



**COUNTY BOARD STAFF COMMITTEE**  
**Minutes – December 14, 2020**

**Call to Order.** Chair Purviance called the meeting of the County Board Staff Committee to order at 4:30 P.M. via telephone conference.

**Committee Members Present via Phone:** Supervisors Purviance, Beaver, Brien (at 4:43 P.M.), Richard Bostwick, Peer, Podzilni, Sweeney and Yeomans.

**Committee Members Absent:** Supervisor Leavy.

**Staff Members Present via Phone:** Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Annette Mikula, Human Resources Director; Richard Greenlee, Corporation Counsel; Terri Carlson, Risk Manager; Bridget Laurent, Deputy Corporation Counsel; Amy Spoden, Human Resources Assistant Director; Elizabeth Pohlman McQuillen, Justice System Manager; Kate Luster, Human Services Director; Chief Deputy Craig Strouse, Sara Beran, Interim Nursing Home Administrator; Brent Sutherland, Facilities Management Director.

**Others Present:** Supervisor Williams.

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

**Public Comment.** None.

**Approval of Minutes –November 16, 2020.** Supervisor Peer moved approval of the minutes of November 16, 2020 as presented, second by Supervisor Beaver. ADOPTED.

**Transfers.** None.

**Review of Payments.** The Committee accepted the reports

**Resolutions and Committee Action.**

**Recognizing Marilyn Bondehagen**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020 does hereby recognize Marilyn Bondehagen for her twenty-six years and eight months of service to Rock County, and recommend that a sincere expression of appreciation be given to Marilyn along with best wishes for the future.”

Supervisor Yeomans moved approval of the above resolution, second by Supervisor Bostwick. ADOPTED.

**Authorizing Double Fill of Office Coordinator Position in the County Administrator's Office**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020 does hereby approve and authorize double filling the Office Coordinator position in the County Administrator's Office.”

Supervisor Yeomans moved approval of the above resolution, second by Supervisor Podzilni. ADOPTED

**Authorizing Acceptance of the Bureau of Justice Assistance Adult Drug Court and Veterans Treatment Courts; Adult Drug Courts Grant Funds, Amending the 2020 Budget and Creating One Master Level Behavioral Health Clinician**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020, does hereby accept the Justice and Mental Health Collaboration Program Grant funds in the amount of \$674,958 including \$500,000 in federal aid and a \$169,921 in-kind services match, and \$5,037 in program income.

**BE IT FURTHER RESOLVED**, the County Board approves the creation of the grant-funded 1.0 FTE Master's Level Behavioral Health Clinician position and authorizes the Human Services Department to fill this position and purchase the IT equipment necessary to support this role.

**BE IT FURTHER RESOLVED**, that the 2020 Rock County Human Services Department budget be amended as follows:

...”

Supervisor Yeomans moved approval of the above resolution, second by Supervisor Peer. ADOPTED.

**Amending the 2020 HSD Budget to Accept Additional Funds from the State Opioid Response 2 (SOR2) Grant and Creating 1.0 FTE Master Level Behavioral Health Clinician**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020, does hereby authorize the acceptance of \$178,862 in additional grant funding from the State of Wisconsin Department of Health Services Division of Care and Treatment Services.

**BE IT FURTHER RESOLVED**, the County Board approves the creation of the grant-funded 1.0 FTE Master’s Level Behavioral Health Clinician position and authorizes the Human Services Department to fill this position and purchase the IT equipment necessary to support this role; and,

**BE IT FURTHER RESOLVED**, that the 2020 Rock County Human Services Department budget be amended as follows:

..”

Supervisor Brien moved approval of the above resolution, second by Supervisor Yeomans. ADOPTED.

**Creating a 0.7 FTE Nursing Supervisor Position and Amending the 2021 Budget**

“**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020 does hereby create a 0.7 FTE Nursing Supervisor focused on behavioral health and amend the 2021 budget as follows:

..”

Supervisor Brien moved approval of the above resolution, second by Supervisor Beaver. PASSED on the following vote: YES – Supervisors Richard Bostwick, Brien, Peer, Podzilni, Sweeney, Beaver and Purviance; NO – Supervisor Yeomans; ABSENT – Supervisor Leavy.

**Continuing Coronavirus Response Employee Leave Programs**

“**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020 establishes the following Coronavirus Related Employee Leave Policy to supplement the other employee leave programs available to Rock County Employees and which shall begin on January 1, 2021:

**Definitions**

*Eligible Employees:* For the purposes of taking leave under the Emergency Family Leave pursuant to this Resolution, ‘eligible employees’ are employees who have been employed by the County for at least 30 calendar days. Consistent with prior decision made by the County pursuant to section 3105 of the Families First Coronavirus Response Act the County, the County continues to exclude health care providers and first responders as eligible employees.

*Child Care Provider:* the term ‘child care provider’ means a provider who receives compensation for providing child care services on a regular basis.

*First Responder:* The term ‘first responder’ means any employee who works for the following departments: Rock County Communications Center (911), Rock County Medical Examiner’s Office, or the Rock County Youth Services Center. ‘First responder’ also includes the following personnel the Rock County Sheriff’s Office: Employees who are members of the collective bargaining units represented by the Correctional Officers Association, the Deputy Sheriffs Association, and the Deputy Sheriff Supervisors Association; all employees in the Emergency Management Bureau; the Chief Deputy; and all employees holding the rank of commander or captain.

*Health Care Provider:* The term ‘health care provider’ means any employee who works for the following departments: Rock Haven Nursing Home, and Rock County Public Health Department.

*Public Health Emergency:* The term ‘public health emergency’ means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.

*Qualifying Need Related to a Public Health Emergency:* The term ‘qualifying need related to a public health emergency’ means the employee is unable to work (or telework) due to a need for leave to care for their son or daughter under 18 years of age of the employee because the employee’s son or daughter’s school or place of care has closed, or the child care provider of the employee’s son or daughter is unavailable due to a public health emergency.

*School:* the term ‘school’ means an elementary school or secondary school as such terms are defined in section 1801 of the Elementary School and Secondary Education Act of 1965 (20 U.S.C. § 7801).

## **Temporary COVID Related Paid Sick Leave**

### **Generally**

In addition to the sick leave provided under Section 18.515 of the Rock County Code of Ordinances, all employees, except as provided below, immediately upon the start of employment shall be provided Temporary COVID Related Paid Sick Leave under this Resolution. Temporary COVID Related Paid Sick Leave may be used by an employee under this Resolution to the extent that the employee is unable to work (or telework) due to a need for leave because:

- (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- (3) The employee is experiencing symptoms of COVID-19 and seeking medical diagnosis;
- (4) The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in subparagraph (2); or
- (5) The employee is caring for a son or daughter of the employee, if the son or daughter's school or place of care has been closed, or the child care provider of the employee's son or daughter is unavailable, due to COVID-19 precautions.

For the purposes this Resolution, health care providers and first responders are only considered eligible employees for the purposes of taking Temporary COVID Related Paid Sick Leave under subparagraphs (1), (2), (3), & (4). The terms 'health care provider' and 'first responder' shall have the same meaning as those terms are defined under the definitions section of this Resolution above.

### **Hours of Leave Available and Compensation**

An employee shall be entitled to Temporary COVID Related Paid Sick Leave in the amount of 80 hours for 1.0 FTE employees and, for less than 1.0 FTE employees, a number of hours equal to the number of hours that such employee works, on average, over a 2-week period. In the case of an employee whose schedule varies from week to week to such an extent that the County is unable to determine with certainty the number of hours the employee would have worked during a standard pay period if such employee had not taken leave under the Temporary COVID Related Paid Sick Leave pursuant to this Resolution, compensation shall be calculated as follows:

- (6) A number of hours in a standard pay period equal to the number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes Temporary COVID Related Paid Sick Leave, including hours for which the employee took any type of leave; or
- (7) If the employee did not work for a 6-month period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day during a standard pay period that the employee would normally be scheduled to work.

If Temporary COVID Related Paid Sick Leave is used in accordance with subparagraphs (1), (2), or (3) of this Resolution, then the employee's pay during such leave shall be paid at the employee's regular rate of pay except

that such payment shall be limited to \$511 per day and \$5,110 in the aggregate. If Temporary COVID Related Paid Sick Leave is used in accordance with subparagraphs (4), or (5) of this Resolution, then the employee's pay during such leave shall be paid at two thirds of the employees regular rate of pay, except that such payment shall be limited to \$200 per day and \$2,000 in the aggregate.

Employees may, at their election, supplement their Temporary COVID Related Paid Sick Leave with the use of any accrued paid leave to which the employee may otherwise be eligible to take under the Rock County Personnel Ordinance, or the Administrative Policy and Procedure Manual to increase their compensation to an amount equal to the compensation the employee would have received if such employee had not used Temporary COVID Related Paid Sick Leave.

### **Order of Use and Carry Over**

Temporary COVID Related Paid Sick Leave under this Resolution shall not carry over from 1 year to the next and shall not be eligible for pay-out under section 18.515 of the Rock County Code of Ordinances.

Temporary COVID Related Paid Sick Leave provided to employees under this Resolution shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick leave under subparagraphs (1)-(5) above. Upon cessation of Temporary COVID Paid Sick Leave, the employee must return to work, or if qualified, use other available paid or unpaid benefit time under the Rock County Personnel Ordinance or the Administrative Policy and Procedure Manual.

### **COVID Related Family Leave**

#### **Generally**

Eligible employees are entitled to take COVID Related Family Leave because of a qualifying need related to a public health emergency. Such leave shall be taken in the same manner leave provided under the Family Medical Leave Act in accordance with Policy 5.12 of the Administrative Policy and Procedure Manual, except as provided under this Resolution. Leave under this Resolution shall be in addition to any leave available under Policy 5.12.

#### **Relationship to Paid Leave:**

The first 10 days for which an employee takes leave because of a qualifying need related to a public health emergency shall be unpaid. An employee may elect to substitute any accrued paid leave to which the employee may

otherwise be eligible to take under the Rock County Personnel Ordinance, or the Administrative Policy and Procedure Manual for unpaid leave.

After taking leave because of a qualifying need related to a public health emergency under this Resolution for 10 days, the employee shall be paid as follows:

- (1) An amount that is equal to two-thirds of the employee's regular rate of pay; and
- (2) For the number of hours the employee would otherwise be normally scheduled to work during a standard pay period (or the number of hours calculated for a varying schedule employee below).
- (3) Capped at \$200 per day and a maximum of \$10,000 in the aggregate.

In the case of an employee whose schedule varies from week to week to such an extent that the County is unable to determine with certainty the number of hours the employee would have worked during a standard pay period if such employee had not taken leave under this policy, compensation shall be calculated as follows:

- (4) A number of hours in a standard pay period equal to the number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave under this policy, including hours for which the employee took any type of leave; or
- (5) If the employee did not work for a 6-month period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day during a standard pay period that the employee would normally be scheduled to work.

Employees may supplement paid leave under this policy with accrued paid leave to which the employee may otherwise be eligible to take under the Rock County Personnel Ordinance or Administrative Policy and Procedure Manual to make up any difference in pay based upon the number of hours the employee would otherwise be normally scheduled to work as provided above.

### **Return to Work After Leave**

Employees returning to work after a period of leave under this policy shall return in accordance with the provisions set forth in Policy 5.12 of the Administrative Policy and Procedure Manual.

**BE IT FURTHER RESOLVED** that any leave program established by this Resolution shall expire upon a determination made by the County Board Staff Committee that a leave program has been established by any act or regulation of the State of Wisconsin or Federal Government which would adequately substitute any leave program created pursuant to this Resolution such that

employees would not be substantially disadvantaged by the discontinuance and replacement of the leave programs established by this resolution, or upon October 1, 2021, whichever comes first, and upon such expiration all unused leave balances under this resolution shall extinguish.”

Supervisor Yeomans moved approval of the above resolution, second by Supervisor Sweeney. ADOPTED.

**To Ratify the 2021 Labor Agreement between Rock County and Deputy Sheriff’s Association**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020 does hereby ratify the terms and conditions of the 2021 labor agreement between Rock County and the Deputy Sheriff’s Association.”

Supervisor Beaver moved approval of the above resolution, second by Supervisor Bostwick. ADOPTED.

**To Ratify the 2021 Labor Agreement between Rock County and Deputy Sheriff’s Supervisors Association**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020 does hereby ratify the terms and conditions of the 2021 labor agreement between Rock County and the Deputy Sheriff’s Supervisors Association.”

Supervisor Beaver moved approval of the above resolution, second by Supervisor Brien. ADOPTED.

**Approving the 2021 Base Wage Rates for all Employees Except Represented Law Enforcement Employees, and Amending the Personnel Policy Wage Appendixes**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020 does hereby approve the County’s 2021 Pay Plans with an across the board wage increase of 2% on January 1, 2021 and an additional 1% on July 1, 2021.”

Supervisor Brien moved approval of the above resolution, second by Supervisor Beaver. ADOPTED.

**Setting the 2021 Salary of the County Administrator**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020 does

hereby authorize that the County Administrator's salary be adjusted by 2% effective 1-1-2021, and 1% effective 7-1-2021.

**BE IT FURTHER RESOLVED**, that the health insurance plan granted other Unilateral employees be continued.

**BE IT FURTHER RESOLVED**, that the dental plan available to Unilateral employees be continued.

**BE IT FURTHER RESOLVED**. That the current car allowance of \$6,000 annually be continued and the current expense allowance of \$2,000 annually be continued.

**BE IT FURTHER RESOLVED**, that the current deferred compensation contribution of \$6,500 annually be continued.”

Supervisor Bostwick moved approval of the above resolution, second by Supervisor Yeomans. ADOPTED.

**Review, Discussion and Possible Action.**

**Approval of Changes to Administrative Policy and Procedure 5.31 Overtime, Flex and After Hours Payment** Ms. Mikula and Ms. Spoden went over the changes or corrections needed to reflect the changes to the 2021 budget.

Supervisor Yeomans moved approval of the changes to Policy 5.31, second by Supervisor Brien. ADOPTED.

**Claim.** Mr. Greenlee went over the claim for Charter Spectrum due to damages to fiber optic cabling caused when road work was performed for storm water pipe.

Supervisor Yeomans moved approval of the claim for Charter Spectrum in the amount of \$12,000, second by Supervisor Peer. ADOPTED,

**Adjournment.** Supervisor Beaver moved adjournment 5:28 P.M., second by Supervisor Brien. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Office Coordinator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**