOYER reserves to the County Administrator the right to require EMPLOYEE to render such other and unrelated services and duties as may be assigned from time to time by the County Administrator.

2. DUTIES OF EMPLOYEE; GENERAL PROVISIONS. EMPLOYEE agrees to perform lawfully, faithfully, industriously, competently, dutifully and to the best of EMPLOYEE's ability, all of the duties that may be required of EMPLOYEE pursuant to the express or implied terms of this agreement, to the level of satisfaction that the County Administrator may reasonably require.

3. DUTIES OF EMPLOYEE; JOB DESCRIPTION. The duties of EMPLOYEE shall include but not be limited to those expressly stated or implied in the job description for the position, as may be revised from time to time by EMPLOYER as circumstances change, and as set forth in applicable state statutes. This paragraph is further subject to the right of assignment reserved to the County Administrator, as set forth in paragraph 1 hereof.

4. DUTIES OF EMPLOYEE; OFFICIAL ACTS OF COUNTY BOARD. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in the ordinances, resolutions or motions of EMPLOYER's county board or any of its committees acting within the scope of their lawful authority.

5. DUTIES OF EMPLOYEE; DIRECTIVES OF COUNTY ADMINISTRATOR. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in orders, directives, or rules of the County Administrator.

53 6. TERM OF AGREEMENT. The term of this agreement shall be a period of 1 year,
54 commencing at 8:00 a.m., Monday, May 30, 2016, and expiring as of Midnight, May 29, 2017, unless
55 earlier terminated under other provisions of this agreement or by operation of law.
56

57 7. NONRENEWAL OF AGREEMENT. At its expiration this agreement shall not be considered
58 renewed unless extended in writing by mutual agreement of the parties. If it is the County
59 Administrator's intention not to renew this agreement, the County Administrator will attempt to give
60 EMPLOYEE three (3) months advance written notice of the intent not to renew this agreement,
61 provided, however, that failure to give such notice shall create no obligation on EMPLOYER to
62 continue EMPLOYEE's employment beyond the expiration date of this agreement. The County
63 Administrator may extend EMPLOYEE's employment on a month-to-month basis for a period not to
64 exceed 3 months, pending renewal of this agreement.
65

66 8. EMPLOYEE'S RESPONSIBILITIES; ETHICAL CONSIDERATIONS. EMPLOYEE shall at
67 all times observe and comply with all ethical obligations imposed or required by constitution, statute,
68 ordinance or other provision of law and shall at all times conduct EMPLOYEE's personal affairs in
69 such a manner as to avoid a conflict of interest or appearance of conflict and in accordance with the
70 duties and responsibilities of public officials. During normal work hours EMPLOYEE shall at all times
71 devote all of EMPLOYEE's time, attention, knowledge and skills solely to the interests of the
72 EMPLOYER, and EMPLOYEE shall never use EMPLOYEE's position or confidential information
73 gained in such work position for EMPLOYEE's personal gain, either directly or indirectly.
74

75 9. EMPLOYEE'S RESPONSIBILITIES; CONFIDENTIAL INFORMATION. EMPLOYEE shall
76 not at any time or in any manner, either during the term of this agreement or thereafter, either directly
77 or indirectly divulge, disclose or communicate to any person any confidential information gained in
78 the performance of EMPLOYEE's duties except as otherwise required or compelled by law.
79

80 10. EMPLOYEE'S RESPONSIBILITIES; EXCLUSIVE EMPLOYMENT. EMPLOYEE agrees to
81 remain in the exclusive employ of EMPLOYER throughout the term of this agreement. The term
82 "exclusive employ" shall not be construed to prohibit occasional teaching, writing or consulting which
83 is performed on EMPLOYEE's time off and which does not affect EMPLOYEE's job performance,
84 subject to prior approval of the County Administrator.
85

86 11. HOURS OF WORK. The usual and customary hours of business of EMPLOYER are from
87 8:00 a.m. to 5:00 p.m., Monday through Friday, however, as a managerial employee, EMPLOYEE
88 shall have as a condition of employment a job to perform and shall work such hours as are
89 necessary to accomplish the tasks assigned to EMPLOYEE.
90

91 12. EVALUATION AND GOALS. At least annually, the County Administrator or his or her
92 designee shall meet with EMPLOYEE to discuss job performance and to define goals and objectives
93 for both EMPLOYEE and EMPLOYER.
94

95 13. EMPLOYEE'S DUTIES; LIMITED CONTRACTING AUTHORITY. EMPLOYEE shall not
96 have the right to make contracts or commitments for or on behalf of EMPLOYER except as expressly
97 authorized in advance by statute, ordinance, or express written consent of EMPLOYER.
98

99 14. COMPENSATION OF EMPLOYEE; BASE COMPENSATION. EMPLOYER shall pay
100 EMPLOYEE, and EMPLOYEE shall accept from EMPLOYER in payment for EMPLOYEE's services,
101 direct compensation at a rate provided for in the Unilateral Pay Plan for the position occupied by the
102 EMPLOYEE.
103

104 15. COMPENSATION OF EMPLOYEE; COMPENSATION FOR EXPENSES. EMPLOYER
105 shall reimburse EMPLOYEE for all necessary expenses incurred in the service of EMPLOYER, in
106 accordance with Rock County ordinances and regulations on reimbursement of expenses, provided
107 that EMPLOYEE complies with all applicable provisions of law and Rock County ordinances and
108 procedures prior to incurring or claiming reimbursement for such expenses. It is expressly

109 understood that prior approval of the County Administrator is required for attendance at conferences
110 held outside of Wisconsin and that attendance is further subject to the rules, regulations and
111 ordinances applicable to managerial employees employed by the EMPLOYER.
112

113 16. COMPENSATION OF EMPLOYEE; FRINGE BENEFITS. Except as otherwise set forth in
114 this agreement, and in addition to the monetary compensation set forth above EMPLOYEE shall
115 receive fringe benefits as are enumerated from time to time in resolutions and general ordinances of
116 EMPLOYER, on the same terms as these are made available to non-represented managerial and
117 professional employees of EMPLOYER.
118

119 17. VACATION. EMPLOYEE shall receive vacation based on the terms of the Rock County
120 Personnel Ordinance. Carry-over of unused vacation shall be allowed under such conditions as are
121 contained in the Rock County Personnel Policy.
122

123 18. COMPENSATION OF EMPLOYEE; TREATMENT OF DIRECT COMPENSATION FOR
124 TAX PURPOSES. The direct financial compensation paid EMPLOYEE under this Agreement shall
125 be treated as wages for federal and state tax purposes and for purposes of allowing EMPLOYEE to
126 participate in the Wisconsin retirement system. EMPLOYEE recognizes that EMPLOYER will
127 withhold taxes, Social Security and the like from direct compensation. EMPLOYEE shall be allowed
128 to participate in EMPLOYER's deferred compensation program(s) and Section 125 Flexible
129 Spending Account, at EMPLOYEE's option and to the extent permitted by law.
130

131 19. TERMINATION OF AGREEMENT BY EMPLOYEE; NOTICE REQUIRED FOR
132 RESIGNATION. This agreement may be terminated by EMPLOYEE on 30-days' written notice to
133 the County Administrator. Any such notice, once accepted by the County Administrator, may not be
134 withdrawn or rescinded. The fact that the County Administrator has asked EMPLOYEE for
135 EMPLOYEE's resignation shall not invalidate any such resignation once tendered to, and accepted
136 by, the County Administrator. Accrued but unused vacation and holiday time shall be paid out to
137 EMPLOYEE upon resignation, provided sufficient notice as required above is received.
138

139 20. TERMINATION OF AGREEMENT BY EMPLOYER; EMPLOYER'S RIGHT TO
140 TERMINATE AT WILL. This agreement may be terminated, or any obligation of EMPLOYER under
141 this agreement may be suspended, by the County Administrator at any time during its term, in the
142 sole discretion of the County Administrator. EMPLOYEE shall be deemed to be an at-will employee
143 of EMPLOYER who shall have no remedy or recourse in the event of disciplinary action, up to and
144 including discharge.
145

146 21. TERMINATION OF AGREEMENT BY EMPLOYER; DISCIPLINARY ACTION;
147 PROCEDURE FOR DISCIPLINARY ACTION. All disciplinary action shall originate from the County
148 Administrator and be accomplished by the County Administrator.
149

150 22. EMPLOYER TO INDEMNIFY AND DEFEND EMPLOYEE FOR OFFICIAL ACTS.
151 EMPLOYER shall indemnify, defend and hold harmless EMPLOYEE, in accordance with the
152 requirements of s. 895.46, Wis. Stats. EMPLOYER reserves the right to compromise or settle any
153 such litigation in any fashion deemed advantageous to EMPLOYER, regardless of whether
154 EMPLOYEE consents thereto.
155

156 23. CONSTRUCTION OF AGREEMENT; NO ASSIGNMENT. EMPLOYEE shall not assign or
157 transfer any interest or obligation in this Agreement, whether by assignment or novation. It is
158 expressly understood EMPLOYER will not consent to any assignment of EMPLOYEE's duties and
159 obligations.
160

161 24. CONSTRUCTION OF AGREEMENT; SEVERABILITY. All parts of this agreement are
162 severable from all other parts and invalidity of any part shall not operate to invalidate any other part.
163

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25. CONSTRUCTION OF AGREEMENT; WISCONSIN LAW CONTROLS. It is expressly understood and agreed that in the event of any dispute between the parties, arising under this agreement, Wisconsin law shall control to the extent that it is not superseded by any applicable federal law.

26. CONSTRUCTION OF AGREEMENT; ENTIRE AGREEMENT. This Agreement constitutes the entire agreement of the parties and supersedes any and all negotiations of the parties relating to the subject matter hereof. Any prior employment agreement between the parties, together with any extension or renewal of such agreement, is likewise terminated and superseded by this Agreement. All of EMPLOYEE's rights, of any nature whatsoever, arising from, by or under any prior employment agreement between the parties are hereby compromised in their entirety.

IN WITNESS WHEREOF, EMPLOYER and EMPLOYEE have executed this agreement effective as of the day and date by which EMPLOYER's authorized representative and EMPLOYEE have affixed their respective signatures, as indicated below.

FOR EMPLOYER:

Date: _____
Josh Smith, Rock County Administrator

BY EMPLOYEE:

Date: _____
Katherine Flanagan, Human Services Director

WITNESS:

Date: _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Phil Boutwell
INITIATED BY



Stacey Speich
DRAFTED BY

Human Service Board
SUBMITTED BY

May 9, 2016
DATE DRAFTED

TO RECOGNIZE LEE PETERSON

1 **WHEREAS**, Lee Peterson has served the citizens of Rock County for over eighteen (18) years as a
2 dedicated and valued employee of Rock County; and,
3

4 **WHEREAS**, Ms. Peterson began her career on May 26, 1998 as a Social Worker in the Child
5 Protective Services Division. She started in a float position and within three months was hired as an
6 ongoing worker. During her time served, she has enjoyed working with families as she liked
7 developing professional relationships with the families that she served and was truly amazed by her
8 client's abilities to make the changes that were needed despite the tremendous obstacles they were
9 faced with. She found herself developing a great deal of respect for the families she worked with as
10 they were very adaptable to making the needed changes to ensure their children's safety. Ms. Peterson
11 found that her work in Ongoing was a "leveling experience." Practicing in Ongoing was likely Ms.
12 Peterson's greatest passion. She worked in Ongoing for approximately 10 years and was promoted to
13 an Ongoing Supervisor in 2008. She became a leader within her team and within the division. She
14 found that the art of supervising CPS staff was having the ability to promote professional growth while
15 always pointing out her staff's strengths as well as areas of needed improvement. Ms. Peterson
16 transitioned to an Access/Initial Assessment Supervisor in 2014. She thought of this transition as
17 "moving out of her comfort zone as a comfort zone can be a dead zone." She believed it was never too
18 late to learn a new set of skills. She indicated that she found this type of work to be "fascinating,
19 difficult and rich work." She enjoyed her supervisory team which brought all sorts of knowledge and
20 skills to the table. In this supervisory role, Ms. Peterson showed a high degree of adaptability and
21 willingness to assist her colleagues as much as she possibly could. She had a commitment to her
22 colleagues and she will be remembered for her kindness and her willingness to assist others throughout
23 CPS; and,
24

25 **WHEREAS**, Ms. Peterson went into the Profession of Social Work after raising her own children.
26 She attended college as a nontraditional student as she wanted to advocate for those that did not have a
27 voice. Ms. Peterson also had spent a lot of time volunteering in her community which also sparked her
28 interest with going into the Social Work field. Ms. Peterson has always felt a strong need to challenge
29 herself and has definitely demonstrated her ability to master many areas within CPS; and,
30

31 **WHEREAS**, Ms. Peterson has demonstrated through her actions her belief in the mission of the Social
32 Work profession; rooted in core values to include: service delivery, social justice, dignity & self-worth,
33 importance of human relationships, integrity and competence; and,
34

35 **WHEREAS**, Ms. Peterson has proven herself to be a dedicated and outstanding employee, serving on
36 behalf of Rock County residents, and will be retiring from Rock County Department of Human
37 Services on Friday, June 3, 2016; and,
38

39 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes
40 to recognize Lee Peterson for her achievements and significant contributions to the citizens of Rock
41 County and her lifelong and faithful service.
42

43 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
44 assembled this _____ day of _____, 2016, does hereby recognize Lee Peterson for her 18 years
45 of service and extend best wishes to her in her future endeavors; and,
46

47 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy
48 of this resolution to Lee Peterson.

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Karl Dommershausen

Terry Fell

Linda Garrett

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams

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

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Kathren Sukus
INITIATED BY

Public Safety and Justice
SUBMITTED BY



Kathren Sukus, Director
DRAFTED BY

May 4, 2016
DATE DRAFTED

RECOGNIZING MICHELE MCMAHON

- 1 **WHEREAS**, Michele McMahon has been a loyal and dedicated employee for Rock County for over
- 2 twenty-two (22) years; and,
- 3
- 4 **WHEREAS**, Michele McMahon was hired as a telecommunicator for the newly formed county-wide
- 5 consolidated 911 Center on December 27, 1993; and,
- 6
- 7 **WHEREAS**, Michele was promoted to the position of shift supervisor on February 11, 2008; and,
- 8
- 9 **WHEREAS**, during her career, Michele received several commendations from her supervisors and
- 10 user agencies for her calm, professional demeanor during critical incidents as well as her impeccable
- 11 work ethic; and,
- 12
- 13 **WHEREAS**, Michele took also took it upon herself to make the Communications Center an enjoyable
- 14 place to work by coordinating various activities during National Telecommunicator Week and the
- 15 holiday seasons; and,
- 16
- 17 **WHEREAS**, Michele McMahon will retire from public service on May 25, 2016; and,
- 18
- 19 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes
- 20 to recognize Michele McMahon for her valuable contributions to the citizens and public safety user
- 21 agencies of Rock County.
- 22
- 23 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 24 this _____ day of _____, 2016, does hereby recognize Michele McMahon for her twenty-two
- 25 (22) years of service and wishes to express their sincere appreciation on behalf of Rock County along
- 26 with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver
Mary Beaver, Chair

Henry Brill
Henry Brill, Vice Chair

Terry Fell
Terry Fell

Brian Knudson
Brian Knudson

Phillip Owens
Phillip Owens

RECOGNIZING MICHELE MCMAHON

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

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Phil Boutwell
INITIATED BY



Merebeth Rye
DRAFTED BY

Human Service Board
SUBMITTED BY

May 11, 2016
DATE DRAFTED

TO RECOGNIZE MICAELA BROETZMANN

1 **WHEREAS**, Micaela Broetzmann has served the citizens of Rock County for over fifteen (15) years as
2 a dedicated and valued employee of Rock County; and,

3
4 **WHEREAS**, Ms. Broetzmann began her career on February 19, 2001 as an Ongoing Case Manager in
5 the Child Protective Services Division where she worked for three years. While in that role Ms.
6 Broetzmann maintained an ongoing caseload with the goal of achieving permanency and safety for
7 families. Then in 2004, she began providing case management services in the Economic Support
8 Division. While in that role, she assisted residents with accessing resources and benefits, and provided
9 case management services to promote and maintain her client's wellbeing. She worked there for five
10 years before returning to the Child Protective Services Division. For the last seven years, Ms.
11 Broetzmann has worked within the Access and Initial Assessment Units establishing relationships with
12 community members, other professionals and families to influence and promote positive change within
13 Rock County; and,

14
15 **WHEREAS**, Ms. Broetzmann initially entered into the social work field with a desire to work with the
16 juvenile population, however, her career quickly evolved into working with entire families, including
17 their formal and informal support systems. She embraces the concept of establishing relationships to
18 empower others with the ultimate goal of influencing better outcomes for not only our families, but our
19 community as a whole; and,

20
21 **WHEREAS**, Ms. Broetzmann is resigning from Rock County, but will continue in the field of social
22 work by providing training and support to her colleagues' throughout the state of Wisconsin; and,

23
24 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes
25 to recognize Ms. Broetzmann for her achievements and significant contributions to the citizens of Rock
26 County and faithful service.

27
28 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
29 assembled this _____ day of _____, 2016, does hereby recognize Micaela Broetzmann for her
30 15 years of service and extend best wishes to her in her future endeavors; and,

31
32 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy
33 of this resolution to Micaela Broetzmann.

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Karl Dommershausen

Terry Fell

Linda Garrett

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams

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

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Flanagan
INITIATED BY



Phil Boutwell
DRAFTED BY

Human Services Board
SUBMITTED BY

May 16, 2016
DATE DRAFTED

**Amending the 2016 HSD Budget to Accept CLTS Funds and
Create 2.0 FTE Social Worker Positions**

1 **WHEREAS**, the CLTS Program makes Medicaid funding available to serve children who have
2 substantial limitations due to developmental, severe emotional and/or physical disabilities; and,
3

4 **WHEREAS**, historically, the State through a contract with Lutheran Social Services offered CLTS case
5 management for children in Rock County with autism, and Rock County has provided CLTS case
6 management for children with developmental, severe emotional and/or physical disabilities; and,
7

8 **WHEREAS**, the State no longer wishes to contract for CLTS services and has directed counties to
9 assume its contracts or directly provide case management services to its resident population with autism;
10 and,
11

12 **WHEREAS**, Rock County HSD does not desire to run a bifurcated CLTS program considering it is
13 bringing in the contracted CLTS case management with the advent of Family Care in Rock County; and,
14

15 **WHEREAS**, Rock County will assume the responsibility for approximately 100 children presently
16 served by LSS between now and the end of October; and,
17

18 **WHEREAS**, Medicaid billing revenue as well as the administrative dollars in the additional funding are
19 sufficient to cover the cost of the two new Social Worker positions so that no county levy is required.
20

21 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
22 this _____ day of _____, 2016, does hereby approve the creation of 2.0 FTE Social Worker
23 positions for the CLTS Program; and,
24

25 **BE IT FURTHER RESOLVED**, that the 2016 Budget be amended as follows:
26

27	Budget	Increase	Amended
28	<u>5/1/16</u>	<u>(Decrease)</u>	<u>Budget</u>
29 <u>Source of Funds</u>			
30 36-3691-0000-42100	\$1,559,487	\$544,050	\$2,103,537
31 Federal Aid			
32			
33 <u>Use of Funds</u>			
34 36-3691-0000-64604	\$1,138,740	\$471,815	\$1,610,555
35 Program Expense			
36			
37 36-3691-0000-68225	\$657,013	\$69,235	\$726,248
38 Allocated CFIS			
39			
40 36-3691-0000-67130	\$8,000	\$3,000	\$11,000
41 Terminals and PCs			
42			
43 36-3697-0000-61100	\$1,161,159	\$45,602	\$1,206,761
44 Regular Wages			
45			
46 36-3697-0000-61400	\$89,147	\$3,488	\$92,635
47 FICA			

Amending the 2016 HSD Budget to Accept CLTS Funds and Create 2.0 FTE Social Worker Positions
Page 2

48	36-3697-0000-61510	\$76,912	\$3,010	\$79,922
49	Retirement			
50				
51	36-3697-0000-61610	\$323,859	\$16,476	\$340,335
52	Health Insurance			
53				
54	36-3697-0000-61620	\$9,561	\$647	\$10,208
55	Dental Insurance			
56				
57	36-3697-0000-61630	\$258	\$12	\$270
58	Life			
59				
60	36-3697-0000-68380	(\$657,013)	(\$69,235)	(\$726,248)
61	CLTS Allocation			

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

Karl Dommershausen

Eva Arnold

Terry Fell

Henry Brill

Linda Garrett

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, Chair

FISCAL NOTE:

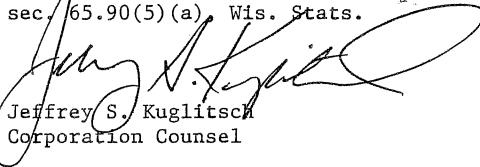
This resolution authorizes the creation of 2.0 FTE Social Worker positions. These positions will be funded by CLTS case management revenue.



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 Children's Long Term Support (CLTS) waiver program provides Medicaid funding for children who fall under three separate groups: Developmental Disabilities (DD), Physical Disabilities (PD), and Severe Emotional Disabilities (SED). At present, there are about 145 children served by this program in Rock County.

Historically, the State through a contract with Lutheran Social Services offered CLTS case management for children in Rock County with autism. The State no longer wishes to contract for CLTS services and has directed counties to assume its contracts or directly provide case management services to its resident population with autism. Rock County will assume the responsibility for approximately 100 children presently served by LSS between now and the end of October

This resolution authorizes the creation of two positions (Case Managers) within the Human Services Department to absorb this additional caseload. Rock County HSD does not desire to run a bifurcated CLTS program considering it is bringing in the contracted CLTS case management with the advent of Family Care in Rock County. Having all county staff providing case management services will allow for improved integration of care and enhanced ability to serve complex cases involved with the CYF Division which may be at risk for out of home placement.

Medicaid billing revenue as well as the administrative dollars in the additional funding are sufficient to cover the cost of the two new Social Worker positions so that no county levy is required.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Josh Smith
INITIATED BY



Randy Terronez
DRAFTED BY

General Services Committee
SUBMITTED BY

May 10, 2016
DATE DRAFTED

**TRANSFERRING CENTRAL DUPLICATING AND MAIL FUNCTIONS
AND STAFF FROM THE FACILITIES MANAGEMENT DEPARTMENT
TO THE FINANCE DEPARTMENT AND AMENDING THE 2016 BUDGET**

1 WHEREAS, the General Services Department was renamed the Facilities Management
2 Department per Resolution 16-3B-517 in order to reflect an increased focus on facilities
3 management; and,
4

5 WHEREAS, transferring the central duplicating and mail operations from the Facilities
6 Management Department to the Finance Department are logical next steps towards the focus of the
7 Facilities Management Department on its role of managing facilities.
8

9 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
10 assembled this _____ day of _____, 2016 does hereby approve the transfer of the
11 central duplicating and mail operation functions from the Facilities Management Department to the
12 Finance Department effective June 6, 2016.
13

14 BE IT FURTHER RESOLVED, that 1.0 FTE Administrative Assistant and 0.4 FTE Printing
15 Services Coordinator be transferred from the Facilities Management Department to the Finance
16 Department.
17

18 BE IT FINALLY RESOLVED, that the Facilities Management Department and Finance
19 Department 2016 budgets be amended as follows:
20

21	<u>ACCOUNT/ 22 DESCRIPTION</u>	<u>BUDGET AT 5/1/16</u>	<u>AMOUNT OF INCREASE</u>	<u>AMENDED BUDGET</u>
23	Source of Funds:			
24	18-1810-0000-61100	723,143	(49,805)	673,338
25	Wages			
26	18-1810-0000-61400	56,314	(3,810)	52,504
27	FICA			
28	18-1810-0000-61510	47,727	(2,301)	45,426
29	Retirement			
30	18-1810-0000-61610	216,912	(12,768)	204,144
31	Health Insurance			
32	18-1810-0000-61620	4,967	(647)	4,320
33	Dental Insurance			
34	18-1810-0000-61630	516	(16)	500
35	Life Insurance			
36	18-1810-0000-62210	5,000	(250)	4,750
37	Telephone			
38	18-1810-0000-62400	88,892	(38,040)	50,852
39	Repair & Maint Services			
40	18-1810-0000-63100	3,000	(1,000)	2,000
41	Office Supplies			
42	18-1810-0000-63104	25,000	(25,000)	-0-
43	Printing and Duplicating			
44	05-1560-0000-68000	-0-	(40,555)	(40,555)
45	Cost Allocations			
46				

Transferring Central Duplicating and Mail Functions and Staff from the Facilities Management Department to the Finance Department and Amending the 2016 Budget


Page 2

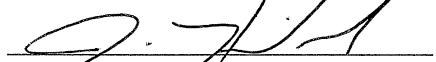
47	ACCOUNT	BUDGET AT	AMOUNT OF	AMENDED
48	<u>DESCRIPTION</u>	<u>1/1/16</u>	<u>INCREASE</u>	<u>BUDGET</u>
49				
50	<u>Use of Funds:</u>			
51	<u>Mailroom:</u>			
52	05-1500-0000-61100	604,422	34,863	639,285
53	Wages			
54	05-1500-0000-61400	47,041	2,667	49,708
55	FICA			
56	05-1500-0000-61510	40,322	2,301	42,623
57	Retirement			
58	05-1500-0000-61610	174,468	12,768	187,236
59	Health Insurance			
60	05-1500-0000-61620	5,614	647	6,261
61	Dental Insurance			
62	05-1500-0000-61630	396	16	412
63	Life Insurance			
64	05-1500-0000-62210	1,900	175	2,075
65	Telephone			
66	05-1500-0000-65331	-0-	8,350	8,350
67	Equipment Lease			
68	05-1500-0000-63109	-0-	1,000	1,000
69	Other Supplies & Expenses			
70				
71	<u>Central Duplicating:</u>			
72	05-1560-0000-61100	-0-	14,942	14,942
73	Wages			
74	05-1560-0000-61400	-0-	1,143	1,143
75	FICA			
76	05-1560-0000-62210	-0-	75	75
77	Telephone			
78	05-1560-0000-62400	-0-	24,000	24,000
79	Repair & Maint Services			
80	05-1560-0000-62420	-0-	8,000	8,000
81	Machine & Equip R&M			
82	05-1560-0000-62424	-0-	3,245	3,245
83	Office Equip R&M			
84	05-1560-0000-63104	-0-	60,000	60,000
85	Printing & Duplicating			


Transferring Central Duplicating and Mail Functions and Staff from the Facilities Management Department to the Finance Department and Amending the 2016 Budget
Page 3

Respectfully submitted,

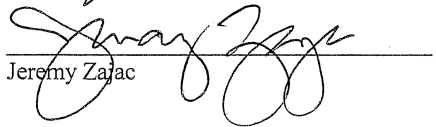
GENERAL SERVICES COMMITTEE


Henry Brill, Chair

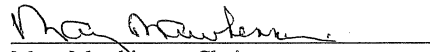

Jason Heidenreich, Vice Chair

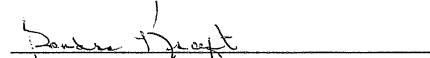

David Homan

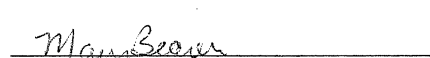

Bob Yeomans

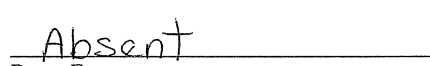

Jeremy Zajac

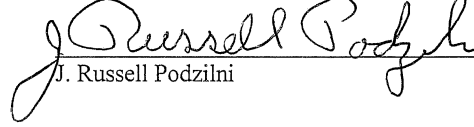
FINANCE COMMITTEE


Mary Mawhinney, Chair

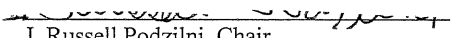

Sandra Kraft, Vice Chair


Mary Beaver


Brent Fox


J. Russell Podzilni

COUNTY BOARD STAFF COMMITTEE


J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Betty Jo Bussie

Eva Arnold

Mary Mawhinney

Alan Sweeney

Henry Brill

Louis Peer

Terry Thomas

Transferring Central Duplicating and Mail Functions and Staff from the Facilities Management Department to the Finance Department and Amending the 2016 Budget

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FISCAL NOTE:

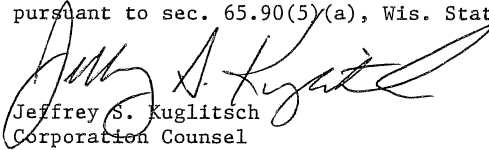
This resolution approves moving the Central Duplicating and Mail functions and staff as well as the applicable budget from the Facilities Management Department to the Finance Department. No fiscal impact to the County's bottom line.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §§ 59.01, 59.51 and 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

**Transfer of Central Duplicating and Mail Functions
From the Facilities Management Department to the Finance Department
And Amending the 2016 Budget**

Executive Summary

In March, the County Board of Supervisors approved the name change of the General Services Department to the Facilities Management Department and aided the department director recruitment process by making it clearer to potential applicants, the responsibilities of the department.

The March resolution noted that the County's investment in its facilities is significant. The department manages nearly 1.2 million square feet of space valued at about \$285 million. In 2016 the department's budget totaled nearly \$5 million and included 22.6 FTE staff.

This resolution continues the focus of the department on facilities by transferring the functions of central duplicating and mail to the Finance Department. This action would also transfer 1.0 FTE Administrative Assistant and 0.40 FTE Printing Services Coordinator positions.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY



Ben Coopman, Director of Public Works
DRAFTED BY

May 17, 2016
DATE DRAFTED

AUTHORIZING ACCOUNTING OFFICE POSITION CHANGES FOR THE DEPARTMENT OF PUBLIC WORKS

- 1 **WHEREAS**, the Department of Public Works (DPW) is analyzing its operations for creating
- 2 efficiencies and improvements; and,
- 3
- 4 **WHEREAS**, the Department has engaged a consultant, Matrix Consulting Group (Matrix) to assist
- 5 in that task; and,
- 6
- 7 **WHEREAS**, Matrix and DPW management staff have identified and recommended changes to
- 8 accounting processes and accounting staff to improve the operation; and,
- 9
- 10 **WHEREAS**, it is recommended to create a new Cost Allocation Specialist position and delete an
- 11 existing Account Clerk II position in the DPW accounting office and the Account Clerk II position
- 12 is now vacant; and,
- 13
- 14 **WHEREAS**, there have been vacancies in the administrative portion of the DPW resulting in
- 15 salary cost savings enough to cover the additional costs of the new, higher paid position.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 18 assembled this _____ day of _____, 2016 does hereby authorize creation of a Cost
- 19 Allocation Specialist and deletion of the current Account Clerk II position at DPW; and,
- 20
- 21 **BE IT FURTHER RESOLVED**, that the Department may hire sufficient temporary staff to
- 22 accomplish the work of the accounting office until such time as the processes and duties are being
- 23 reconfigured and a new employee is hired.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice Chair

Eva Arnold

Brenton Driscoll

Rick Richard

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice-Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

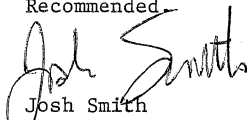
Louis Peer

Allan Sweeney

Terry Thomas

ADMINISTRATIVE NOTE:

Recommended


Josh Smith
County Administrator

FISCAL NOTE:

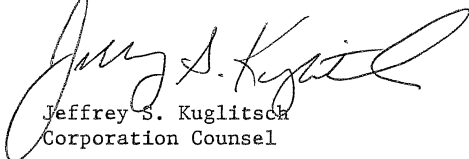
This resolution authorizes the deletion of a 1.0 FTE Account Clerk II position, creation of a 1.0 FTE Cost Allocation Specialist position and the hiring of temporary staff as necessary before the new position is filled. There are sufficient funds in the DPW's budget due to vacancies to fund these changes.



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

- Executive Summary -

The 2016 budget for the Department of Public Works included money to study the Department's operations and hire a consultant. Matrix Consulting Group (Matrix) was hired for that assignment. Matrix has released its report and recommendations. In the administration area, Matrix has recommended several process improving suggestions, including changing the duties of the Department's Account Clerk II once an automated time reporting process is put into place. Department staff have been working on either improving current computer systems or finding new programs for that function.

The Account Clerk II position's duties involve extensive data entry of employee time sheets. It also backs up the Department's existing Cost Allocation Specialist's duties as needed. Matrix has recommended elevating the Account Clerk to a Cost Allocation Specialist with higher level tasks and responsibilities. Management staff, including the County Administrator, have reviewed these recommendations with the Public Works Committee and it was the consensus to proceed with this position change. The Account Clerk II position is currently vacant, so it appears that this is a good time to make any adjustments. The former Account Clerk II is now the DPW's Secretary.

While the functions of the accounting office of DPW have not been fully studied and decided, the duties of the position in question will not likely change in the short term. However, if there were to be someone in this position at the lower level at the time of implementation of the recommended upgrade, that person would have to be laid off and compete for the new position, if interested. If this new position is authorized by this resolution, there is a possibility that it will be left unfilled for a while and the Department would hire outside temporary help to do the data input functions of the Account Clerk II position. Other duties of the position will be temporarily redistributed among other administrative staff.

This resolution authorizes creation of a new higher level Cost Allocation Specialist position and eliminating an existing Account Clerk II position. It also authorizes DPW to hire temporary help, if deemed necessary, to complete the time sheet data entry portion of the Clerk's duties until such time as new automated time reporting processes and software are in place. No additional funds are being requested at this time due to salary savings for other positions in the administrative area of the Department.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

SUPERVISOR RICK RICHARD
INITIATED BY

JEFFREY S. KUGLITSCH
DRAFTED BY



COUNTY BOARD STAFF
COMMITTEE
SUBMITTED BY

JUNE 24, 2015
REVISED: APRIL 25, 2016
DATE DRAFTED

REQUESTING THE STATE LEGISLATURE TO TAKE STEPS TO ENACT A CONSTITUTIONAL AMENDMENT REGARDING UNFUNDED MANDATES

1 WHEREAS, the County of Rock is concerned with the negative impacts unfunded state mandates
2 have on the services provided by local governments, including counties, and with the fiscal impacts they
3 have on local taxpayers; and
4

5 WHEREAS, the priorities and programs of citizens of local government are often curtailed when
6 limited local funds must be diverted to pay for unfunded state mandates; and
7

8 WHEREAS, many in state government rightly oppose unfunded federal mandates on the states,
9 yet the state continues to provided new unfunded mandates on local governments; and
10

11 WHEREAS, with the current levy limits imposed upon counties, these unfunded mandates put an
12 oppressive burden on county budgets; and
13

14 WHEREAS, some other states have enacted laws that if a proposed mandate increases costs to the
15 local governments, before the legislature approves that act, a new funding source to pay for the new
16 mandate must be provided; and
17

18 WHEREAS, such action would improve accountability to taxpayers and voters and represents a
19 common sense reform that both statewide and local constituents are demanding.
20

21 NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors in session
22 this 12th day of May, 2016 that they encourage the Wisconsin State Legislature to take steps to adopt a
23 constitutional amendment to restrict the power of the legislature to mandate requirements upon local
24 governments.
25

26 BE IT FURTHER RESOLVED THAT a provision similar to the following be proposed as a state
27 constitutional amendment:
28

29 No bill enacted by the legislature requiring a local government to establish, expand or
30 modify a duty or activity that requires the expenditure of revenue by the local government
31 shall be effective until and unless the legislature appropriates or otherwise provides for the
32 payment or reimbursement, from a source other than the revenue of the local government,
33 for the costs incurred for the biennium by the local government in complying with this
34 requirement.
35

36 BE IT FURTHER RESOLVED THAT for the purposes of this constitutional amendment, local
37 government would include county, city, town, village, technical college or school districts.
38

39 BE IT FURTHER RESOLVED THAT a copy of this resolution be sent to all Rock County state
40 legislators, the Governor of the State of Wisconsin and the Wisconsin Counties Association.

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

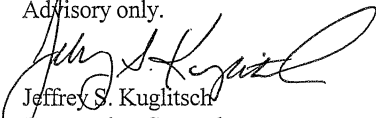
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Terry Thomas

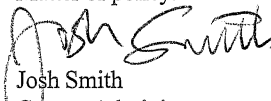
LEGAL NOTE:

Advisory only.


Jeffrey S. Kuglitsch
Corporation Counsel

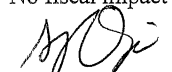
ADMINISTRATIVE NOTE:

Matter of policy.


Josh Smith
County Administrator

FISCAL NOTE:

No fiscal impact in and of itself.


Sherry Oja
Finance Director