

ROCK COUNTY, WISCONSIN

**NOTE: This is a Teleconference**



**BLUE RIBBON COMMISSION ON ORGANIZATIONAL EXCELLENCE  
TUESDAY – FEBRUARY 23, 2021 - 6:00 P.M.  
CALL: 1-312-626-6799  
MEETING ID: 862 5688 5752  
PASSCODE: 687691**

Join Zoom Meeting

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**If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Tuesday, February 23, 2021. To submit a public comment use the following email: [tracey.vanzandt@co.rock.wi.us](mailto:tracey.vanzandt@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.

➤ **Please mute your phone when you are not speaking to minimize background noises**

Instructions for the hearing impaired –

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

**BLUE RIBBON COMMISSION ON ORGANIZATIONAL EXCELLENCE**  
**TUESDAY – FEBRUARY 23, 2021 - 6:00 P.M.**

**Agenda**

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes from January 19, 2021
4. Introduction/welcome new member: Sup. Bill Wilson
5. Discussion on following questions:
  - a. What does organizational excellence look like?
  - b. How do you envision organizational excellence playing a role the future?
  - c. How can we utilize organizational excellence in building a strong employee/management culture?
  - d. At what point in organizational excellence journey, do we accept that our mission is complete and we know that we have met our goals?
6. Review of Proposed Project Scope for Request for Proposal
7. Discussion of Request for Proposal Timeline & Evaluation Criteria
8. Set Next Meeting Date and Time
9. Citizen Participation and Announcements
10. Adjournment

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**BLUE RIBBON COMMISSION ON ORGANIZATIONAL EXCELLENCE**  
**Minutes – January 19, 2021**

**Call to Order.** Chair Knudson called the meeting of the Blue Ribbon Commission on Organizational Excellence to order at 6:00 P.M. on Tuesday, January 19, 2021 via teleconference.

**Committee Members Present.** Supervisors Knudson, Peer, Beaver, Aegerter; Kristin Fillhouer (UW-Whitewater at Rock County); and Marc Perry (Community Action).

**Committee Members Absent:** None.

**Vacant:** 1.

**Staff Members Present.** Josh Smith, County Administrator, Randy Terronez, Assistant to the County Administrator; Annette Mikula, Human Resources Director; and Jodie Surber, Analyst, County Administration.

**Others Present:** Supervisor Richard Bostwick.

**Approval of Agenda.** Supervisor Aegerter moved approval of the agenda, second by Marc Perry. ADOPTED.

**Approval of Minutes from December 8, 2020.** Kristin Fillhouer moved approval of the minutes from December 8, 2020, second by Supervisor Aegerter. ADOPTED.

**Review and Discussion of Rock County Diversity & Inclusion Committee Subcommittee Reports to June 25, 2020 County Board Meeting.** Reviewed.

**Analysis of Rock County Application, New Hire, Termination and Department Profile By Year: 2013 - October, 2020.** Enclosures reviewed.

**Review and Discussion of Summary of Rock County Application, New Hire, Termination and Department Profile: 2013 - October, 2020.** Enclosures reviewed.

**Review and Discussion of Analysis of Diversity Under/Over 5 Years Service, Alyx Brandenburg, Human Resources Department Manager.** Enclosures reviewed.

**Review and Discussion of 2019 Rock County Applicant Diversity Analysis - Jodie Surber, Analyst, County Administration.** Jodie Surber, Analysts, County Administration

reviewed information with members and responded to questions.

**Review and Discussion of 5<sup>th</sup> Annual Employee Satisfaction Survey Highlights – 2020 – Jodie Surber, Analyst, County Administration.** Jodie Surber, Analyst, County Administration reviewed information with members and responded to questions.

**Discussion of Similar Projects from Other Organizations.** Members noted human resource contacts. Kristin Fillhouer noted that the UW System conducts studies, rotating every five years. Marc Perry stated that the Beloit School District is undergoing a policy review and undertaking significant staff training.

**Discussion of Suggested Consultant Recommendations from Members.** Several consultant website links were included in the agenda. Jefferson County has hired a consultant to review policies. Kristin Fillhouer has contacted the UW – Whitewater Business School and possible Milwaukee-based consultant (s), i.e., Trisha Gober. Marc Perry noted that since the George Floyd incident, consultants versed in equity perspectives have been in high demand.

**Discussion of Process for Procuring a Consultant.** Josh Smith provided background on the more flexible request for qualification (RFQ); need to further refine project scope, responses to RFQ, scoring of proposals, etc.

**Establish Project Scope and Requirements for Consultant Deliverables.** Chair Knudson asked the members to email their suggestions on project scope, scoring section, etc. to Randy Terronez and he will get these out to the rest of the group.

**Setting Goals for the Next Meeting.** See above.

**Set Meeting Date and Time.** The Committee decided on Tuesday, February 23, 2021 at 6:00 P.M. for the next meeting.

**Citizen Participation, Communications, Announcements, Information.** Chair Knudson hoped the vacancy can be filled and that he/staff would provide an orientation, prior to the next meeting.

**Adjournment.** Marc Perry moved adjournment at 7:34 P.M., second by Supervisor Aegerter. ADOPTED.

Respectfully submitted,

Randy Terronez  
Assistant to the County Administrator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**

## **PROJECT SCOPE**

Rock County is seeking proposals to conduct an organizational systems review per Resolution #19-9B-327. (See Attachment A.)

The consultant would evaluate, make recommendations, compare and contrast with best practices, and conduct work using an equity lens of the following:

- personnel ordinance, policies, procedures, practices, and departmental work rules
- departments mission statements and alignment with the County's Mission, Vision, and Values

The report recommendations will assist the County in attaining organizational excellence and create a more diverse, inclusive environment that positively impacts employees in order to best serve the community.

## **PROJECTED TIMETABLE**

Issue Request for Proposal	03/XX/12
Questions Due	04/XX/21 - 12 noon
Addenda Issued by	04/XX/21 - 5:00 p.m.
Proposals Due	04/XX/21 - 12 noon
Evaluation of Proposals	04/XX/21 - 05/XX/21
Interviews	05/XX/21 - 05/XX/21
Governing Committee Approval	06/07/21
County Board Approval	06/10/21
Contract Execution	06/18/21

## **PROPOSAL EVALUATION AND AWARD**

Award shall be made to the Proposer whose Proposal is determined to be in the best interest of Rock County, taking into consideration cost and the other evaluation factors listed in the RFP.

A Proposal Evaluation Committee has been established and will independently review each Proposal received. After written Proposals have been reviewed, vendors may be invited to make presentation (via zoom) and may be requested to provide supplementary materials. An unsatisfactory presentation may be grounds for rejection of a Proposal.

Each response will be evaluated on the vendor's ability to satisfy the requirement as presented in this RFP. Consequently, each vendor shall attempt to present the information in response to this RFP that will instill confidence in the vendor's ability to fulfill the requirements at the lowest possible cost. However, Rock County is not obligated to select the least cost vendor. The evaluation criteria will include any or all of the following:

1. Responsiveness to the requirements set forth in this proposal (25%)
2. Experience with like or similar projects, including samples of previous projects (25%)
3. Project Schedule, methodology and approach (25%)
4. Project cost (25%)