



**COUNTY BOARD STAFF COMMITTEE
TUESDAY – FEBRUARY 9, 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 Bills/Transfers/Pre-Approved Encumbrances
4. Resolutions
 - A. Requesting the State Legislature to Take Steps to Enact a Constitutional Amendment Regarding Unfunded Mandates
 - B. Merit Pay for Non-Represented Employees
 - C. Approving Agreement for the Maintenance of the Newville Park-and-Ride Lot between Rock County and the State of Wisconsin
 - D. Recognizing Betty Rowley for Service to Rock Haven
 - E. Recognizing Matt Fosmoen for Service to Rock Haven
 - F. Recognizing Lorelei White for Service to Rock Haven
 - G. Amending the County's Personnel Ordinance
 - H. Creating 4.0 FTE Children, Youth and Families Division Case Manager Positions and Creating 1.0 FTE Youth Services Center Youth Specialist Position and Amending the 2016 HSD Budget
 - I. Creating 4.0 FTE Children's Long Term Support Services Case Manager Positions and Amending the 2016 HSD Budget
 - J. Creating 1.0 FTE Information & Assistance Specialist for the ADRC and 1.0 FTE Adult Protective Services / WATTS Position and Amending the 2016 HSD Budget
5. Discussion and Possible Action on Use of County Seal – Employee Pins
6. Discussion of 2016 Compensation Plan Study
7. Review and Possible Action on Changes to the Rock County Administrative Policy and Procedure Manual
8. Adjournment

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|--------------------|------------------|----------|------------|---------------------------------------|-----------------|
| 06-1620-0000-62129 | OTHER LEGAL SERV | P1503962 | 12/31/2015 | PACER SERVICE CENTER | 20.20 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 100.00 | 50.00 | 0.00 | 20.20 | 29.80 |
| | | | | CORPORATION COUNSEL PROG TOTAL | 20.20 |

I have examined the preceding bills and encumbrances in the total amount of **\$20.20**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: FEB 09 2016

Dept Head _____

Committee Chair _____

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|-----------------------------------|--------------|-----------|------------|------------------------------|-----------------|
| 08-1420-0000-63107 | PUBL & LEGAL | P1503951 | 12/18/2015 | DEPARTMENT OF ADMINISTRATION | 175.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 25,000.00 | 15,893.89 | 4,383.25 | 175.00 | 4,547.86 |
| HUMAN RESOURCES PROG TOTAL | | | | 175.00 | |

I have examined the preceding bills and encumbrances in the total amount of **\$175.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: FEB 09 2016

Dept Head _____

Committee Chair _____

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|---|----------------|----------|------------|-------------|-----------------|
| 19-1932-0000-64904 | SUNDRY EXPENSE | P1503729 | 12/31/2015 | MMPR | 514.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 9,215.00 | 6,431.76 | 0.00 | 514.00 | 2,269.24 |
| EMPLOYEE RECOGNITION ACTIVITY PROG TOTAL | | | | | 514.00 |

I have examined the preceding bills and encumbrances in the total amount of **\$514.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **FEB 09 2016**

Dept Head _____

Committee Chair _____

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|--|-----------------|----------|------------|------------------------------|-----------------|
| 01-1320-0000-63200 | PUBL/SUBCR/DUES | P1600905 | 01/20/2016 | WISCONSIN TAXPAYERS ALLIANCE | 48.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 2,803.00 | 2,133.89 | 48.00 | 48.00 | 573.11 |
| COUNTY ADMINISTRATOR PROG TOTAL | | | | 48.00 | |

I have examined the preceding bills and encumbrances in the total amount of **\$48.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: FEB 09 2016

Dept Head _____

Committee Chair _____

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|-----------------------------------|--------------|----------|------------|------------------------|-----------------|
| 08-1420-0000-63107 | PUBL & LEGAL | P1600899 | 01/14/2016 | STATE BAR OF WISCONSIN | 200.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 25,000.00 | (200.00) | 200.00 | 200.00 | 24,800.00 |
| 08-1420-0000-64200 | TRAINING EXP | P1600790 | 01/11/2016 | ROCKFORD REGISTER STAR | 400.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 15,000.00 | (146.71) | 10,797.46 | 400.00 | 3,949.25 |
| HUMAN RESOURCES PROG TOTAL | | | | 600.00 | |

I have examined the preceding bills and encumbrances in the total amount of **\$600.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **FEB 09 2016**

Dept Head _____

Committee Chair _____

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
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 ____ day _____, 2015 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 on or after January 1, 2016, requiring a local
30 government to establish, expand or modify a duty or activity that requires the expenditure
31 of revenue by the local government shall be effective until and unless the legislature
32 appropriates or otherwise provides for the payment or reimbursement, from a source other
33 than the revenue of the local government, for the costs incurred for the biennium by the
34 local government in complying with this 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 and the Governor of the State of Wisconsin.

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

Page 2

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

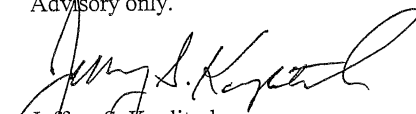
Louis Peer

Alan Sweeney

Terry Thomas

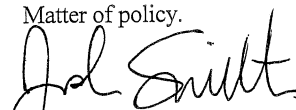
LEGAL NOTE:

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

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

SUPERVISOR RICK
RICHARD
INITIATED BY



SUPERVISOR RICK RICHARD &
JEFFREY S. KUGLITSCH
DRAFTED BY

SUPERVISOR RICK
RICHARD
SUBMITTED BY

DECEMBER 10, 2015
DATE DRAFTED

MERIT PAY FOR NON-REPRESENTED EMPLOYEES

1 WHEREAS, it is in the best interests of Rock County that the salaries of all employees be
2 adjusted periodically

3
4 WHEREAS, the County has considered the effects of inflation upon salaries, changes in the
5 labor markets, and the need to attract and retain qualified employees

6
7 WHEREAS, Employee merit pay is shown to better improve employee performance, recruiting
8 and retention vs. a pay for longevity plan.

9
10 WHEREAS, Merit pay programs link pay to performance in a manner consistent with the
11 mission of the organization.

12
13 WHEREAS, Employee merit pay and partial merit pay plans are being implemented in an ever
14 increasing number of Wisconsin counties and municipalities; supporting the overall efficacy of such
15 plans.

16
17 WHEREAS, The Rock County Human Resources Department has an existing plan to conduct a
18 study of employee classifications and jobs in 2016.

19
20 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors that it
21 hereby directs the Rock County Administrator and the Rock County Human Resources Director to
22 conduct a merit pay study and develop a merit pay proposal for Rock County's non-represented
23 employees and to present such a proposal to the appropriate committees and to the Rock County Board
24 in the third and fourth quarters of 2016.

Respectfully submitted:

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

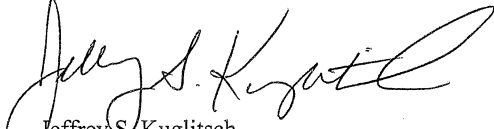
Terry Thomas

MERIT PAY FOR NON-REPRESENTED EMPLOYEES

Page 2

LEGAL NOTE:


The County Board is authorized to take this action pursuant to secs. 59.03(1), 59.22(2) and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

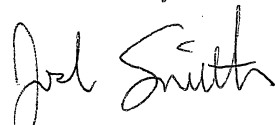
Staff costs to develop this proposal are undetermined at this time.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Matter of Policy.



Josh Smith
County Administrator

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY



Nick Osborne
DRAFTED BY

Public Works Committee
SUBMITTED BY

February 4, 2016
DATE DRAFTED

**APPROVING AGREEMENT FOR THE MAINTENANCE OF THE NEWVILLE
PARK-AND-RIDE LOT BETWEEN ROCK COUNTY AND THE STATE OF
WISCONSIN**

- 1 WHEREAS, the Wisconsin Department of Transportation (DOT) wishes to construct a park-and-ride in
- 2 2016, that will become operational in 2017, near the intersection of State Highway 59 and North Richardson
- 3 Springs Road, on the south east side of the interchange of Interstate 39/90 and State Highway 59; and,
- 4
- 5 WHEREAS, it was determined that many Rock County residents and local businesses would benefit from
- 6 the Newville Park-and-Ride; and,
- 7
- 8 WHEREAS, the DOT made construction of the park-and-ride contingent on local governments providing
- 9 on-site maintenance; and,
- 10
- 11 WHEREAS, Rock County has agreed to share the cost of the maintenance with the City of Edgerton and the
- 12 Towns of Fulton and Milton and that agreement was passed by the County Board on January 28, 2016 and,
- 13
- 14 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled
- 15 this _____ day of _____, 2016 does hereby approve an agreement for the maintenance of the
- 16 Newville Park-and-Ride between Rock County and the State of Wisconsin.

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

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brenton Driscoll

Brent Fox, Vice Chair

Rick Richard

Eva Arnold

16-2A-478

APPROVING AGREEMENT FOR THE MAINTENANCE OF THE NEWVILLE PARK-AND-RIDE
LOT BETWEEN ROCK COUNTY AND THE STATE OF WISCONSIN

Page 2

FISCAL NOTE:

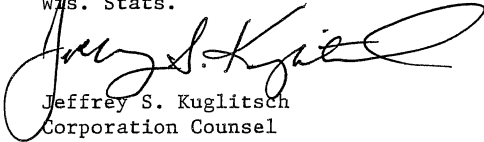
This resolution authorizes an agreement with the State of Wisconsin for the construction of a park-and-ride in the Newville area. The State will construct the park-and-ride. The County, City of Edgerton and the Towns of Fulton and Milton will share the maintenance costs. The estimated cost to the County is \$7,500 annually. These costs will need to be included in future budgets.



Sherry Oja
Finance Director

LEGAL NOTE:

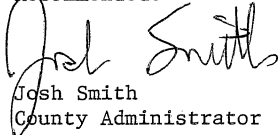
The County Board is authorized to take this action pursuant to §§ 59.01 & 59.51,
Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

In 2015, the Wisconsin Department of Transportation (DOT) approached Rock County about the possibility of constructing a park-and-ride in Newville as part of the Interstate 39/90 expansion project, contingent on local government(s) providing on-site maintenance. Due to delays in the I-39/90 project, construction is slated for 2016, and it is anticipated that the park-and-ride will open in 2017. The DOT requires that Rock County pass a resolution approving the agreement. On January 28, 2016, the Rock County Board passed an agreement to further share the maintenance cost with the City of Edgerton and the Towns of Fulton and Milton.

The DOT will pay to reconstruct the park-and-ride lot when it reaches the end of its useful life.

**AGREEMENT FOR THE MAINTENANCE OF
THE NEWVILLE PARK-AND-RIDE LOT
BETWEEN
THE WISCONSIN DEPARTMENT OF TRANSPORTATION
AND ROCK COUNTY**

This agreement for Maintenance of the Newville Park-and-ride Lot between the Wisconsin Department of Transportation and Rock County (the Agreement) is made and entered into this ___ day of _____, 201_, by and between Rock County, hereinafter called "Rock County", and the State of Wisconsin, Department of Transportation, hereinafter called the "State". This Agreement shall be effective upon last signature below.

WITNESSETH:

WHEREAS, the State owns real estate and is proposing to construct a park-and-ride lot, hereinafter called the "Lot" within Rock County. *The Lot is located at the intersection of STH 59 and N Richardson Springs Road, on the south east side of the interchange of I-39/90 and STH 59.*

WHEREAS, State Statute 66.0301, allows municipalities, including Rock County and the State to contract with one another for the receipt or furnishing of services or joint exercise of any power or duty required or authorized by law.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth, and other good and valuable considerations, the receipt of which is hereby acknowledged, it is agreed by and between the parties as follows:

1. **Lot Construction.** The State shall construct, at its own expense, the travel and parking surface of the Lot and the access roads to the Lot under the State Construction Project 1005-10-72. The State shall also in its sole discretion and at its expense, install lot appurtenances it deems necessary for operation of the Lot including, but not necessarily limited to landscaping, sidewalk, bike rack, directional signage to the Lot, paint lines for parking stalls, and trash receptacles. All materials provided for Lot construction and appurtenances shall remain the property of the State. The State anticipates Lot construction in 2016.
2. **Additional Signs and Landscaping.** Rock County may provide, at its own expense, upon written approval of the State, additional signage and landscaping. In no event may Rock County place any item or sign which is in violation of any state or federal prohibition.
3. **Lighting.** The State shall provide, at its own expense, a lighting system for the Lot. Rock County shall provide, at its own expense, all electricity necessary to operate said lighting system. Rock County shall be responsible for maintaining the lighting system including replacement of burnt out bulbs and repair or replacement of any damaged or defective poles and appurtenances and paying all electricity costs associated with the lighting.

4. **Lot Maintenance.** Rock County agrees to provide the following lot maintenance at its own expense: remove snow and ice from the parking and travel surfaces during the winter months, periodically repaint worn parking lot lines, periodically perform crack filling, repair sign posts and signs, sweep debris from lot surfaces on a periodic basis, mow any grass areas on a regular basis, maintain drainage structures, provide for the proper removal and disposal of trash from the properties and from the trash receptacles, remove graffiti, and haul abandoned vehicles from the sites and any other reasonable maintenance deemed necessary by the State to keep the Lot in safe and good order.
5. **Unforeseen Lot Maintenance.** The State and Rock County agree to meet and determine a mutually acceptable solution for maintenance duties and costs not covered under this agreement. The State shall be responsible for all costs associated with the collection and removal of hazardous material which would include any potential hazardous material disposal and cleanup costs.
6. **Lot Rehabilitation.** The State shall, at its expense, perform resurfacing or replacement of the travel and parking surface of the Lot as it deems necessary in its sole discretion. Also, replacement of any items owned by the State shall be the responsibility of the State, at its own expense. Rock County shall provide, at its own expense, replacements for any signage and landscaping within the boundaries of the Lot including state provided signage and landscaping.
7. **Removal of Equipment.** County shall obtain permission from State to store items or equipment on or at the Lot for emergency response or other purposes. Upon termination of this maintenance agreement any items or equipment stored on or at the Lot by Rock County shall be removed by Rock County.
8. **Enforcement.** Rock County shall be responsible for the promulgation and enforcement of noise, parking, and loitering restrictions in the Lot related to the public's use. Rock County or the Town of Fulton may pass such ordinances, as they deem necessary to govern the restrictions in the Lot, and may use such methods as they deem appropriate to assure compliance with said ordinances. Any other restriction, including parking, shall require written concurrence from the State. State is not bound by such any ordinances.
9. **Liability.** Rock County and State shall assume liability for any and all claims for injury to persons or property arising out of the acts of negligence of their own officers, agents, or employees. No indemnity shall apply to or from either party to the other except as required under state law. Each party shall be responsible for property damage caused by it as to the other party's owned items.
10. **Term.** The term of this Maintenance Agreement shall be twenty (20) years from the Effective Date. This Agreement shall automatically be renewed under the same terms and conditions for additional one (1) year terms, unless either party shall give written notice of its intent to terminate to the other party at least ninety (90) days prior to expiration.

IN WITNESS WHEREOF, the parties hereto have executed the Maintenance Agreement effective as of the day and year first above written.

WITNESS

ROCK COUNTY, WISCONSIN

J. Russell Podzilni, County Board Chair

Lisa Tolefson, Rock County Clerk

APPROVED PURSUANT TO SEC. 85.15 WIS. STATS.

Dave Vieth, Director, SW Region
Division of Transportation System Development
Wisconsin Department of Transportation

APPROVED AS TO FORM:

Jeffrey Kuglitsch, Rock County Corporation Counsel

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY



Sue Prostko
DRAFTED BY

Health Services Committee
SUBMITTED BY

January 12, 2016
DATE DRAFTED

RECOGNIZING BETTY ROWLEY FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Betty Rowley has served the citizens of Rock County over the past 28 years, 8 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Betty Rowley began her career with Rock Haven as a Certified Nursing Assistant on April 21,
- 5 1987; and,
- 6
- 7 **WHEREAS**, Betty Rowley has worked diligently in that position until her retirement on January 3, 2016; and,
- 8
- 9 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 10 commend Betty Rowley for her long and faithful service.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 13 _____ day of _____, 2016 does hereby recognize Betty Rowley for her 28 years, 8 months of service
- 14 and extend their best wishes to her in her future endeavors; and,
- 15
- 16 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 17 resolution to Betty Rowley.

COUNTY BOARD STAFF COMMITTEE

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Billy Bob Grahn, Chair

Norvain Pleasant, Vice Chair

Terry Fell

Brenton Driscoll

Linda Garrett

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Betty Jo Bussie

Eva Arnold

Mary Mawhinney

Alan Sweeney

Henry Brill

Louis Peer

Terry Thomas

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY



Sue Prostko
DRAFTED BY

Health Services Committee
SUBMITTED BY

January 12, 2016
DATE DRAFTED

RECOGNIZING MATT FOSMOEN FOR SERVICE TO ROCK HAVEN

1 **WHEREAS**, Matt Fosmoen has served the citizens of Rock County over the past 21 years, 4 months as a
2 dedicated and valued employee of Rock County; and,

3
4 **WHEREAS**, Matt Fosmoen began his career with Rock Haven as an Accountant on September 1, 1994; and,

5
6 **WHEREAS**, Matt Fosmoen has worked diligently in that position until his retirement on January 4, 2016; and,

7
8 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
9 commend Matt Fosmoen for his long and faithful service.

10
11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
12 _____ day of _____, 2016 does hereby recognize Matt Fosmoen for his 21 years, 4 months of service
13 and extend their best wishes to him in his future endeavors; and,

14
15 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
16 resolution to Matt Fosmoen.

COUNTY BOARD STAFF COMMITTEE

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Billy Bob Grahm, Chair

Norvain Pleasant, Vice Chair

Terry Fell

Brenton Driscoll

Linda Garrett

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Betty Jo Bussie

Eva Arnold

Mary Mawhinney

Alan Sweeney

Henry Brill

Louis Peer

Terry Thomas

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY



Sue Prostko
DRAFTED BY

Health Services Committee
SUBMITTED BY

January 12, 2016
DATE DRAFTED

RECOGNIZING LORELEI WHITE FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Lorelei White has served the citizens of Rock County over the past 38 years, 5 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Lorelei White began her career with Rock Haven as a Certified Nursing Assistant on October 8,
- 5 1977; and
- 6
- 7 **WHEREAS**, Lorelei White has worked diligently in that position until her retirement on March 2, 2016; and,
- 8
- 9 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 10 commend Lorelei White for her long and faithful service.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 13 _____ day of _____, 2016 does hereby recognize Lorelei White for her 38 years, 5 months of service
- 14 and extend their best wishes to her in her future endeavors; and,
- 15
- 16 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 17 resolution to Lorelei White.

COUNTY BOARD STAFF COMMITTEE

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Billy Bob Grahn, Chair

Norvain Pleasant, Vice Chair

Terry Fell

Brenton Driscoll

Linda Garrett

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Betty Jo Bussie

Eva Arnold

Mary Mawhinney

Alan Sweeney

Henry Brill

Louis Peer

Terry Thomas

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY _____



Sherry Oja, Finance Director
DRAFTED BY

Finance Committee
SUBMITTED BY _____

January 26, 2016
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

1 **WHEREAS**, Rock County has an established Personnel Ordinance: and,
2
3 **WHEREAS**, certain changes have been suggested by Employees and Department Managers to the
4 Travel section; and,
5
6 **WHEREAS**, the County wants to incorporate these additional changes to the Personnel Ordinance
7 effective at 12:01 a.m. April 1, 2016.
8
9 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
10 assembled this _____ day of _____, 2016, does hereby amend Chapter XVIII, the County's
11 Personnel Ordinance as follows:

12
13 **CHAPTER XVIII**
14 **PERSONNEL ORDINANCE**
15

16 18.626 Travel

17 The County shall reimburse employees for actual necessary and reasonable itemized travel costs
18 incurred while on official authorized County business. Commuting expenses between an employee's
19 residence and normal place of employment are not reimbursable. All travel must be authorized by the
20 Department Head in order to be eligible for reimbursement. Department Heads shall inform the
21 County Administrator of any out of County travel plans. There will be no reimbursement for meals
22 within the County, except as authorized by the Board Chair or Vice Chair. Out of County meals will
23 be reimbursed at the IRS allowed rates. Receipts are required for all meals. Employees shall receive
24 mileage reimbursement at the IRS allowed rate for all authorized travel in their personal automobile.
25 Employees shall be required to complete an expense voucher before reimbursement will be made. All
26 automobile allowances in all County departments shall be paid in a manner similar to that in which
27 salaries are paid. Receipts are also required for air, train, bus or taxi travel, hotels or motels, ~~meals~~,
28 conference registration and all other items (except tolls) in excess of five dollars. Clerical employees
29 who are required to return to work to take minutes at evening meetings shall be reimbursed for mileage
30 to and from their residence. (This reimbursement is taxable to the employee.)
31

32 ~~Meals allowed while in travel status:~~

- 33
- 34 ~~• Breakfast — up to \$8.00 including tip, may be claimed when the employee is out of the County~~
35 ~~prior to 7:00 a.m. on county business. The breakfast rate will be paid for meals prior to 10:30~~
36 ~~a.m.~~
- 37
- 38 ~~• Lunch — up to \$10.00 including tip, may be claimed when the employee is out of the County~~
39 ~~between 10:30 a.m. and 2:30 p.m. on county business.~~
- 40
- 41 ~~• Dinner — up to \$20.00 including tip, may be claimed when the employee is out of~~
42 ~~the County after 6:00 p.m. on county business. The dinner rate will be paid for~~

43 meals after 2:30 p.m.

44

45

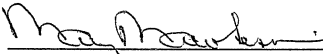
46 ~~The above are maximums and it is not the intent that the employees should always spend the~~
47 ~~maximum allowed.~~

48

49 Meals are allowed when an employee is on County business out of Rock County. An itemized receipt
50 from the point of purchase showing the details for what was purchased shall be required for
51 reimbursement for all meals. No reimbursement shall be authorized for alcoholic beverages.

Respectfully submitted,

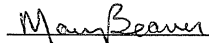
FINANCE COMMITTEE




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

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

PAGE 3

FISCAL NOTE:

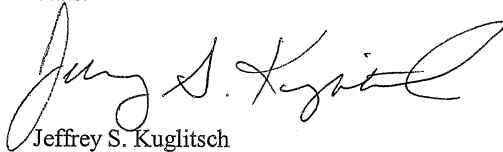
By using the IRS allowed rates, employees could be eligible to receive more reimbursement than the current rates allow, especially in high cost cities. However, the overall budget impact to the County should be minimal.



Sherry Oja
Finance Director

LEGAL NOTE:

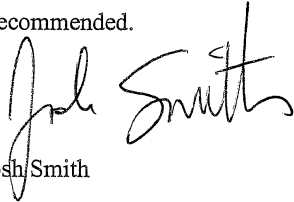
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.03, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith

EXUCUTIVE SUMMARY

Rock County's Personnel Ordinance includes a section pertaining to travel and meal reimbursements. Several areas of concern have been expressed by staff and Department Heads pertaining to the meal reimbursement policy. These areas of concern include: the reimbursement amounts have not been adjusted since 2008, the inflexibility on how the allowance is allocated between meals and the lack of consideration for high cost areas of the country.

The changes to the ordinance will:

- tie the meal reimbursement daily rate to the IRS allowed rate just as the County currently does for mileage reimbursements. The IRS reviews the meal reimbursement rates every 3-5 years and makes adjustments based on industry data.
- allow staff to allocate the daily rate throughout the day to better meet their needs. For example, a staff member who prefers larger lunches and light dinners can allocate more of the daily rate to lunch.
- provide a more equitable reimbursement rate to staff traveling to high cost areas of the country.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY



Lance Horozewski, CYF Division Manager
DRAFTED BY

February 2, 2016
DATE DRAFTED

Creating 4.0 FTE Children, Youth and Families Division Case Manager Positions and Creating 1.0 FTE Youth Services Center Youth Specialist Position and Amending the 2016 HSD Budget

1 **WHEREAS**, the Case Managers in the CYF, Child Protective Services Units are experiencing an
 2 unprecedented rise in caseloads; many out of home placements of large sibling groups; increased number
 3 of "same day" response times to CPS referrals; and,
 4
 5 **WHEREAS**, the ability to manage the large caseloads are exacerbated by three ongoing workers taking
 6 Family Medical Leave starting in March, 2016; and,
 7
 8 **WHEREAS**, the CYF Child Protective Services Unit case managers are most vulnerable to being
 9 bumped by more senior case managers because of the implementation of Family Care; and,
 10
 11 **WHEREAS**, the CYF Child Protective Services Units cannot manage a significant displacement of case
 12 managers; and,
 13
 14 **WHEREAS**, the CYF Children Protective Services Unit case managers require extensive training of four
 15 to six months before they are able to independently handle cases; and,
 16
 17 **WHEREAS**, the Human Services Department is requesting approval of 4.0 FTE's to allow for
 18 adequate staff coverage to respond to the increased caseload; and,
 19
 20 **WHEREAS**, the Human Services Department eliminated 1.0 YSC position as of 3/31/16 as part of the
 21 2016 budget in anticipation of physical plant changes to the YSC which would have enabled 1.0 FTE
 22 in YSC to be eliminated; and,
 23
 24 **WHEREAS**, the cost of the physical plant changes were deemed too costly to pursue; and,
 25
 26 **WHEREAS**, to maintain the health and safety of staff and residents of the Youth Services Center the
 27 Human Services Department is requesting approval to fund the 1.0 FTE Youth Specialist at the Youth
 28 Services Center through the balance of 2016.
 29
 30 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
 31 assembled this _____ day of _____, 2016 does hereby authorize the creation of 4.0 FTE CYF
 32 Case Managers and funds 1.0 FTE Youth Specialist through the balance of 2016.

33
34 **BE IT FURTHER RESOLVED**, that the 2016 Budget be amended as follows:

| 36 | Budget | Increase | Amended |
|---|----------------|-------------------|---------------|
| 37 Account/Description | <u>2/01/16</u> | <u>(Decrease)</u> | <u>Budget</u> |
| 38 <u>Source of Funds</u> | | | |
| 39 19-1921-0000-47010/ 40 Fund Application | 0 | 295,657 | 295,657 |
| 41 | | | |
| 42 <u>Use of Funds</u> | | | |
| 43 36-3634-0000-61100/ 44 Regular Wages | 3,535,386 | 153,259 | 3,688,645 |
| 45 36-3634-0000-61400/ 46 FICA | 288,989 | 11,724 | 300,713 |
| 47 36-3634-0000-61510/ | 240,377 | 10,116 | 250,493 |

Creating 4.0 FTE Children, Youth and Families Division Case Manager Positions and Creating 1.0 FTE Youth Services Center Youth Specialist Position and Amending the 2016 HSD Budget
Page 2

| | | | |
|---------------------------|-----------|--------|-----------|
| 48 Retirement | | | |
| 49 36-3634-0000-61610/ | 1,076,067 | 71,060 | 1,147,127 |
| 50 Health Insurance | | | |
| 51 36-3634-0000-61620/ | 33,058 | 2,157 | 35,215 |
| 52 Dental Insurance | | | |
| 53 36-3634-0000-61630/ | 913 | 40 | 953 |
| 54 Life Insurance | | | |
| 55 36-3634-0000-67130/ | 47,400 | 8,000 | 55,400 |
| 56 Terminals and PCs | | | |
| 57 36-3602-0000-63100/ | 80,938 | 4,239 | 85,177 |
| 58 Office Supplies | | | |
| 59 36-3664-0000-61100/ | 1,380,336 | 25,656 | 1,405,992 |
| 60 Regular Wages (YSC) | | | |
| 61 36-3664-0000-61400/ | 130,075 | 1,963 | 132,038 |
| 62 FICA (YSC) | | | |
| 63 36-3664-0000-61510/ | 101,329 | 1,694 | 103,023 |
| 64 Retirement (YSC) | | | |
| 65 36-3664-0000-61610/ | 499,447 | 5,580 | 505,027 |
| 66 Health Insurance (YSC) | | | |
| 67 36-3664-0000-61620/ | 16,149 | 164 | 16,313 |
| 68 Dental Insurance (YSC) | | | |
| 69 36-3664-0000-61630/ | 372 | 5 | 377 |
| 70 Life Insurance (YSC) | | | |

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

Henry Brill

William Grahm

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

Date

FISCAL NOTE:

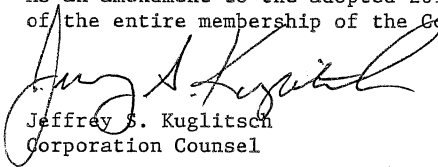
This resolution approves the creation of 4.0 FTE CPS positions and a 1.0 FTE YSC position in the Human Services Department. The resolution authorizes a \$295,657 transfer from the General Fund to fund these positions.



Sherry Oja
Finance Director

LEGAL NOTE:

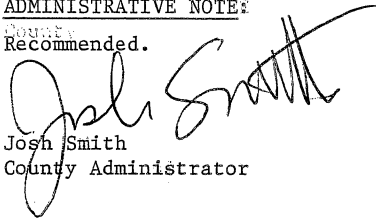
The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats. As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

County
Recommended.



Josh Smith
County Administrator

Executive Summary

The Children, Youth & Families (CYF) Division is requesting 4.0 FTE's to manage Child Protective Service (CPS) cases. CPS case managers are the least senior in the CYF Division and therefore will be impacted most significantly by "bumping" of senior LTS case managers with the advent of Family Care. Due to the significant workload at this time as well as 3 staff pending FMLA leave starting in March, the CPS units cannot manage the displacement of a substantial number of case managers.

The 4.0 FTE Case Managers would serve three purposes which include the ability to have open positions available to AMHS staff who may bump or get bumped into CPS. It will avoid the bumping of trained CPS staff (it takes 4-6 months to fulfill State required trainings prior to providing case management) and having to train all new staff who bumped into CPS positions. Finally, it will allow the CYF Division to hire experienced social workers into open positions when the bumping process is complete.

The CYF Division eliminated 1.0 FTE Youth Specialist as of 3/31/16 as part of the 2016 Human Services Budget. Due to the expected substantial remodel of the interior of the Youth Services Center (YSC). Due to the physical plant design such a project was cost prohibitive. Therefore, the 1.0 FTE must be recreated to maintain the current staffing level at the YSC to ensure the health and safety of the residents placed by the court for the balance of the year.

Human Services is requesting the transfer of \$295,657 from the County General Fund to the Human Services 2016 Budget for the cost of these five positions along with the purchase of phones and PCs to support the positions.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Kate Flanagan
INITIATED BY



Kate Flanagan
DRAFTED BY

Human Services Board
SUBMITTED BY

February 2, 2016
DATE DRAFTED

Creating 4.0 FTE Children's Long Term Support Services Case Manager Positions and Amending the 2016 HSD Budget

1 **WHEREAS**, Children's Long Term Support (CLTS) is a Medicaid Waiver program that provides
2 services and supports to children with long term needs who are at risk of institutional level care, in
3 order to keep them at home and in their communities; and,
4
5 **WHEREAS**, the target groups served through CLTS include children with physical disabilities,
6 developmental disabilities, and severe emotional disabilities; and,
7
8 **WHEREAS**, currently, CLTS services in Rock County are delivered through a bifurcated model in
9 which HSD serves some children through 4.0 FTE HSD case managers and Catholic Charities serves
10 other children via a contract with HSD (4.25 FTE); and,
11
12 **WHEREAS**, in concert with Rock County's transition to Family Care, HSD plans to consolidate the
13 CLTS services and shift the service delivery model to deliver the CLTS services within the Human
14 Services Department and no longer contract with Catholic Charities; and,
15
16 **WHEREAS**, in addition, this shift will allow for improved integration of care and enhanced ability to
17 serve complex cases involved with the CYF Division which may be at risk for out of home placement,
18 thus creating cost savings; and,
19
20 **WHEREAS**, the 4.0 FTE Case Manager positions are required to serve these additional cases and
21 accomplish the work required; and,
22
23 **WHEREAS**, funding for these positions and associated program costs exists in the Rock County Human
24 Services department Budget as the case managers bill Medicaid for the services that they provide.
25
26 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
27 this _____ day of _____, 2016 does hereby approve creating the 4.0 FTE Case Manager
28 positions.
29

30 **BE IT FURTHER RESOLVED**, that the 2016 HSD budget be amended as follows:

| 32 | Budget | Increase | Amended |
|----|----------------|-------------------|----------------|
| 33 | <u>2/01/16</u> | <u>(Decrease)</u> | <u>Budget</u> |
| 34 | | | |
| 35 | | | |
| 36 | | | |
| 37 | | | |
| 38 | | | |
| 39 | | | |
| 40 | | | |
| 41 | | | |
| 42 | | | |
| 43 | | | |
| 44 | | | |
| 45 | | | |

FISCAL NOTE:

This resolution creates 4.0 FTE Case Manager CLTS positions in the Human Services Department.
These positions are fully funded by Medicaid revenues.



Sherry Oja
Finance Director

LEGAL NOTE:

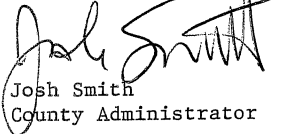
The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.
As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3
vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis.
Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Creating 4.0 FTE Children's Long Term Support Services Case Manager Positions and Amending the
2016 HSD Budget

Page 2

| | | | | |
|----|---------------------|-----------|-----------|-----------|
| 46 | Health Insurance | | | |
| 47 | 36-3697-0000-61620/ | 7,404 | 2,157 | 9,561 |
| 48 | Dental Insurance | | | |
| 49 | 36-3697-0000-61630/ | 218 | 40 | 258 |
| 50 | Life Insurance | | | |
| 51 | 36-3697-0000-68380/ | (395,295) | (261,718) | (657,013) |
| 52 | CLTS Allocation | | | |
| 53 | 36-3691-0000-68225/ | 395,295 | 261,718 | 657,013 |
| 54 | Allocated CSCF | | | |
| 55 | 36-3691-0000-67130/ | 0 | 8,000 | 8,000 |
| 56 | Terminals and PCs | | | |

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

Henry Brill

William Grahn

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

Date

Executive Summary

Children's Long Term Support (CLTS) provides services and supports to children with long term needs who are at risk of institutional level care, to keep them at home and in their communities. This is a Medicaid Waiver funded program. Target groups served through CLTS include children with physical disabilities, developmental disabilities, and severe emotional disabilities. Currently, CLTS services in Rock County are delivered through a bifurcated model in which HSD serves some children through 4.0 FTE HSD case managers and Catholic Charities serves other children via a contract with HSD (4.25 FTE).

In concert with Rock County's transition to Family Care, HSD plans to shift the service delivery model to deliver all CLTS services within the Human Services Department and no longer contract with Catholic Charities. In addition, this program shift 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, creating costs savings in the CYF area.

This resolution authorizes the creation of four positions (Case Managers) within the Human Services Department to assume the current Catholic Charities cases and fully integrate the HSD CLTS Program.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Jennifer Thompson
INITIATED BY



Jennifer Thompson
DRAFTED BY

Human Services Board
SUBMITTED BY

February 2, 2016
DATE DRAFTED

Creating 1.0 FTE Information & Assistance Specialist for the ADRC and 1.0 FTE Adult Protective Services/WATTS Position and Amending the 2016 HSD Budget

1 **WHEREAS**, the Family Care bill was signed by Governor Walker on Tuesday, January 26, 2016. It
2 requires the Family Care Benefit and self-directed services options to be provided to citizens in Rock
3 County and implemented beginning July 1, 2016; and,
4
5 **WHEREAS**, preparation for Family Care involves re-screening for functional eligibility for
6 approximately 450 people on the wait lists; this includes frail elders, individuals with developmental
7 disabilities and physical disabilities. In addition, approximately 1000 people (of the same target groups)
8 will be provided enrollment counseling regarding the new Family Care benefits and assistance through
9 transition into the new benefit of their choice; and,
10
11 **WHEREAS**, As the "gateway to public funding" for the residents of Rock County, and as the "One-Stop-
12 Shop" for individuals in search of services and/or resources, the ADRC requires adequate staff so that all
13 people who are eligible for the Family Care benefit and who need assistance can access the available
14 services without delay; and,
15
16 **WHEREAS**, due to the magnitude of numbers, the complexity of the programs, and the growth in the
17 ADRC since opening in 2013, HSD needs another 1.0 FTE Information & Assistance Specialist (I&A) in
18 the ADRC to address the projected workload increase; and,
19
20 **WHEREAS**, in addition, as the Family Care benefit is implemented, Rock County will receive additional
21 Elder Abuse Funds (total of \$184,253 annually per DHS 2015-01 Fiscal Update Memo #1). These APS
22 funds must be used to cover the cost of service coordination, respite and to assist a client to leave a
23 neglectful-abusive situation; and,
24
25 **WHEREAS**, currently, HSD has 1.0 FTE allocated to this position, however, the increase in
26 abusive/neglectful incidents has gone up and are time consuming. Therefore, another 1.0 FTE Adult
27 Protective Services (APS)/WATTS position is needed to assist with the APS investigations and complete
28 all protective placement/WATTS reviews for HSD.
29
30 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
31 this _____ day of _____, 2016 does hereby approve creating 1.0 FTE Information and
32 Assistance Specialist for the ADRC and 1.0 FTE Adult Protective Services/WATTS position.

BE IT FURTHER RESOLVED, that the 2016 HSD budget be amended as follows:

| <u>Account/Description</u> | <u>Budget</u> <u>2/01/16</u> | <u>Increase</u> <u>(Decrease)</u> | <u>Amended</u> <u>Budget</u> |
|------------------------------------|---------------------------------|--------------------------------------|---------------------------------|
| <u>Source of Funds:</u> | | | |
| 36-3683-0000-42100/ Federal Aid | 521,531 | 30,705 | 552,236 |
| 36-3683-0000-42200/ State Aid | 930,919 | 52,282 | 983,201 |
| <u>Use of Funds:</u> | | | |
| 36-3683-0000-61100/ | 730,170 | 60,886 | 791,056 |

Creating 1.0 FTE Information and Assistance Specialist for the ADRC and 1.0 FTE Adult Protective Services/WATTS position and Amending the 2016 HSD Budget
Page 2

| | | | | |
|----|---------------------|---------|--------|---------|
| 46 | Regular Wages | | | |
| 47 | 36-3683-0000-61400/ | 55,867 | 4,658 | 60,525 |
| 48 | FICA | | | |
| 49 | 36-3683-0000-61510/ | 48,189 | 4,018 | 52,207 |
| 50 | Retirement | | | |
| 51 | 36-3683-0000-61610/ | 272,190 | 10,984 | 283,174 |
| 52 | Health Insurance | | | |
| 53 | 36-3683-0000-61620/ | 7,442 | 431 | 7,873 |
| 54 | Dental Insurance | | | |
| 55 | 36-3683-0000-61630/ | 275 | 10 | 285 |
| 56 | Life Insurance | | | |
| 57 | 36-3683-0000-67130/ | 1,000 | 2,000 | 3,000 |
| 58 | Terminals and PCs | | | |

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

Henry Brill

William Grahn

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

Date

FISCAL NOTE:

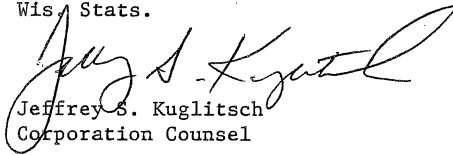
This resolution creates 2.0 FTEs in the Human Services Department. The full cost of these position will be covered by state and federal revenue.



Sherry Oja
Finance Director

LEGAL NOTE:

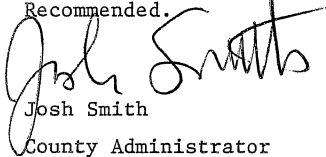
County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats. As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

Creating 1.0 FTE Information & Assistance Specialist for the ADRC and 1.0 FTE Adult Protective Services/WATTS Position and Amending the 2016 HSD Budget

The Family Care bill was signed by Governor Walker on Tuesday, January 26, 2016. It requires the Family Care Benefit and self-directed services options to be provided to citizens in Rock County and implemented beginning July 1, 2016.

Preparation for Family Care involves re-screening for functional eligibility for approximately 450 people on the wait lists; this includes frail elders, individuals with developmental disabilities and physical disabilities. In addition, approximately 1000 people (of the same target groups) will be provided enrollment counseling regarding the new Family Care benefits and assistance through transition into the new benefit of their choice.

As the “gateway to public funding” for the residents of Rock County, and as the “One-Stop-Shop” for individuals in search of services and/or resources, the ADRC requires adequate staff so that all people who are eligible for the Family Care benefit and who need assistance can access the available services without delay.

Due to the magnitude of numbers, the complexity of the programs, and the growth in the ADRC since opening in 2013, HSD needs to create another 1.0 FTE Information & Assistance Specialist (I&A) in the ADRC to address the projected workload increase.

In addition, as the Family Care benefit is implemented, Rock County will receive additional Elder Abuse Funds (total of \$184,253 per DHS 2015-01 Fiscal Update Memo #1). These funds must be used to cover the cost of service coordination, respite, needed supplies, housing, and any expenses related to assisting a client to leave a neglectful-abusive situation. Currently, HSD has 1.0 FTE allocated to fund this position. However, the increase in abusive/neglectful incidents has gone up 10% in 2013 and another 18% in 2014. These cases are also time consuming and can involve multiple disciplines including court services, guardianship, and protective placements/WATTS reviews. It is expected that these numbers will continue to rise with more clients served by Family Care MCO's.

Therefore, HSD requests creation of a 1.0 FTE Information & Assistance Specialist for the ADRC and 1.0 FTE Adult Protective Services (APS)/WATTS position to assist with the APS investigations and complete all protective placement/WATTS reviews.

Administrative Policy & Procedure Manual

Section: AFP

Policy: Deposit Requirements

Policy No: 2.05

Effective: 1/1/2012

Revising: 3/1/2009

-
- All County departments must make deposits at least weekly, regardless of the amount.
 - Cash receipts totaling \$100 or more must be deposited the day received.
 - Check receipts totaling \$1,000 or more must be deposited the day received.

The County Treasurer balances out ^{2:30} at 3:00 p.m. daily. Therefore, to maximize potential interest earnings, all departments should make their deposits no later than ^{2:00} 2:30 p.m. daily.

The County Treasurer's daily deposit receipts are reviewed on a regular basis to ensure compliance with this procedure.

Standard Deposit Transmittal Form

1. Deposits by County departments can only be accepted by the County Treasurer when accompanied by the Standard Deposit Transmittal Form (SDTF).
2. The SDTF must be completely filled out (see detailed instructions below).
3. There are specific SDTFs for each County department (except for Human Services, Rock Haven, and Department of Public Works due to their unique receipting requirements).
4. Each department is responsible for maintaining sufficient copies of the SDTF for their deposits.
5. Only Financial Services can revise the SDTF. If you need an account added, deleted, or modified, you must contact Financial Services in writing.
6. Financial Services will provide departments with revised SDTF as needed.
7. The SDTF is not used for internal charges for services as these transactions do not involve cash exchanges. These revenues are recorded by journal entry.
8. The SDTF is prepared in triplicate with the original (white) and second (yellow) copy submitted to the County Treasurer. The third (pink) copy is retained by the department for its files.

Completing the SDTF: Field Explanations and Detailed Instructions

1. DEPARTMENT: Preprinted.
2. DATE: Date of Deposit
3. PAID BY: Identify Payee (e.g. State of Wisconsin)
4. COMMENTS: For any comments that help clarify the deposit (e.g. check number).
Comments must be legible.
5. CASH: Currency and coins.
6. CHECKS: Personal checks, vendor checks, money orders, etc.
7. OTHER: Used infrequently; this is for items that are not cash or checks (e.g. Food Stamps).
8. TOTAL: Total of this deposit.

Travel and Meal Reimbursement

The County will reimburse employees for actual and reasonable itemized travel costs incurred while on official County business.

GENERAL GUIDELINES

1. All travel must be authorized by the Department Head and submitted on the official County travel voucher form in order to be reimbursed. The voucher form can be found on the Intranet. *Handwritten voucher forms will not be accepted.*
2. Department Heads shall inform the County Administrator of any out-of-County travel.
3. Original **itemized** receipts are required for air, train, bus, or taxi travel, hotels/motels, conference registration, and meals.

MILEAGE

1. Mileage when traveling by personal automobile on official County business shall be reimbursed at the IRS allowed rate. Section 18.626 of the Personnel Ordinance requires mileage reimbursement be paid through the payroll system. Parking and tolls may also be reimbursed through the payroll system on a non-taxable basis. Employees are encouraged to obtain receipts where possible.
2. Commuting expenses between an employee's residence and his/her normal place of employment is not reimbursable. This includes reporting to the work site on a non-scheduled day of work.
3. Department Heads and supervisors who have an office in Beloit and Janesville shall **not** be reimbursed for mileage from one of those offices to their residence.
4. If an employee is directed to a work site other than their "normal" site for a period of days (more than 1 day), then that employee will not be eligible for mileage. In this case, the employee was transferred, albeit for a short period of time. That short-term transfer means that the new work site becomes their "normal" work place.

5. When traveling out-of-County (i.e., conference in Madison, etc), mileage will be computed from the employee's residence or normal work site, whichever is the shortest distance. If there is a question on this, the County will use MapQuest to determine the shortest distance.
6. Internal Revenue Service Regulations require substantiated reimbursable expenses must be adequately accounted for within a reasonable amount of time to be considered under the Accountable Plan rules. Amounts paid under an Accountable Plan are not wages and are not subject to taxes. A reasonable amount of time depends on the facts and circumstances. Generally, it is considered reasonable if employees adequately account for the expenses within 60 days after the expenses were paid or incurred. Reimbursement requests for county business expenses, such as mileage or meals, that are not accounted for within the 60 days "reasonable time" limitations will be included in the employee's taxable wages. In addition, the county will be required to pay the employer's share of FICA taxes (currently at 7.65%). Employees are expected to turn in substantiated reimbursable expenses within the reasonable time limits established by the IRS.
7. If an employee is out in the field at the end of their workday, they are to only submit mileage either back to the work site or their residence – whichever is the shortest distance.
8. For departments that have motor pool cars, employees are required to follow department policy regarding the use of these vehicles prior to using their own personal automobile.

MEALS

1. Meals are allowed when you are on County business out of Rock County. Out of County meals will be reimbursed at the IRS M&IE allowed rates. IRS M&IE allowed rates can be found at www.gsa.gov/perdiem. Original receipts are required for all meals. Please refer to the Personnel Ordinance, Section 18.626 for the maximums allowed. It is not the intent that employees should always spend the maximum allowed.
2. Maximum meal reimbursements include tips. Tips shall not exceed 20% of the total cost of the meal and non-alcoholic drink. Tips exceeding the 20% maximum shall be at the employee's expense.
3. Only employee meals are reimbursable.
4. No reimbursement shall be authorized for alcoholic beverages.

5. There is no reimbursement for meals within Rock County, unless the meal expense is covered as part of a registration fee, or except as authorized by the Board Chair or Vice Chair.
6. Travel expenses are reimbursed through the County payroll system and must be submitted on proper forms with the original receipts attached. The voucher form can be found on the Intranet. *Handwritten voucher forms will not be accepted.*
7. Refer to **the Taxability of Meal Reimbursement Policy No. 2.14** as to the taxability of employee meal reimbursement. This procedure was initiated to give written guidelines for the inclusion or exclusion of meal cost reimbursement in County employees' taxable wages. This procedure gives specific examples; however, does not address all situations.

AIR TRAVEL

1. Reimbursement for commercial air travel shall be limited to the least costly coach fare that uses a regularly scheduled commercial carrier and that prohibits preference for any airline, type of aircraft and connecting airports. Flights shall be purchased far enough in advance so as to achieve the lowest possible fares.
2. The additional cost of premium class (first class or business class) travel is not reimbursable. If a situation should arise where premium class travel is the only alternative available, such travel must be cleared by the Finance Director prior to booking the flight.
3. No other upgrades will be reimbursed. Fees such as for advanced boarding or seat assignments will not be reimbursed.
4. Flight/travel insurance will not be reimbursed.