

ROCK COUNTY, WISCONSIN



COUNTY BOARD STAFF COMMITTEE TUESDAY – OCTOBER 22, 2019 – 4:00 P.M. CONFERENCE ROOM N-1 – FIFTH FLOOR ROCK COUNTY COURTHOUSE-EAST

Agenda

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – October 10, 2019
5. Transfers
6. Resolutions
 - A. Approving Quit Claim Deed from WisDOT and Authorizing other Actions Regarding Shopiere Lane Public Works Garage in the Town of Turtle
 - B. Amending the 2019 HSD Budget to Accept CLTS Funds and Creating 1.0 FTE Human Services Supervisor I Position
 - C. Authorizing Double Fill of Chief Deputy Position
 - D. Authoring Thirteen Months and Three Days of Double Fill of One Correctional Officer Position
 - E. Establishing the Rock Haven Compliance and Ethics Program
7. Committee Action, Updates and Possible Action
 - A. Review and Discussion of 2020 Recommended Budget
8. 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.



COUNTY BOARD STAFF COMMITTEE
Minutes – October 10, 2019

Call to Order. Chair Podzilni called the meeting of the County Board Staff Committee to order at 5:30 P.M. in the Jury Deliberation Room on the fourth floor of the Rock County Courthouse-East.

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

Committee Members Excused: None.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Bridget Laurent, Deputy Corporation Counsel; Annette Mikula, Human Resources Director; Terri Carlson, Risk Manager, Corporation Counsel.

Others Present: None.

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

Citizen Participation, Communications and Announcements. Supervisor Bussie reported the State of Wisconsin allotted extra money for bridges.

Transfers. None.

Review of Payments. The Committee accepted the reports.

Committee Action, Updates and Possible Action.

Community Agency Initiatives Moved by Supervisor Mawhinney, second by Supervisor Sweeney.

Mr. Smith went over the requests with the Committee.

ADOPTED.

Adjournment. Supervisor Bussie moved adjournment at 5:45 P.M., second by Supervisor Bostwick. ADOPTED.

Respectfully submitted,

Randy Terronez
Assistant to County Administrator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Rich Greenlee, Corporation Counsel
INITIATED BY



Rich Greenlee,
Corporation Counsel
DRAFTED BY

General Services Committee &
County Board Staff Committee
SUBMITTED BY

October 15, 2019
DATE DRAFTED

**APPROVING QUIT CLAIM DEED FROM WISDOT AND AUTHORIZING OTHER
ACTIONS REGARDING SHOPIERE LANE PUBLIC WORKS GARAGE IN THE TOWN OF
TURTLE**

1 **WHEREAS**, Resolution #19-6B-267 and Resolution #2019-9A-302 authorized the purchase of property
2 at 3503 E. Shopiere Lane (Parcel #6-19-97A) to establish a Rock County Public Works Garage in
3 southern Rock County; and
4

5 **WHEREAS**, frontage road access property currently owned by the State of Wisconsin Department of
6 Transportation (WISDOT) and/or the Town of Turtle is requested to be transferred to the County in
7 order to further the construction of the public works facility; and
8

9 **WHEREAS**, the State of Wisconsin DOT via a Quit Claim Deed has approved the frontage road
10 property; and
11

12 **WHEREAS**, a number of other approvals are necessary in order to allow the public works garage to be
13 constructed.
14

15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
16 assembled this _____ day of _____, 2019 does hereby authorize the acceptance of conveyance
17 of a certain parcel of land abutting the property located at 3503 E. Shopiere Lane (Parcel #6-19-97A)
18 by acceptance quit claim deed from the Wisconsin Department of Transportation and the Town of
19 Turtle for \$1 to each party.
20

21 **BE IT FURTHER RESOLVED** that the County Board Chair and the County Clerk are authorized to
22 execute required property acquisition documents.
23

24 **BE IT FURTHER RESOLVED** that Rock County staff are authorized to take all necessary steps to
25 prepare and execute all documents necessary to effectuate the construction of a Rock County Public
26 Workers Garage on said site, including but not limiting to, combining the property with the properties
27 located at 3503 E. Shopiere Lane (Parcel #6-19-97A) and 3501 E. Shopiere Lane (Parcel #6-19-97B),
28 and rezone all properties for use as a highway garage.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice Chair

Brenton Driscoll

Rick Richard

Jeremy Zajac

APPROVING QUIT CLAIM DEED FROM WISDOT AND AUTHORIZING OTHER ACTIONS
REGARING SHOPIERE LANE PUBLIC WORKS GARAGE IN THE TOWN OF TURTLE
PAGE 2

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

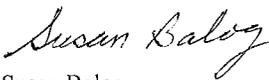
Betty Jo Bussie

Louis Peer

Alan Sweeney

FISCAL NOTE:

Minimal fiscal impact.


Susan Balog
Assistant Finance Director

ADMINISTRATIVE NOTE:

Recommended


Josh Smith
County Administrator

LEGAL NOTE:

The County Board is authorized to take
this action pursuant to secs. 59.01,
59.51 and 59.52(6), Wis. Stats.


Richard Greenlee
Corporation Counsel

Executive Summary

APPROVING QUIT CLAIM DEED FROM WISDOT AND AUTHORIZING OTHER ACTIONS REGARDING SHOPIERE LANE PUBLIC WORKS GARAGE IN THE TOWN OF TURTLE

The Country recently closed on the property purchase for the Public Works garage to be located in the Town of Turtle per Resolution #19-6A-267 and Resolution #19-9A-302. As part of the construction of the Public Works garage project, ownership of frontage road property is necessary. WISDOT has executed a Quit Claim Deed that conveys the State's ownership of frontage road acreage. In order to receive clear property title, the Town of Turtle will also be requested to approve the Quit Claim Deed.

This resolution accepts the WISDOT Quit Claim Deed and authorizes Rock County staff to take all necessary steps to prepare and execute all documents necessary to effectuate the construction of a Rock County Public Workers Garage on the site, including but not limiting to, combining the property with the properties located at 3503 E. Shopiere Lane (Parcel #6-19-97A) and 3501 E. Shopiere Lane (Parcel #6-19-97B), and rezone all properties for use as a highway garage.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster
INITIATED BY



Julie Butz
DRAFTED BY

Human Services Board
SUBMITTED BY

September 26, 2019
DATE DRAFTED

**AMENDING THE 2019 HSD BUDGET TO ACCEPT CLTS FUNDS
AND CREATING 1.0 FTE HUMAN SERVICES SUPERVISOR I POSITION**

1 **WHEREAS**, the Human Services Department’s Children’s Long Term Support (CLTS) program makes
2 Medicaid funding available to serve children who have substantial limitations due to developmental,
3 emotional and/or physical disabilities; and,
4
5 **WHEREAS**, the State of Wisconsin began an initiative to eliminate the waitlist for CLTS services in
6 2017 with an initial deadline of December 31, 2018; and,
7
8 **WHEREAS**, Rock County has made significant progress since November 2017 by enrolling 240
9 additional children; and,
10
11 **WHEREAS**, demand for the CLTS program has grown and additional children continue to remain on the
12 waitlist; and,
13
14 **WHEREAS**, the State of Wisconsin provided additional funding for children who are on the waitlist to
15 continue to be enrolled in CLTS; and,
16
17 **WHEREAS**, in order to serve the additional children on the wait list, it is necessary to increase the
18 capacity of the CLTS program; and,
19
20 **WHEREAS**, the increase in case managers to meet the Waitlist Elimination requirement has increased
21 the need for additional support and oversight by a supervisor; and,
22
23 **WHEREAS**, the additional revenue in the CLTS program will cover the costs of the new position, and
24 the computer, phone, and furniture for the new position; and,
25
26 **WHEREAS**, no additional county levy is required in 2019 due to the new revenue in the CLTS budget.
27
28 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
29 this _____ day of _____, 2019 does hereby approve the creation of 1.0 FTE Human Services
30 Supervisor I position in CLTS, and the purchase of a computer, phone and furniture for the new
31 position.
32

33 **BE IT FURTHER RESOLVED**, that the 2019 Budget be amended as follows:

35	Budget	Increase	Amended
36	<u>9/1/19</u>	<u>(Decrease)</u>	<u>Budget</u>
37 <u>Source of Funds</u>			
38 36-3691-0000-42100	\$5,422,455	\$309,536	\$5,731,991
39 Federal Aid			
40			
41 <u>Use of Funds</u>			
42 36-3691-0000-61100	\$1,196,814	\$5,316	\$1,202,130
43 Regular Wages			
44 36-3691-0000-61210	\$1,000	\$2,500	\$3,500
45 Overtime Wages			

Amending the 2019 HSD Budget to Accept CLTS Funds and Creating 1.0 FTE Human Services
 Supervisor I Position
 Page 2

46	36-3691-0000-61400	\$91,634	\$407	\$92,041
47	FICA			
48	36-3691-0000-61510	\$78,457	\$348	\$78,805
49	Retirement-Employers			
50	36-3691-0000-61610	\$427,371	\$1,415	\$428,786
51	Health Insurance			
52	36-3691-0000-61620	\$12,266	\$54	\$12,320
53	Dental Insurance			
54	36-3691-0000-61915	\$1,190	\$310	\$1,500
55	Certification/Licenses			
56	36-3691-0000-64604	\$3,421,696	\$297,786	\$3,719,482
57	Program Expense			
58	36-3691-0000-67130	\$6,100	\$1,400	\$7,500
59	Terminals & PC's			

Respectfully submitted,

HUMAN SERVICES BOARD

COUNTY BOARD STAFF COMMITTEE

 Brian Knudson, Chair

 J. Russell Podzilni, Chair

 Sally Jean Weaver-Landers, Vice Chair

 Mary Mawhinney, Vice Chair

 Stephanie Aegerter

 Richard Bostwick

 Terry Fell

 Hank Brill

 David Homan

 Betty Jo Bussie

 Ashley Kleven

 Louis Peer

 Kathy Schulz

 Alan Sweeney

 Terry Thomas

 Terry Thomas

 Shirley Williams

 Bob Yeomans

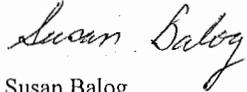
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

 Mary Mawhinney, Chair Date

FISCAL NOTE:

The additional position will be fully funded with federal aid. No County funds are required.



Susan Balog
Assistant Finance Director

LEGAL NOTE:

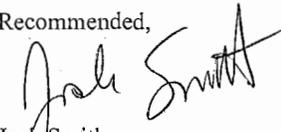
The County Board is authorized to take this action pursuant to secs. 59.22(2) and 59.52(19), Wis. Stats. As an amendment to the adopted 2019 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended,



Josh Smith
County Administrator

Executive Summary

AMENDING THE 2019 HSD BUDGET TO ACCEPT CLTS FUNDS
AND CREATING 1.0 FTE HUMAN SERVICES SUPERVISOR I POSITION

This resolution accepts additional funding for the Children's Long Term Support Program and authorizes HSD to create 1.0 FTE Human Services Supervisor I Position. This position provides the necessary support and oversight for a unit of 7-8 CLTS Case Managers. The increase in case managers to meet the State's Waitlist Elimination requirement has increased the need for additional support and oversight by a supervisor.

CLTS has been mandated by the State of Wisconsin to eliminate the waitlist and immediately enroll eligible children in CLTS. CLTS has made significant progress since the state mandated the elimination of the waitlist. Since November 2017, Rock County CLTS has opened and served an additional 240 children. There are an additional 68 children that Rock County has received funding for. It is necessary to recruit and hire for this position during the last quarter of 2019 to ensure that the staff are able to serve these additional children.

The resolution authorizes this position along with the necessary equipment and furnishings.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy J. Knudson
INITIATED BY



Chief Deputy Barbara Tillman
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

October 14, 2019
DATE DRAFTED

Authorizing Double Fill of Chief Deputy Position

- 1 **WHEREAS**, the Rock County Sheriff's Office has received notice of the upcoming December 16, 2019,
- 2 retirement of the Chief Deputy and in anticipation of this retirement recently completed the process to fill
- 3 the position; and,
- 4
- 5 **WHEREAS**, in order to be fully trained in the duties and responsibilities of the Chief Deputy position, the
- 6 Sheriff's Office seeks to pre-emptively hire a Chief Deputy; and,
- 7
- 8 **WHEREAS**, the Chief Deputy training process is lengthy and includes many complex steps; and,
- 9
- 10 **WHEREAS**, the Chief Deputy position is critical to the successful operation of the Sheriff's Office; and,
- 11
- 12 **WHEREAS**, the Sheriff's Office recommends having an opportunity for the individual selected as the
- 13 new Chief Deputy to be trained by the present Chief Deputy, a 37-year veteran of the Sheriff's Office, who
- 14 has served as Chief Deputy since January 3, 2007; and,
- 15
- 16 **WHEREAS**, there are sufficient funds in the Sheriff's Office's Law Enforcement and Correctional Facility
- 17 personnel budgets to pay for up to eight weeks of double fill for the Chief Deputy position.
- 18
- 19 **NOW, THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled
- 20 this ____ day of _____ 2019, does hereby authorize the temporary double fill of the Chief Deputy
- 21 position.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

Russ Podzilni, Chair

Terry Fell

Mary Mawhinney, Vice Chair

Brian Knudson

Richard Bostwick

Phillip Owens

Henry Brill

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

FISCAL NOTE:

This position will be funded by the Sheriff's Office's Law Enforcement and Correctional Facility personnel budgets.



Susan Balog
Assistant Finance Director

LEGAL NOTE:

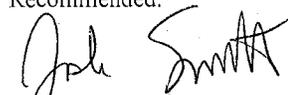
The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Authorizing Double Fill of Chief Deputy Position

Executive Summary

The Rock County Sheriff's Office recently completed the promotion process for the upcoming open Chief Deputy position due to the impending December 16, 2019, retirement of the present Chief Deputy, a 37-year veteran of the Sheriff's Office, who has served in the Chief Deputy position since January 3, 2007. The Chief Deputy position is the top Administrative position, second in command within the Sheriff's Office. The position assists the Sheriff by managing the day-to-day operations and is critical to the successful operation of the Sheriff's Office.

The Chief Deputy training process is lengthy and includes a multitude of steps. Once a new Chief Deputy is selected, the new Chief Deputy will go through one week of orientation and seven weeks of on the job training working closely with the present Chief Deputy.

The Sheriff's Office recommends hiring one Chief Deputy above the authorized budgeted headcount. The goal is to have the new Chief Deputy spend approximately eight weeks training for the many responsibilities of the Chief Deputy position.

There are sufficient funds in the Sheriff's Office's Law Enforcement and Correctional Facility personnel budgets to pay for double fill of the Chief Deputy position.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Troy J. Knudson
INITIATED BY _____



Diane Michaelis
DRAFTED BY _____

Public Safety and Justice
Committee
SUBMITTED BY _____

October 15, 2019
DATE DRAFTED _____

Authorizing Thirteen Months and Three Days of Double Fill of One Correctional Officer Position

- 1 **WHEREAS**, the Sheriff's Office has one Correctional Officer who has been called to active duty military service
- 2 effective October 17, 2019, for the period of 400 days; and,
- 3
- 4 **WHEREAS**, the situation of having the lengthy military deployment, will result in a staffing deficiency; and,
- 5
- 6 **WHEREAS**, the Sheriff's Office requests to temporarily expand the number of budgeted Correctional Officer
- 7 positions by authorizing one double fill position to ensure a sufficient level of staffing to staff work stations within
- 8 the Correctional Facility; and,
- 9
- 10 **WHEREAS**, the Sheriff's Office has sufficient funds in the Correctional Facility personnel budget account to pay
- 11 for the double fill position; and,
- 12
- 13 **WHEREAS**, the Sheriff's Office is not providing health insurance benefits for the Correctional Officer on active
- 14 military duty.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this
- 17 _____ day of _____, 2019, does hereby authorize the temporary double fill of one Correctional Officer
- 18 position not to exceed thirteen months and three days.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Mary Beaver, Chair

Terry Fell

Brian Knudson

Phillip Owens

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

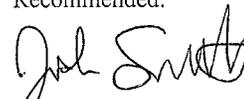
Alan Sweeney

Terry Thomas

Bob Yeomans

ADMINISTRATIVE NOTE:

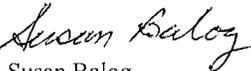
Recommended.



Josh Smith
County Administrator

FISCAL NOTE:

Sufficient funds are available in the 2019 and the 2020 Corrections personnel budget.



Susan Balog
Assistant Finance Director

LEGAL NOTE:

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

Richard Greenlee
Corporation Counsel

Executive Summary

The Rock County Sheriff's Office had one Correctional Officer called to active military duty on October 17, 2019. The Correctional Officer will be deployed for four hundred days (thirteen months and three days). This lengthy military deployment will result in a staffing deficiency in the Correctional Facility.

The Sheriff's Office is requesting to temporarily expand the number of budgeted Correctional Officer positions by one double filled position. This will ensure a sufficient level of staffing for the Correctional Facility.

There are sufficient funds in the Correctional Facility's personnel budget to pay for the double fill position. The Sheriff's Office is not providing health insurance benefits for the Correctional Officer on active military duty.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Clayton Kalmon
Nursing Home Administrator
INITIATED BY



Clayton Kalmon
Nursing Home Administrator
DRAFTED BY

Health Services Committee
SUBMITTED BY

October 3, 2019
DATE DRAFTED

ESTABLISHING THE ROCK HAVEN COMPLIANCE AND ETHICS PROGRAM

- 1 **WHEREAS**, the Centers for Medicare and Medicaid Services (CMS) require, as part of the Phase 3
- 2 implementation of the Federal Requirements of Participation (RoP), Skilled Nursing Facilities to
- 3 implement an effective Compliance and Ethics Program; and,
- 4
- 5 **WHEREAS**, a Compliance and Ethics Program must be reasonably designed, implemented, and
- 6 enforced so that it generally will be effective in preventing and detecting fraud and abuse; and,
- 7
- 8 **WHEREAS**, Rock Haven recognizes the need to conduct business with honesty and integrity and in
- 9 compliance with all applicable federal and state laws; and,
- 10
- 11 **WHEREAS**, the Health Services Committee as the governing body for Rock Haven is ultimately
- 12 responsible for the oversight of the Compliance and Ethics Program; and,
- 13
- 14 **WHEREAS**, the requirement is expected to be implemented by November 28, 2019.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 17 assembled this _____ day of _____, 2019 does hereby approve the establishment of a Rock
- 18 Haven Compliance and Ethics Program.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Brenton Driscoll
Brenton Driscoll, Chair

J. Russell Podzilni, Chair

Tom Brien
Tom Brien

Mary Mawhinney, Vice Chair

Kevin Leavy
Kevin Leavy

Richard Bostwick

Kathy Schulz
Kathy Schulz

Henry Brill

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

TO ESTABLISH A ROCK HAVEN COMPLIANCE AND ETHICS PROGRAM
Page 2

FISCAL NOTE:

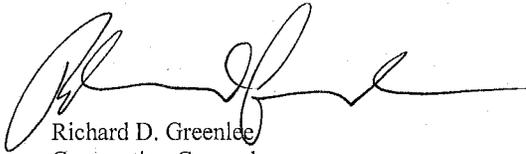
Minimal fiscal impact. The main costs will be in staff time.



Sherry Oja
Finance Director

LEGAL NOTE:

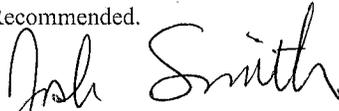
The County Board is authorized to take this action pursuant to §§ 59.01 & 59.51, Wis. Stats.



Richard D. Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY
ESTABLISHING A ROCK HAVEN COMPLIANCE AND ETHICS PROGRAM

Rock Haven is required to comply with various state and federal regulations in operating a skilled nursing home. The Centers for Medicare and Medicaid Services (CMS) require, as part of the Phase 3 implementation of the Federal Requirements of Participation (RoP), Skilled Nursing Facilities to implement an effective Compliance and Ethics Program.

A Compliance and Ethics Program must be reasonably designed, implemented, and enforced so that it generally will be effective in preventing and detecting fraud and abuse.

Rock Haven recognizes the need to conduct business with honesty and integrity and in compliance with all applicable federal and state laws

The Health Services Committee as the governing body for Rock Haven would be responsible for the oversight of the Compliance and Ethics Program.

The deadline for adopting a Compliance and Ethics Program is November 28, 2019.