

# ROCK COUNTY, WISCONSIN

**NOTE: This is a Teleconference**



**AMENDED:  
04/06/2020**

**COUNTY BOARD STAFF COMMITTEE  
TUESDAY, APRIL 7, 2020 – 4:00 P.M.  
CALL: 1-312-626-6799  
MEETING ID: 327 797 364**

Topic: County Board Staff Committee  
Time: April 7, 2020 08:00 AM Central Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/327797364>

Meeting ID: 327 797 364

**Dial by your location**

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Meeting ID: 327 797 364

Find your local number: <https://zoom.us/u/ac7VPUjL6j>

If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Monday, April 6, 2020. To submit a public comment use the following email: [publiccomment@co.rock.wi.us](mailto:publiccomment@co.rock.wi.us).

**Join from a telephone:**

- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.
- Supervisors: Please identify yourself by name
- Please mute your phone when you are not speaking to minimize background noises
- We are new at holding meetings this way, so please be patient

Instructions for the hearing impaired –

<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>

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

## Agenda

1. Call to Order
2. Approve Agenda
3. Approval of Minutes – March 24, 2020
4. Public Comment - sent in via email by noon Tuesday, April 7, 2020
5. Transfers
6. Review of Payments
7. Resolutions and Committee Action
  - A. Establishing Temporary Paid Leave for COVID-19 Related Workforce Reductions and Policy on Furloughed Employees
  - B. Request to Update Position – Admissions Coordinator Title
8. Communications, Announcements and Information
  - A. **Discussion and Possible Action**
    - 1) **Potential County Board Action Due to Spring Election Postponement**
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](mailto:countyadmin@co.rock.wi.us) at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

Please contact Marilyn 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 – March 24, 2020**

**Call to Order.** Chair Podzilni called the meeting of the County Board Staff Committee to order at 4:02 P.M. via telephone conference.

**Committee Members Present via Phone:** Supervisors Podzilni, Mawhinney, Bostwick, Brill, Bussie, Peer, Sweeney, Thomas and Yeomans.

**Committee Members Excused:** None.

**Staff Members Present via Phone:** Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Annette Mikula, Human Resources Director; Richard Greenlee, Corporation Counsel; Dara Mosley, Patrick Singer, Craig Hurda, Information Technology.

**Others Present:** Supervisors Mary Beaver and Tom Brien.

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

**Approval of Minutes – March 10, 2020.** Supervisor Peer moved approval of the minutes of March 10, 2020 as presented, second by Supervisor Bussie. ADOPTED.

**Transfers.** None.

**Resolutions and Committee Action.**

**Ratification of Declaration of Local State of Emergency Proclaimed March 16, 2020**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020, does hereby ratify the March 16, 2020, Proclamation Declaring a Local State of Emergency in Rock County.

**BE IT FURTHER RESOLVED** that the Rock County Board of Supervisors hereby vests Rock County Administrator Joshua Smith with the general authority to order, subject to review by the Board of Supervisors, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within Rock County during the declared Local State of Emergency.”

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

**Administrative Order No. 2020-01.01 - COVID-19 Related Absences and Paid Leave**

Mr. Smith briefly went over the Administrative Order No. 2020-01.01.

Supervisor Mawhinney moved approval of the above Administrative Order No. 2020-01.01, second by Supervisor Bussie. ADOPTED.

**Administrative Order No. 2020-02.01 - Electronic Meetings by Audio or Visual Means**

Mr. Smith and Mr Greenlee briefly went over the Administrative Order No. 2020-02.01.

Supervisor Peer moved approval of the above Administrative Order No. 2020-02.01, second by Supervisor Brill. ADOPTED.

**Establishing the Salary for the Rock County Clerk, Register of Deeds, and Treasurer for the 2021-2024 Term**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020, set the increase in salary for the Rock County Clerk, Register of Deeds, and Treasurer as per the below schedule: 2.0%, effective January 1, 2021, 2.00%, effective January 1, 2022, 3.00%, effective January 1, 2023, and 3.00%, effective January 1, 2024, said salary to be paid over a period of 26 or 27 regular pay periods throughout each year. Set the increase in salary for the Rock County Clerk as per schedule below: 2.0 % plus \$1,500 (to \$81,867.83) effective January 1, 2021, 2.00%, effective January 1, 2022, 3.00%, effective January 1, 2023, and 3.00%, effective January 1, 2024, said salary to be paid over a period of 26 or 27 regular pay periods throughout each year.

	<u>01/01/2021</u>	<u>01/01/2022</u>	<u>01/01/2023</u>	<u>01/01/2024</u>
County Clerk	\$80,367.83	\$81,975.52	\$84,434.79	\$86,967.83
County Clerk	\$81,867.83	\$83,505.19	\$86,010.34	\$88,590.65
Register of Deeds	\$80,367.83	\$81,975.52	\$84,434.79	\$86,967.83
Treasurer	\$80,367.83	\$81,975.52	\$84,434.79	\$86,967.83

**BE IT FURTHER RESOLVED**, that the aforementioned County elected officials are entitled to participate in the Wisconsin Retirement System in accordance with law and the County shall pay only its share of contributions required by law; and

**BE IT FURTHER RESOLVED** that the aforementioned County elected officials are entitled to participate in the County's health insurance program subject to the terms and conditions of the program, which may be modified from time to time, under the same terms and conditions as the health insurance coverage offered to

non-represented managerial County employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. Section 111.70(1)(mm).”

Supervisor Mawhinney moved approval of the above resolution, second by Supervisor Brill.

Ms. Mikula briefly went over the proposed changes.

Supervisor Mawhinney moved to add \$1,500 to the County Clerk’s 2021 salary to bring it to \$81,867.83, second by Supervisor Sweeney. ADOPTED unanimously.

ADOPTED, with changes as shown above, on the following vote: YES – Supervisors Podzilni, Mawhinney, Bostwick, Brill, Bussie, Peer, Sweeney, and Thomas; ABSTAIN - Supervisor Yeomans.

**Adjusting Appendix J Pay Scale to Create a Pool Rate for Nutrition Site Managers**

Supervisor Bostwick moved to adjust the Appendix J Pay Scale to create a pool rate for nutrition site managers, second by Supervisor Thomas. ADOPTED.

**Confirmation of Appointment of Nursing Home Administrator**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020, confirms the appointment of Taya L. Walk, as Nursing Home Administrator in accordance with the attached conditions of employment.”

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

**Adjournment.** Supervisor Brill moved adjournment at 4:50 P.M., second by Supervisor Yeomans. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Office Coordinator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**

ROCK COUNTY

COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF MARCH 2020

03/26/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
01-1320-0000-63100	Office&Misc Exp	P2000024	03/12/2020	US BANK	SUPPLIES FOR ADMIN	186.49
01-1320-0000-64200	Training	P2000024	03/12/2020	US BANK	TRAVEL AND HOTELS	1,255.92
<b>County Administrator PROG TOTAL</b>						<b>1,442.41</b>

I have reviewed the preceding payments in the total amount of **\$1,442.41**

Date:

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF MARCH 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
06-1620-0000-63200	Pubs/Subs/Dues	P2001009	03/12/2020	WISCONSIN ASSOCIATION OF COUNT	2020 DUES FOR MEMBERSHIP	105.00
06-1620-0000-63202	Law Books	P2000211	03/19/2020	US BANK	LAW BOOK SUBSCRIPTION JAN/FEB	572.00
Corporation Counsel PROG TOTAL						677.00

I have reviewed the preceding payments in the total amount of \$677.00

Date: \_\_\_\_\_ Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF MARCH 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-61925	Background/Test					
		P2000337	03/12/2020	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING	248.20
		P2001062	03/12/2020	ILLINOIS STATE POLICE	ILLINOIS BACKGROUND CHECK	16.00
08-1420-0000-63100	Office&Misc Exp					
		P2000319	03/12/2020	US BANK	OFFICE SUPPLIES	274.91
		P2000369	03/12/2020	OFFICE PRO INC	SHREDDING SERVICE	27.82
08-1420-0000-63200	Pubs/Subs/Dues					
		P2000319	03/12/2020	US BANK	SHRM MEMBERSHIP-SUBSCRIPTION	219.00
		P2000901	03/12/2020	SOCIETY FOR HUMAN RESOURCE MAN	SHRM MEMBERSHIP DUES	219.00
08-1420-0000-64200	Training					
		P2000319	03/12/2020	US BANK	TRAINING-LABOR ARBITRATION	750.00
08-1420-0000-64417	RH Expenses					
		P2000319	03/12/2020	US BANK	BACKGROUND TESTING-VERIFY RH	83.90
		P2000337	03/12/2020	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING	43.80
Human Resources PROG TOTAL						1,882.63

I have reviewed the preceding payments in the total amount of \$1,882.63

Date:

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_



ROCK COUNTY

COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF MARCH 2020

03/26/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
19-1932-0000-64904	Sundry Expense	P2000319	03/12/2020	US BANK	EMP RECOG.-JVILLE JETS TICKETS	582.00
Employee Recognition Committee PROG TOTAL						582.00

I have reviewed the preceding payments in the total amount of \$582.00

Date:

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Administrator Josh Smith  
INITIATED BY



Corporation Counsel  
Richard Greenlee  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

April 2, 2020  
DATE DRAFTED

**Establishing Temporary Paid Leave for COVID-19 Related Workforce  
Reductions and Policy on Furloughed Employees**

- 1 **WHEREAS**, on March 24, 2020, the Wisconsin Department of Health Services issued Emergency
- 2 Order #12 "Safer at Home" to slow the spread of the Novel Coronavirus by ordering all Wisconsin
- 3 Residents to stay at their current residence unless they needed to use or provide essential business and
- 4 services until April 24, 2020; and,
- 5
- 6 **WHEREAS**, the State's issuance of the Safer at Home order was in response to a significant growth in
- 7 known COVID-19 cases and deaths, with Wisconsin cases rising from 20 to 416 over the 72-Hour period
- 8 immediately preceding the Safer at Home Order, a 102% increase; and,
- 9
- 10 **WHEREAS**, at the growth rate immediately prior to the issuance of the Safer at Home Order, the need for
- 11 medical care would have exceeded the available healthcare resources; and,
- 12
- 13 **WHEREAS**, in response to the Safer at Home Order, County Administrator Josh Smith directed that all
- 14 County employees follow the Safer at Home order and stay at their residences until April 24, 2020, unless
- 15 to provide for or deliver an Essential Government Function the employee was required to be present at
- 16 work; and
- 17
- 18 **WHEREAS**, as a result of the Safer at Home order, many County employees are able to work remotely,
- 19 however, there are other employees whose job descriptions do not fulfil an Essential Government Function
- 20 and are not able to work remotely because their job functions require them to be physically present at work,
- 21 and consequently must stay home but cannot work; and
- 22
- 23 **WHEREAS**, on April 1, 2020, the Families First Coronavirus Response Act ("FFCRA") was enacted,
- 24 which mandates that the County provide 12 weeks of job-protected leave to all employees who are unable
- 25 to work or telework because they need to care for a son or daughter who is unable to attend school or other
- 26 child care because of a closure in response to a COVID-19 related Public Health Emergency, and that such
- 27 leave will be paid leave for 10 weeks at 2/3 of the employees normal rate of pay, capped at \$200 per day,
- 28 and an aggregate of \$10,000, for the number hours that the employee would have worked if he or she did
- 29 not need to take leave; and
- 30
- 31 **WHEREAS**, on March 27, 2020, the Coronavirus Aid Relief and Economic Security ("CARES") Act was
- 32 enacted, which among other things, provides expanded and more generous unemployment benefits for
- 33 workers in the United States who are laid off or furloughed because of the declining work available due to
- 34 the Novel Coronavirus; and
- 35
- 36 **WHEREAS**, it is both equitable and in the best interests of Rock County, its residents, and its workforce
- 37 to provide a similar leave program for employees who are willing to work, but unable to do so because of
- 38 the Safer at Home Order; and
- 39
- 40 **WHEREAS**, it is the best interest of Rock County, its residents, and its workforce to provide a flexible
- 41 mechanism for staff to return to work in their current role, in support of another County department facing
- 42 staffing shortages or workload increases due to COVID-19, or in support of other critical community needs
- 43 that are suffering due to COVID-19; and
- 44
- 45 **WHEREAS**, it may be in the mutual best interests of both Rock County and its workforce who are unable
- 46 to work due to the Safer at Home order to temporary furlough employees so that they can access
- 47 unemployment benefits provided in the CARES Act.

20-4A-446

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**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of April, 2020 does direct County Administrator Josh Smith to establish, by Administrative Order, a temporary leave program for employees who are available to work, but unable to do so because of reasons related to a public health emergency associated with COVID-19 pandemic.

**BE IT FURTHER RESOLVED** that in order to provide equity to employees this program be consistent with leave available under the FFCRA, including 12 weeks of job-protected leave, 10 of which are paid, to all eligible employees, capped at \$200 per day and prorated based upon the employee's FTE status; the ability to use personal leave banks to make up the difference between this reduced wage and their regular wage; and the ability to receive their full regular wage by being redeployed to other County departments and community support roles that have a need due to COVID-19.

**BE IT FURTHER RESOLVED** that Administrator Smith is directed to establish by Administrative Order a policy to provide for the temporary furlough of employees to address shortages in available work, and the long-term needs of the Rock County Workforce.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Bob Yeomans

\_\_\_\_\_  
Betty Jo Bussie

FISCAL NOTE:

These payments are within what was budgeted for regular wages and benefits.

*/s/ Sherry Oja*

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §§ 59.22(2) & 323.14, Wis. Stats.

*/s/ Rich Greenlee*

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

*/s/ Josh Smith*

Josh Smith  
County Administrator

### Executive Summary

Recent federal action has created a number of new options for employees to continue to receive compensation when they otherwise would be affected by employment actions due to COVID-19.

The Families First Coronavirus Response Act ("FFCRA") mandates that the County provide 12 weeks of job-protected leave to all employees who are unable to work or telework because they need to care for a son or daughter who is unable to attend school or other child care because of a closure in response to a COVID-19 related Public Health Emergency, and that such leave will be paid leave for 10 weeks at 2/3 of the employees normal rate of pay, capped at \$200 per day, and an aggregate of \$10,000, for the number hours that the employee would have worked if he or she did not need to take leave.

The Coronavirus Aid Relief and Economic Security ("CARES") Act provides expanded and more generous unemployment benefits for workers in the United States who are laid off or furloughed because of the declining work available due to COVID-19.

This resolution directs the County Administrator to issue an Administrative Order to create a program to provide temporary paid leave to employees with reduced workloads or ability to work. These individuals would not qualify for the FFCRA because they do not have school-aged children. As noted in the resolution, the terms of this program would be similar to the FFCRA. Staff receiving a reduced workload would have the ability receive their full wage by either using leave time or agreeing to be redeployed to support other County departments or community needs with increased support needs due to COVID-19. This approach would provide flexibility to the County workforce by being able to bring staff back to County positions quickly when staff are unavailable due to illness or when the amount of work exceeds staff capacity. Having the ability to coordinate staff deployments to community functions can also fill a vital role when many community volunteers, such as those that deliver meals, are in high-risk categories and may choose not to be in the community during this time.

In addition, given the increased benefits available through Unemployment Compensation, some staff with reduced work may be better off accessing these benefits. Creation of a temporary furlough program would allow these staff to receive UC benefits while maintaining certain County employment rights and leave balances.

Directing the County Administrator to create these programs via Administrative Order is consistent with other temporary actions taken during this crisis and ensures that these new policies automatically end when the County's Emergency Declaration expires.

**ROCK COUNTY, WISCONSIN**



Rock Haven Nursing Home  
 P. O. Box 920  
 Janesville, Wisconsin 53547-0920  
 608-757-5151  
 FAX 608-757-5026

April 1, 2020

Memo to: Members of the County Board Staff Committee  
 From: Sherry Gunderson, Rock Haven Nursing Home Administrator  
 Re: Admissions Coordinator Position

Over the past few years, Rock Haven has had a RN Admissions Nurse. Recruitment and retention for that position has been difficult. Sara Beran, Director of Nurses and I have worked with excellent Admissions Coordinators who were social workers.

I have updated the Position Description by changing the title to Admissions Coordinator and changing the educational requirement to include social workers and similar backgrounds with long term care and admission experience.

I reviewed the wage scale of the current position as well as our social worker wage scale. The top of the scale is very similar making this change budget neutral.

**Admission Nurse**

Range 22 on the Unilateral Pay Scale

Step 1	Step 2	Step 3	Step 4	Step 5
29.34	30.89	32.39	34.03	35.70

**Social Worker**

Start	6 mo	2 yr	3 yr	4 yr	5 yr	6 yr	7 yr	8 yr	9 yr	15 yr	20 yr
24.63	25.55	26.49	27.42	28.39	29.29	30.23	31.18	32.15	33.07	34.05	34.73

**APPENDIX A  
 UNILATERAL PAY PLAN  
 Salaries Effective January 1, 2020**

Range 22

\$29.34	\$30.89	\$32.39	\$34.03	\$35.70
\$61,261.92	\$64,498.32	\$67,630.32	\$71,054.64	\$74,541.60

Admissions Coordinator-Registered-Nurse ( C )	MDS Nurse (A*)
Community Health Education Coordinator ( C )	Environmental Health Specialist III ( C )
Epidemiologist ( C )	Purchasing Manager (C)
Human Resources Manager ( C )	Senior Planner/GIS Manager ( C )
Lead Floor Supervisor ( C )	Senior Planner ( C )