

ROCK COUNTY, WISCONSIN



COUNTY BOARD STAFF COMMITTEE
MONDAY, NOVEMBER 15, 2021 – 5:00 P.M.
JURY DELIBERATION ROOM - FOURTH FLOOR
ROCK COUNTY COURTHOUSE-EAST
51 S MAIN ST, JANESVILLE, WI

Agenda

1. Call to Order
2. Approve Agenda
3. Public Comment
4. Approval of Minutes October 25, 2021 and November 3, 2021
5. Review of Payments
6. Transfers
7. Resolutions and Committee Action
 - a. Authorizing to contract with Gov HR for Human Resource Director Recruitment
 - b. Recognizing Olga Myers for 15 Years of Service as a Public Health Nurse for the Rock County Public Health Department
 - c. Recognizing Debbie R. Willey Service to Rock Haven
 - d. Authorizing Approval to Double Fill Rock Haven Administrative Assistant Position for Facilities Management
 - e. Recognizing Delores Smith for her 31 Years of Service to Rock County
8. Review, Discussion and Possible Action
9. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

Please contact Haley at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.



COUNTY BOARD STAFF COMMITTEE
Minutes – October 25, 2021

Call to Order. Chair Bostwick called the meeting of the County Board Staff Committee to order at 4:30 P.M. via hybrid meeting.

Committee Members Present: Supervisors Beaver, Richard Bostwick, Peer, Podzilni, Sweeney, Leavy, Brien, Yeomans, and Davis.

Committee Members Absent: None.

Staff Members Present via Teleconference: Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Richard Greenlee, Corporation Counsel; Bridget Laurent, Deputy Corporation Counsel; Andrew Baker, Director of Land Conservation, Planning, & Development; Annette Mikula, Human Resources Director; and Terri Carlson, Risk Manager.

Others Present: None.

Approval of Agenda. Supervisor Yeomans moved approval of the agenda as presented, second by Supervisor Sweeney. ADOPTED.

Public Comment. None.

Approval of Minutes of October 11, 2021. Supervisor Peer moved approval of the minutes of October 11, 2021, second by Supervisor Podzilni. ADOPTED.

Transfers. None.

Review of Payments

None

Resolutions and Committee Action.

Recognizing Julie Seales Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of October 2021, does hereby recognize Julie Seales for her 35 years of service and extend their best wishes to her in her future endeavors.”

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

Recognizing Daleena Johnson Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of October 2021, does hereby recognize Daleena Johnson for her 19 years of service and extend their best wishes to her in her future endeavors.”

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

Approving Contract with Lyme – Rave Emergency Notification System

“NOW THEREFORE, BE IT RESOLVED, the Rock County Board of Supervisors duly assembled this day of _____, 2021, authorizes the County Administrator to enter a five-year contract with Lyme, also known as RAVE, an emergency notification system, through a Governmental Services Agency contract GS-35F-465GA with the initial purchase cost of \$40,937.50 and subsequent annual costs for years two through five at \$36,637.50.

BE IT FURTHER RESOLVED, the 2021 Rock County budget be amended as follows:

...”

Supervisor Peer moved approval of the above resolution, second by Supervisor Sweeney. Terri Carlson spoke to this. She stated that this notification system would be utilized for extreme weather, building closings, etc. Supervisor Yeomans inquired what process we currently utilize when there is a building closing or something of that nature. Terri answered that we currently use the phone tree and the PA system in the building. Supervisor Yeomans inquired how many people in Madison and Dane County have opted into the service. Terri indicated that she could get those figures for him. Supervisor Yeomans then inquired why the billing is based on population. YES – Supervisors Beaver, Bostwick, Peer, Podzilni, Leavy, Brien, and Davis. NO – Supervisor Yeomans. ADOPTED.

Transfer of Lots 21 and 22, Block 8, Mallwood Estates Subdivision to the Mallwood Estates Improvement Association

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____ 2021, approves the transfer of Lots 21 and 22, Block 8, Mallwood Estates Subdivision to the Mallwood Estates Improvement Association with a deed restriction that the property be maintained as park and open space land use.

BE IT FURTHER RESOLVED that the County Board Chair and the County Clerk are authorized to execute required property transfer documents for the good and valuable consideration of \$1.00.”

Supervisor Davis moved approval of the above resolution, second by Supervisor Sweeney. Andrew Baker spoke to this resolution. He explained that the County has owned this property and the Mallwood Estates Association wants to put in a park. To put in the park, the insurance carrier is requiring that the land is owned by the Association. Supervisor Yeomans inquired the value of the property. Andrew responded that the property is in the floodway and is not buildable, so it has no value in that way. Supervisor Yeomans motioned to amend the resolution as noted in red on lines 32 and 33, second by Supervisor Davis.

“ **BE IT FURTHER RESOLVED** that the County Board Chair and the County Clerk are authorized to execute required property transfer documents **with the Association paying for costs associated with the transfer and** for the good and valuable consideration of \$1.00.”

Supervisor Podzilni called the question and end debate, second by Supervisor Peer. Ending debate ADOPTED unanimously.

The amendment to add the noted wording in red on lines 32 and 33 APPROVED on the following roll call vote. YES - Supervisors Beaver, Richard Bostwick, Peer, Podzilni, Sweeney, Leavy, Brien, Yeomans, and Davis. NO – None. ABSENT – None.

Review, Discussion and Possible Action.

Review of 2022 Recommended Budget

Josh Smith highlighted the recommended budget for the Administrator’s Office. Supervisor Yeomans asked about the Communications position. Josh responded that this was removed from the budget last year and was not recommended for 2022. Supervisor Yeomans inquired about adding to the mission, vision, and values. Josh stated that this comes from the County Board.

Josh then highlighted the recommended budget for the Corporation Counsel. Supervisor Yeomans inquired when the wage study will be completed. Josh responded that the study would take about 6-7 months and the information would be available for next year’s budget.

Josh moved on to highlight the recommended budget for Human Resources. Supervisor Yeomans inquired how many positions have been added each year for the past 5 years. Josh answered that he would have to research and come back with that answer.

Update on Opioid Litigation

Rich Greenlee stated that the national opioid settlement is coming to a head and more information will be coming to the Board soon. He informed the committee that Purdue Pharma declared bankruptcy. Rich Greenlee added that the retailers are still in litigation. He let the committee know that \$21 billion will be coming from distributors to States. Rich Greenlee presented the breakdown of how it will be distributed and what the next steps will be. Supervisor Sweeney asked if the Treatment Coordinator position, that was not recommended to be funded, could be funded with the funds that receive from this litigation. Rich Greenlee stated that it is possible. More guidance on the use of these funds should be available soon.

Adjournment. Supervisor Podzilni moved to adjourn at 5:59 P.M., second by Supervisor Yeomans. ADOPTED.

Respectfully submitted,

Haley Hoffman
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

ROCK COUNTY, WISCONSIN



COUNTY BOARD STAFF COMMITTEE MINUTES – NOVEMBER 3, 2021 – 5:00 P.M.

Call to Order. Chair Bostwick called the meeting for the County Board Staff Committee to order at 5:00 P.M. in the Jury Deliberation Room, Fourth Floor, Rock County Courthouse-East.

Committee Members Present: Supervisors Beaver, Richard Bostwick, Peer, Podzilni, Sweeney, Brien, Yeomans, and Davis.

Committee Members Absent: Supervisor Leavy.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Richard Greenlee, Corporation Counsel; and Lisa Tollefson, County Clerk.

Others Present: Supervisors Fox, Mawhinney, Schulz, and Williams.

Approval of Agenda. Supervisor Davis moved approval of the agenda as presented, second by Supervisor Yeomans. ADOPTED.

Public Comment

Una Williams public comment submission attached.

Supervisor Schulz expressed her support for this resolution. She added that this would allow people that are ill or working to be able to participate at County Board meetings.

Resolutions and Committee Action

Amending Rules I & IV of the Rock County Board of Supervisors Rules of Procedure

“**WHEREAS**, in a representative democracy, an informed electorate is essential for the workings of good government; and,

WHEREAS, providing for broad public access to channels of communication which allow the free flow of information from members of the public to elected officials and government administrators creates ~~and~~ a more responsive and well informed government body; and,

WHEREAS, modern technology provides many different avenues of modes of communication, allowing for many different communities to find access to information and ability to communicate in ways that have been previously difficult or impossible; and,

WHEREAS, for public agencies across the country, the public health pandemic resulting from COVID-19 required quick adaptation to a new way of interacting with community members. Organizations moved processes from in-person to digital formats and public meetings also had to make the leap, with many teams turning to conferencing tools, like Microsoft Teams, Webex, and Zoom, to support the change; and

WHEREAS, providing for remote access to meetings creates more flexibility for both Supervisors and the public to attend meetings and can increase participation in public meetings, thereby vindicating the goal of increased access and better flow of information for a more diverse set of communities; and

WHEREAS, it should be the policy of Rock County to continue to provide electronic access to meetings even after the COVID-19 pandemic subsides and it is safe to meet in-person again.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 20__ amends the Rock County Board Rules of Procedure as follows (added text appears as underlined; deleted text appears as ~~struck through~~):

...”

Supervisor Yeomans moved approval of the above resolution with the edits in red, second by Supervisor Brien.

Supervisor Williams spoke to the resolution. She thanked the committee for considering the resolution again. She stated that there are several County Board members that did not fully understand what they were voting for when this resolution initially came to the County Board. She added that by this resolution not passing, it is limiting the ability of residents to attend County Board meetings. She added that there are Supervisors that have work commitments, so they are unable to attend in-person. She then highlighted that some Supervisors go elsewhere during the winter, and they are unable to represent their constituents because they are unable to attend in-person.

Supervisor Beaver inquired how IT would handle a hybrid County Board meeting; how they would see all of the participants on Zoom and be able to interact with them. Josh Smith replied that he spoke with Jim Sandvig, IT Director, and he stated that if the Board wanted to go forward with this, IT would work to accommodate this. He stated that this would have a Zoom component and would be similar to other hybrid meetings that are held.

Supervisor Beaver inquired whether they would be required to be on video when they are on Zoom. Supervisor Williams stated that she cannot see everyone on YouTube when the meeting is broadcasted. She added that over Zoom, she can see that people are present versus in-person, she cannot see everyone. Supervisor Yeomans stated that when you are in-person, you have to be present during rollcall and if you leave, it will be noted in the minutes when you leave. He added that on Zoom, you can leave the Zoom meeting and there is the potential that someone might not notice. Supervisor Williams stated that if a roll call vote is called during a Zoom meeting, their vote would not be counted. Supervisor Williams asked for Corporation Counsel to expand upon how voting may be noted. Rich Greenlee pointed to Civic Plus. He added that there is nothing in the Rules of the Board that would require Supervisors to have their Zoom video turned on. Rich Greenlee stated that there would be some things that would need to be ironed out. Supervisor Beaver asked what the guidelines would be to be able to participate virtually at Board meetings. Supervisor Williams stated that there is a myriad of reasons why someone might participate virtually.

Supervisor Beaver asked which meetings this would apply to. Rich Greenlee stated that Rule I applies to all meetings of the County Board of Supervisors. Right now, due to the emergency rules that were passed, this allows for the Chair of each committee to decide how the committee will meet. Supervisor Beaver pointed to the Supervisors that do not have access to internet/broadband. Supervisor Yeomans added that he is concerned that this will encourage Supervisors to not participate and prepare for meetings. He asked how this would be discouraged.

Supervisor Davis asked what the cost implications might be on this; how much we spend on Zoom. Josh Smith answered that the money that is included in the budget right now to improve audio/visual system in the County Board room would include the ability to continue to have hybrid meetings. Supervisor

Williams stated that the County saves money when people appear over Zoom because they cannot be charged mileage. Supervisor Yeomans asked Josh why he expected per diem expenses to continue to be low. Randy Terronez stated that this is a combination of people attending less meetings, Supervisors not claiming mileage, meetings being cancelled, etc. Supervisor Yeomans asked what the value of meeting in person versus remotely – he added that maybe someone should get less per diem for attending virtually.

Supervisor Sweeney called the question, second by Supervisor Podzilni. Passed unanimously.

The committee then voted on the original motion to approve the resolution. YES – Supervisor Yeomans. NO – Beaver, Bostwick, Peer, Podzilni, Sweeney, Brien, Davis. ABSENT – Supervisor Leavy.

Review, Discussion and Possible Action

None.

Adjournment

Supervisor Beaver moved adjournment at 5:53 P.M., second by Supervisor Sweeney.

Respectfully submitted,

Haley Hoffman
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

ROCK COUNTY

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF OCTOBER 2021

11/02/2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
03-1110-0000-63107	Legal Notices	P2100311	10/14/2021	GREATER BELOIT PUBLISHING CO	NTC PUBLIC HRG 09-2021 CB	116.91
County Board PROG TOTAL						116.91

I have reviewed the preceding payments in the total amount of **\$116.91**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF OCTOBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
06-1620-0000-63100	Office&Misc Exp	P2100007	10/28/2021	US BANK	OFFICE SUPPLIES	46.74
06-1620-0000-63202	Law Books	P2100007	10/28/2021	US BANK	LAW BOOKS	300.30
06-1620-0000-63300	Travel	P2100007	10/28/2021	US BANK	LODGING - CONFERENCE - LAURENT	(137.00)
06-1620-0000-64200	Training	P2100007	10/28/2021	US BANK	TRAINING - RISK MANAGER	498.00
Corporation Counsel PROG TOTAL						708.04

I have reviewed the preceding payments in the total amount of **\$708.04**

Date: _____
Dept Head _____
Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF OCTOBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-61925	Background/Test					
		P2100307	10/14/2021	US BANK	BACKGROUND CHECKING	134.40
		P2100316	10/14/2021	STANARD AND ASSOCIATES INC	ENTRY-LEVEL LAW ENFORCEMENT	413.87
		P2100317	10/28/2021	WISCONSIN DEPARTMENT OF JUSTIC	WORCS BACKGROUND CHECKS	391.42
		P2100323	10/14/2021	FIELDPRINT INC	FINGERPRINTS-CHILD SUPPORT	38.75
08-1420-0000-62119	Other Services					
		P2102107	10/28/2021	HUELIFE LLC	COMPLETION OF PHASE 1	7,500.00
08-1420-0000-63100	Office&Misc Exp					
		P2100307	10/14/2021	US BANK	OFFICE SUPPLIES	414.37
		P2100319	10/14/2021	OFFICE PRO INC	OFFICE COPY PAPER	124.00
		P2102124	10/28/2021	AMC3 IDENTITY SOLUTIONS LLC	ITEM #1 DATACARD SP SERIES FOU	110.00
08-1420-0000-63200	Pubs/Subs/Dues					
		P2100307	10/14/2021	US BANK	SHRM RECERTIFICATION	100.00
08-1420-0000-64215	Recruitment					
		P2100307	10/14/2021	US BANK	RECRUITMENT	355.00
		P2101972	10/07/2021	LAMAR ADVERTISING	PRINTING OF 5 POSTER FLEX POST	5,600.00
08-1420-0000-64417	RH Expenses					
		P2100307	10/14/2021	US BANK	RH CLASS PURCHASE BLACKHAWK	125.00
		P2100317	10/28/2021	WISCONSIN DEPARTMENT OF JUSTIC	WORCS BACKGROUND CHECKS	69.08
		P2101972	10/07/2021	LAMAR ADVERTISING	PRINTING OF 5 POSTER FLEX POST	1,350.00
Human Resources PROG TOTAL						16,725.89

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF OCTOBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of **\$16,725.89**

Date: Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF OCTOBER 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
19-1910-0063-65103	Public Liability	P2101704	10/28/2021	BOARDMAN AND CLARK LLP	ATTORNEY FEES	2,502.50
		P2101995	10/14/2021	BARKLEY,MICAL	TRANSCRIPT OF 2/17/21 HEARING	15.50
		Property & Liability Insurance PROG TOTAL				
19-1932-0000-64904	Sundry Expense	P2100308	10/14/2021	US BANK	EMP RECOG RAFFLE GIFTS-WALMART	28.05
		Employee Recognition Committee PROG TOTAL				

I have reviewed the preceding payments in the total amount of **\$2,546.05**

Date: _____ Dept Head _____
 _____ Committee Chair _____

Rock County Transfer Request - Over \$5,000

TO: FINANCE DIRECTOR Date 11/10/21 Transfer No. 21-9
 Requested By County Administrator Josh Smith
 Department Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 19-1922-0000-64904 Description: Contingency Fund Current Balance: \$125,000	\$23,000	Account #: 08-1420-0000-62119 Description: Other Contracted Services	\$23,000
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

The contingency fund has yet to be used in 2021.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

The current HR director is retiring. These funds will be used to hire a professional recruiter to help in the search for a new HR Director.

FISCAL NOTE:

Sufficient funds are available for transfer.
SO 11/10/21

ADMINISTRATIVE NOTE:

Recommended

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

ROCK COUNTY, WISCONSIN



County Administrator
51 South Main Street
Janesville, WI 53545
(608)757-5510
Fax (608)757-5511

DATE: November 11, 2021

TO: County Board Staff Committee

FROM: Josh Smith, County Administrator *JMS*

RE: Authorization to Contract with GovHR for Human Resources Director Recruitment

With the retirement of the Human Resources Director at the end of the year, the County needs to conduct a recruitment for the position. I am requesting authorization to contract with GovHR to manage the recruitment at a cost not to exceed \$23,000.

As noted in the attached proposal, recruitment services would include:

- information gathering through conversations with staff and stakeholders;
- development of a position announcement and recruitment brochure that will be broadly advertised;
- direct outreach to potential candidates;
- candidate evaluation and screening, including interviews;
- presentation of credentials of candidates most qualified;
- coordination of first- and second-round interviews and background screening; and
- negotiation and appointment support.

I believe this recruitment is best managed by an external firm for a number of reasons, including:

- increased competition for high-level staff that requires a broader and more extensive search process;
- the heightened need for a process that can identify the best candidate to lead implementation of recommendations from the Hue Life report;
- to address workload demands among HR staff by not adding another significant recruitment; and
- to remove awkwardness of having HR staff conduct the recruitment for their new Director.

If approved, we would be looking to begin this process yet this year. A typical recruitment process takes between 90-120 days, followed by an additional average 30-day notice requirement before the chosen candidate could begin. Please let me know if you have any questions.

**ROCK COUNTY, WISCONSIN
DIRECTOR OF HUMAN RESOURCES**

**Recruitment Proposal
November 10, 2021**



630 Dundee Road
Suite 225

Northbrook, IL 60062

Primary Contact Person: Laurie Pederson

Director of Administrative Services

847-380-3240

info@GovHRusa.com

A note about COVID-19 -- We are carefully monitoring recommendations from the federal, state and local governments and working with clients as they begin to reopen. Before COVID we made extensive use of technology for video interviews with candidates and meetings with clients. We have utilized these during COVID and can combine technology with appropriate in person meetings to assist clients in cost effective recruiting.

Table of Contents

Firm Profile	3
Our Team	4
References	5
Project Approach & Methodology	6
Diversity, Equity & Inclusion in Recruitments	9
Project Timeline	9
Full Scope Project Cost	10
The GovHR Guarantee	11
Why Choose GovHR?	12
Contract Signature Page	13
Optional Services	14

Attachments:

Consultant Biography

Client List

Firm Profile

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009 and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois. Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

GovHR has a total of thirty-five consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Colorado, Florida, Georgia, Illinois, Indiana, Massachusetts, Michigan, Minnesota, Ohio, Tennessee, Texas and Wisconsin, as well as eight reference specialists and nine support staff.

Our consultants are experienced executive recruiters who have conducted over 900 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Our Team

Project Manager & Main Point of Contact:

Lee Szymborski

Senior Vice President

414-750-7799

LSzymborski@GovHRusa.com

Proposal Inquiries:

Laurie Pederson

Administrative Services Director

847-380-3198

LPederson@GovHRusa.com

GovHR Owners:

Heidi J. Voorhees

President

847-380-3240

HVoorhees@GovHRusa.com

Joellen J. Cademartori

Chief Executive Officer

847-380-3239

JCademartori@GovHRusa.com

References

The following references can speak to the quality of service provided by GovHR.

Beloit, WI

(Chief of Police, 2020)

(Economic Development Director, 2020)

(Fire Chief, 2020)

(Director of Housing Authority, 2018)

(Assistant Fire Chief & Deputy Fire Chief, 2017)

(Director of Public Works, 2017)

(City Manager, 2015)

(Director of Human Resources, 2014)

(Finance & Administrative Services Director, 2014)

100 State Street

Beloit, WI 53511

608-364-6614

Lori Luther, City Manager

lutherl@beloitwi.gov

Elizabeth Krueger, Deputy City Manager/City Attorney

kruegere@beloitwi.gov

Dunn County, WI

(Chief Financial Officer/County Auditor, In Progress)

(Human Resources Director, 2019)

(County Manager, 2016)

Paul Miller, County Manager

800 Wilson Avenue, Room 103

Menomonie, WI 54751

715-232-2429

pmiller@co.dunn.wi.us

McHenry County, IL

(Finance Director, 2019)

(Assistant Finance Director, 2019)

Peter Austin, County Administrator

2200 N. Seminary Ave.

Woodstock, IL 60098

815-334-4226

pbaustin@mchenrycountyil.gov

A list of the recruitments conducted by GovHR consultants is included with this Proposal, and a complete list of clients is available on our website at www.govhrusa.com. We would be happy to provide you with contact information for any of these clients upon request.

Project Approach and Methodology

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Information Gathering:

- One-on-one or group interviews with stakeholders identified by the client.
- Surveys can be used for department personnel to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position .

Development of a **Position Announcement** to be placed on websites and social media.

Development of a thorough **Recruitment Brochure** for client review and approval.

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 6,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Client, focusing on:
 - Leadership and management skills
 - Size of organization
 - Experience in addressing challenges and opportunities also outlined in Phase I

- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement in appropriate professional online publications:
 - Public sector publications & websites
 - Social media: LinkedIn (over 15,000 connections), Facebook, and Twitter
 - GovHR will provide you with a list of advertising options for approval

Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
 - References (at least 2 references per candidate will be contacted at this time)
 - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the Client's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will spend approximately 2 hours with the Client reviewing the recruitment report and providing additional information on the candidates.

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with an electronic file that includes:
 - Candidates credentials

- Set of questions with room for interviewers to make notes
- Evaluation sheets to assist interviewers in assessing the candidate’s skills and abilities

Background screening will be conducted along with additional references contacted:

GovHR USA Background Screening	
✓ Social Security Trace & Verification	✓ County/Statewide Criminal
✓ U.S. Federal Criminal Search	✓ Civil Search
✓ Enhanced Verified National Criminal	✓ Bankruptcy, Leans and Judgements
- National Sex Offender Registry	✓ Motor Vehicle Record
- Most Wanted Lists FBI, DEA, ATF, Interpol	✓ Education Verification – All Degrees Earned
- OFAC Terrorist Database Search	Optional: Credit Report – Transunion with score (based on position and state laws)
- OIG, GSA, SAM, FDA	Optional:
- All felonies and misdemeanors reported to the National Database	Professional License Verification
	Drug Screen
	Employment Verification

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include five or six candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Client facilities
- Interviews with senior staff

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Diversity, Equity & Inclusion in Recruitments

GovHR has a long standing commitment to Equity, Diversity and Inclusion in all of our recruitment and selection processes. Since our firm's inception we have supported, with our time and financial resources, organizations that advance women and other underrepresented minorities in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR President Heidi Voorhees was a keynote speaker at the first meeting of the WCMA Women's Leadership Seminar. Our employees and consultants all underwent Implicit Bias Training in the last year and we are frequent speakers on incorporating DEI values in recruitment and selection. We have a list of DEI resources on the front page of our website (<https://www.govhrusa.com/diversity-equity-and-inclusion-resources/>) that can be accessed by anyone who visits our website.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Ft. Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of the organization.

Project Timeline

Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase I		Phase II				Phase III			Phase IV	Phase V		Phase VI	

Weeks 1 & 2	Phase 1: On Site Interviews & Brochure Development
Weeks 3 thru 6	Phase 2: Advertising, Candidate Recruitment & Outreach
Weeks 7 thru 9	Phase 3: Candidate Evaluation & Background Screening
Week 10	Phase 4: Presentation of Recommended Candidates
Week 11 & 12	Phase 5: Interview Process & Additional Background Screening
Weeks 13 & 14	Phase 6: Appointment of Candidate

Full Scope Recruitment – Price Proposal

Summary of Costs: Full Scope	Price
Recruitment Fee:	\$18,500
Recruitment Expenses: (not to exceed) <ul style="list-style-type: none"> ➤ Expenses include candidate due diligence efforts 	1,500
Advertising: <ul style="list-style-type: none"> *Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost. 	2,500*
Total:	\$22,500**

*We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person.

**Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

2nd Payment: 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

Final Payment: 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

The GovHR Guarantee – Full Scope Recruitment

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Client or the employee's own determination, leave the employ of the Client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

Why Choose GovHR?

- We are a leader in the field of local government recruitment and selection with experience in more than 41 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of League of Women in Government, the Local Government Hispanic Network, National Forum for Black Public Administrators and Engaging Local Government Leaders.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

Qualifications

Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 41 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding and* indicate that they plan to use our services or highly recommend us in the future.
- Our state-of-the-art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.

Contract Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Rock County, Wisconsin agrees to retain GovHR USA, LLC (“GovHR”) to conduct a Director of Human Resources Recruitment in accordance with its proposal dated November 10, 2021. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

Rock County, Wisconsin

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

GovHR USA, LLC

By: _____

Title: _____

Date: _____

Optional Assessment Center

If requested, GovHR will perform an Assessment Center for candidates selected for interview as part of the selection process. An Assessment Center is a useful tool for identifying and evaluating the strengths, areas for improvement, skills, and abilities of the candidates. GovHR consultants will prepare all the related documents and scoring sheets for any three (3) of the following exercises to be completed on the Assessment Center day:

- ◆ In-Basket Exercise
- ◆ Written/Oral Presentation Exercise
- ◆ Leaderless Group Exercise
- ◆ Structured Interview
- ◆ Budget Analysis Exercise
- ◆ Personnel Issues Exercise
- ◆ Other exercise of the Client's choosing

Optional Assessment Center Fee: \$7,500*

*The fee assumes that the Assessment Center will be held on one day and be limited to no more than five candidates. For each additional candidate, the fee will increase by \$750.

The fee includes the preparation of the Assessment Center material and a written report outlining the findings of the Assessment Center as reported by the Assessors. We will assist the client in selecting three (3) professionals from outside the organization to serve as Assessors in evaluating each candidate's strengths and weaknesses. The client will be responsible for paying a \$500 stipend to each Assessor (and possible mileage or other transportation costs for the assessors).

The Assessment Center fee does not include lodging, travel and meal expenses for the GovHR facilitator(s) to be on-site for the Assessment Center. Actual expenses will be billed in addition to the fee. If the client chooses to add the Assessment Center option, the fees and expenses for this will be billed separately.

Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



LEE SZYMBORSKI



Lee Szymborski is a Senior Vice President with GovHR USA, working on both executive search and general management consulting assignments. He has more than 33 years of experience in local government administration.

Mr. Szymborski’s experience spans both Wisconsin and Illinois communities. Mr. Szymborski served more than 15 years as City Administrator in Mequon, Wisconsin. Mequon is a full service city with \$30 million in combined budgets, and more than 170 employees serving 23,000 residents. He also worked for the City of Wauwatosa and Milwaukee County. In Illinois, he served for 12 years as Assistant Village Manager in Buffalo Grove.

Mr. Szymborski’s track record points to a results-oriented approach to municipal government management. That is demonstrated by his work including the purchase of a \$14 M private water utility that has seen its customer base increase under city ownership (Mequon); reorganizing city departments and reducing workforce costs in an organizationally sensitive manner (Mequon); spearheading a 10-community oversight committee to secure the startup of commuter rail service (Metra) on the WI Central railway (Buffalo Grove); and repurposing TIF funds to provide incentives that secured a \$16 M mixed-use development in Mequon’s Town Center. He is additionally skilled in budgeting, personnel administration, community engagement efforts and strategic planning.

Lee’s experience in recruiting key staff extends back to his management roles in both Buffalo Grove and Mequon. In Buffalo Grove, he handled all aspects of recruiting the management team. During his time in Mequon, Mr. Szymborski recruited all members of the City’s management team.

His recent searches include City Manager, City Administrator and department head positions for communities throughout the Midwest and East Coast. He has done management studies and strategic plans for several Wisconsin, Illinois and Missouri communities, professional associations and councils of government. He has also been part of GovHR USA’s classification and compensation studies in several Wisconsin, Illinois, Minnesota and Massachusetts communities.

PROFESSIONAL EDUCATION

- Master of Science degree in Urban Affairs, University of Wisconsin - Milwaukee
- Bachelor of Arts in Political Science, University of Wisconsin – Milwaukee

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Speaker at state City Management Association meetings in Wisconsin, Illinois and Missouri
- Former Adjunct Instructor at Upper Iowa University - Milwaukee Center and Concordia University Wisconsin
- Published articles in Public Management Magazine, Milwaukee Journal Sentinel

AWARDS

- Mequon – Thiensville Chamber of Commerce’s Distinguished Service Award

MEMBERSHIPS AND AFFILIATIONS

- Mequon Police and Fire Commission
- Mequon-Thiensville Sunrise Rotary Club
- Board of Directors for the Mequon Nature Preserve
- International City/County Management Association
- Wisconsin City/County Management Association
- Former President Illinois Association of Municipal Management Assistants
- Former President Mequon-Thiensville Sunrise Rotary Club

PROFESSIONAL BACKGROUND

Over 33 Years of Experience in Local Government Administration

- City Administrator, Mequon, WI 1999-2014
- Assistant Village Manager, Buffalo Grove, IL 1987-1999
- Milwaukee County and City of Wauwatosa, WI 1980-1986



Human Resources Client List

STATE	CLIENT	POSITION	POPULATION	YEAR	
Florida	Alachua County	Human Resources Director	263,496	2017	
	Pinellas County	Director of Human Resources	970,600	2020	
Georgia	Brookhaven	Director of Human Resources	58,000	2021	
	Decatur	Director of Human Resources	25,000	2020	
Illinois	Arlington Heights	Employee Benefits Coordinator (Virtual)	75,525	2017	
	Collinsville	Human Resources Manager (Virtual)	25,838	2021	
	Decatur	Human Resources Director	76,178	2017	
	DeKalb Sanitary District	Assistant Director for Administration	42,579	2010	
	Des Plaines	Human Resources Director	58,364	2015	
					2020
	Elmhurst	Director of Human Resources	46,387	2019	
	Hanover Park	Human Resources Director	38,510	2016	
					2018
	Lake County	Director of Human Resources	703,462	2019	
	Lake Forest	Director of Human Resources	19,375	2020	
	Markham	Human Resources Assistant (Virtual)	12,538	2015	
McHenry County	Director of Human Resources	318,000	2014		
Metra	Chief Human Resources Officer	2,700,000	2020		
North Chicago	Director of Human Resources	33,000	2015		
Oak Park	Human Resources Director	52,000	2013		
Plainfield	Human Resource Manager	41,734	2016		
Schaumburg	Director of Human Resources	75,000	2015		
Schaumburg Park District	Human Resources Director	75,000	2016		
Skokie	Human Resources Director	66,468	2020		
St. Charles	Human Resources Director	33,264	2015		
Indiana	Lake County	Human Resources Director	496,314	2021	
Iowa	Ames	Human Resources Director (Virtual)	66,498	2018	
Michigan	Rochester Hills	Director of Human Resources	73,125	2020	
Minnesota	Burnsville	Director of Human Resources	60,000	2020	
New York	Long Beach	Human Resources Director (Professional Outreach)	33,275	2021	
Ohio	Kettering	Human Resources Director	57,502	2010	
South Carolina	Beaufort County	Human Resources Director	192,122	2020	
Texas	Austin	Employee Relations HR Consultant (2) (Virtual)	885,000	2018	
		Employee Relations Manager (Virtual)	885,000	2018	
	Corpus Christi	Dir. of Human Resources	305,215	2011	
	Garland	Human Resources Director	233,206	2014	
Virginia	Blacksburg	Human Resources Manager	44,000	2019	
	Virginia Department of Transportation	Division Administrator for Human Resources	Multi	2021	
Wisconsin	Beloit (City)	Director of Human Resources	36,966	2014	

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health
INITIATED BY



Jill Camber Davidson
DRAFTED BY

Board of Health
SUBMITTED BY

10/20/2021
DATE DRAFTED

**Recognizing Olga Myers for 15 Years of Service as a Public Health Nurse for
the Rock County Public Health Department**

- 1 **WHEREAS**, Olga Myers has served as a Public Health Nurse for the Rock County Public Health
- 2 Department from January 3, 2006 until November 1, 2021; and,
- 3
- 4 **WHEREAS**, Olga Myers has monitored the health status of the community to identify and solve
- 5 public health problems in Rock County; and,
- 6
- 7 **WHEREAS**, Olga Myers has worked to inform, educate, and empower people about health, and
- 8 has advocated for resources to address community health needs; and,
- 9
- 10 **WHEREAS**, Olga Myers has helped link people to needed personal health services and assure
- 11 the provision of these services; implement programs to address care when otherwise
- 12 unavailable; and mobilize community partnerships to identify and address health needs; and,
- 13
- 14 **WHEREAS**, Olga Myers has provided support and leadership to the health department in
- 15 response to disease outbreaks, including outbreaks during the COVID-19 pandemic.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 18 assembled this _____ day of _____, 2021 moves to recognize Olga Myers for her 15
- 19 years of service to the Rock County Public Health Department and to residents of Rock County.

Respectfully submitted,

BOARD OF HEALTH

/s/Louis Peer
Louis Peer, Chair

/s/Dr. Connie Winter
Dr. Connie Winter, DDS, Vice Chair

/s/Tricia Clasen
Supervisor Tricia Clasen

/s/Shirley Williams
Supervisor Shirley Williams

/s/Eric Gresens
Eric Gresens, R.PH

/s/Dr. Kaitlyn Meyers
Dr. Kaitlyn Meyers, DVM, MPH

ABSENT
Supervisor Danette Rynes

/s/Dr. Vinaya Somaraju
Dr. Vijaya Somaraju, MD, MPH, FACP

/s/Debra Kolste
Debra Kolste

Recognizing Olga Myers for 15 Years of Service as a Public Health Nurse for the Rock County
Public Health Department
Page 2

COUNTY BOARD STAFF COMMITTEE

Richard Bostwick, Chair

J. Russell Podzilni

Wes Davis, Vice Chair

Alan Sweeney

Tom Brien

Bob Yeomans

Kevin Leavy

Mary Beaver

Louis Peer

EXECUTIVE SUMMARY

Olga Myers has served as a Public Health Nurse for the Rock County Public Health Department for 15 years. Throughout her public health career, she has provided countless hours of support to ensure that programs and services are delivered to residents of Rock County in an equitable, safe, and compassionate manner. Olga Myers has been a resource for public health staff, and Rock County families, especially mothers, infants and children, and residents with limited English language skills. In addition, her willingness to serve as a lead for contact tracing, case investigation, and outbreak management during the health department's COVID-19 response is a demonstration of her commitment to protecting and promoting public health in Rock County.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS



Health Services Committee
INITIATED BY

Natalie Rolling-Edlebeck
DRAFTED BY

Health Services Committee
SUBMITTED BY

08 NOVEMBER 2021
DATE DRAFTED

RECOGNIZING DEBBIE R. WILEY SERVICE TO ROCK HAVEN

- 1 **WHEREAS, Debbie R. Willey** has served the citizens of Rock County over the past 17 years as a dedicated
- 2 and valued employee of Rock County; and,
- 3
- 4 **WHEREAS, Debbie R. Willey** began her career with Rock Haven as a Licensed Practical Nurse on 13
- 5 September 2004.
- 6
- 7 **WHEREAS, Debbie R. Willey** has worked diligently in the nursing section of Rock Haven until her
- 8 resignation on 23 November 2021.
- 9
- 10 **WHEREAS,** the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 11 commend **Debbie R. Willey** for her long and faithful service.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED,** that the Rock County Board of Supervisors duly assembled this
- 14 ____ day of November 2021 does hereby recognize **Debbie R. Willey** for her 17 years of service and extend
- 15 their best wishes to her in her future endeavors.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Tom Brien, Chair

Richard Bostwick, Chair

Kathy Schulz

Wes Davis, Vice Chair

Kevin Leavy

Tom Brien

Ron Bomkamp

Kevin Leavy

Mary Beaver

Louis Peer

J. Russell Podzilni

Bob Yeomans

Alan Sweeney

Mary Beaver

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Brent Sutherland –
Director of Facilities Management
DRAFTED BY

November 9, 2021
DATE DRAFTED

Authorizing Approval to Double Fill Rock Haven Administrative Assistant Position for Facilities Management

1 **WHEREAS**, Delores Smith Administrative Assistant at Rock Haven announced on November
2 3, 2021 she is retiring effective February 25, 2022, and;

3
4 **WHEREAS**, her last day of work is January 31, 2022, and;

5
6 **WHEREAS**, Delores started at Rock County on Sept 10, 1990, and;

7
8 **WHEREAS**, Delores has worked for Rock County for the past 31 years, and;

9
10 **WHEREAS**, Delores manages the State required documentation of the Rock Haven Facilities
11 Management Department, and;

12
13 **WHEREAS**, Delores also serves many roles for the entire Rock Haven facilities, and;

14
15 **WHEREAS**, there is a training need to overlap Delores with the new Administrative Assistant for
16 30 days, and;

17
18 **WHEREAS**, there will be enough funds in 2022 employee wages to cover this additional cost.

19
20 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
21 assembled this ____ day of _____, 2021 does hereby approve and authorize double
22 filling the Administrative Assistant position for Rock Haven.

Respectfully Submitted,

GENERAL SERVICES COMMITTEE

Robert Potter, Chair

Tom Brien, Vice Chair

Brent Fox

David Homan

William Wilson

Authorizing Approval to Double Fill Rock Haven Administrative Assistant Position for Facilities Management
Page 2

COUNTY BOARD STAFF COMMITTEE

Richard Bostwick, Chair

Wes Davis, Vice Chair

Tom Brien

Kevin Leavy

Louis Peer

J. Russell Podzilni

Bob Yeomans

Alan Sweeney

Mary Beaver

LEGAL NOTE:

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

s/Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

FISCAL NOTE:

The 30 day overlap will cost approximately \$3,300. If the overlap cannot be covered by vacancies, a transfer may be needed.

/s/Sherry Oja

Sherry Oja
Finance Director

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545

General Services
Facilities Management
(608)757-5518



Executive Summary

Requesting to Double Fill the Administrative Assistant Position at Rock Haven Facilities Management Department

Rock Haven, Administrative Assistant, Delores Smith announced her retirement effective February 25, 2022 after 31 years of service. Her last day of work will be January 31, 2022. I am requesting approval to double fill this position for 30 days to allow for training. Delores manages many functions for Rock Haven Care complex. There are enough funds in the 2022 employee wages to cover this additional cost.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



**Brent Sutherland-Director
Facilities Management**
DRAFTED BY

November 8, 2021
DATE DRAFTED

Recognizing Delores Smith for her 31 Years of Service to Rock County

1 **WHEREAS**, Delores Smith has served the citizens of Rock County in total for the past 31 years as a
2 dedicated and valued employee, and is retiring effective February 25, 2022, and;
3
4 **WHEREAS**, Delores Smith began her career with Rock County on September 10, 1990 as a Clerk III for
5 Human Services, and;
6
7 **WHEREAS**, on April of 1995, Delores accepted the position of Administrative Assistant for the Mental
8 Health and Juvenile Justice Division, working for Robert (Bob) Sperling, Juvenile Justice Division Manager
9 until his retirement in 2007 and;
10
11 **WHEREAS**, in 2007, Delores Smith was promoted to the Clerical Services Supervisor, supervising 13
12 Administrative Assistant until the position was eliminated in 2013 when she became Administrative Assistant
13 in Child Protective Services, and;
14
15 **WHEREAS**, on November 14, 2016, Delores accepted the position of Administrative Assistant for Facilities
16 Management at the Rock Haven/Health Care Center campus, and;
17
18 **WHEREAS**, Delores Smith has served the Staff and Residents of Rock Haven and the Health Care Center
19 managing many different initiatives during her 31 years with Rock County, and;
20
21 **WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County, wishes to
22 recognize Delores Smith for her long, dedicated, and faithful service.
23
24 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors at its regular meeting
25 this ____ day of _____, 2021, directs that a sincere expression of recognition be given to Delores Smith
26 for her 31 years of service and expresses to her best wishes for the future.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Robert Potter, Chair

Richard Bostwick, Chair

Tom Brien, Vice Chair

Wes Davis, Vice Chair

Dave Homan

Tom Brien

Brent Fox

Kevin Leavy

William Wilson

Louis Peer

J. Russell Podzilni

Alan Sweeny

Bob Yeomans

Mary Beaver