

# ROCK COUNTY, WISCONSIN



## COUNTY BOARD STAFF COMMITTEE TUESDAY – JUNE 25, 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 – June 13, 2019
5. Transfers
6. Resolutions
  - A. Recognizing Tracy Moseley for Service to Rock County
  - B. Recognizing Brenda Nipple for Service to Rock Haven
  - C. Confirmation of Appointment of Child Support Director
  - D. Confirmation of Appointment of Director of Council on Aging
  - E. Authorizing Double Fill of Five Deputy Sheriff Positions
  - F. Creating a 1.0 FTE Collections/Accounts Specialist Position and Deleting Two 1.0 FTE Deputy Clerk of Court Positions
  - G. Amending the 2019 HSD Budget to Accept CLTS Funds and Creating 1.0 FTE Human Services Professional Position
  - H. Approving Changes to the County's Health Insurance Plan as Recommended by the Health Insurance Plan Ad Hoc Advisory Committee
7. Committee Action, Updates and Possible Action
  - A. Change Job Title from Public Health Nursing Supervisor to Public Health Supervisor
  - B. Update and Discussion on National Opioid Litigation – Richard Greenlee
  - C. Semi-Annual Reports of Training, Conferences and Conventions Exceeding \$1,000 per Employee per Event
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](mailto: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 – June 13, 2019**

**Call to Order.** Chair Podzilni called the meeting of the County Board Staff Committee to order at 5:40 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, Thomas and Yeomans.

**Committee Members Excused:** Supervisor Sweeney.

**Staff Members Present:** Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Rich Greenlee, Corporation Counsel; Bridget Laurent, Deputy Corporation Counsel; Brent Sutherland, Facilities Management Director; Lisa Tollefson, County Clerk.

**Others Present:** Supervisor Mary Beaver.

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

**Citizen Participation, Communications and Announcements.** None.

**Approval of Minutes – May 28, 2019.** Supervisor Yeomans moved approval of the minutes of May 28, 2019 as presented, second by Supervisor Brill. ADOPTED.

**Transfers.** None.

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

**Resolutions.**

**Recognizing Detective Ronald W. Betley**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_ day of \_\_\_\_\_, 2019, does hereby recognize Detective Ronald W. Betley for his nearly 27 years of faithful service and recommends that a sincere expression of appreciation be given to Detective Ronald W. Betley along with best wishes for the future.”

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

**To Recognize Nancy Story**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this \_\_\_ day of \_\_\_\_\_, 2019 does hereby recognize Nancy Story for her 24 years of service and extend best wishes to her in her future endeavors.”

Supervisor Bussie moved approval of the above resolution, second by Supervisor Thomas. ADOPTED.

**To Recognize Terri Pass**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this \_\_\_ day of \_\_\_\_\_, 2019 does hereby recognize Terri Pass for her 36 years of service and extend best wishes to her in her future endeavors.”

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

**Recognizing John Byrne for Service to Rock County**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_ day of \_\_\_\_\_, 2019, does hereby thank John Byrne for his dedications and contributions to the citizens of Rock County and wish him the best for his future plans.”

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

**Committee Action and Updates.** None.

**Adjournment.** Supervisor Bussie moved adjournment at 5:43 P.M., second by Supervisor Peer. ADOPTED.

Respectfully submitted,

Sherry Oja  
Finance Director

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

James S. Sandvig  
INITIATED BY

James S. Sandvig  
DRAFTED BY

Finance Committee  
SUBMITTED BY

June 10, 2019  
DATE DRAFTED



### RECOGNIZING TRACY MOSELEY FOR SERVICE TO ROCK COUNTY

1 **WHEREAS**, Tracy Moseley has dedicated over 38 years of his professional career to protecting the information  
 2 technology systems of Rock County; and  
 3  
 4 **WHEREAS**, Tracy began his career as a Systems and Procedure Analyst with Rock County Computer Services  
 5 on April 13, 1981; and  
 6  
 7 **WHEREAS**, Tracy fulfilled those duties until April 22, 1981 when he accepted the position of Computer  
 8 Programmer Analyst. Tracy fulfilled those duties until April 22, 1984 when he accepted the position of Systems  
 9 Software and Database Specialist. Tracy fulfilled those duties until January 1, 1989 when he accepted the position  
 10 of Systems Software Database and Communications Manager. Tracy fulfilled those duties until September 1, 1996  
 11 when he accepted the position of Program and Technical Services Manager, a role in which he diligently served  
 12 until June 14, 2019; and  
 13  
 14 **WHEREAS**, Tracy made countless contributions during his tenure with Rock County's Information Technology  
 15 department. His extensive knowledge coupled with his unwavering dedication to doing his very best set an  
 16 example not only for his co-workers, but for all who had the pleasure of working with him. Tracy has been a vital  
 17 member of the Information Technology team and his influence will have a positive impact on the department and  
 18 the Rock County workforce for many years to come.  
 19  
 20 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this  
 21 \_\_\_\_\_ day of \_\_\_\_\_ 2019, does hereby thank Tracy Moseley for his dedication and contributions to  
 22 the citizens of Rock County and offer their best wishes for his future plans.

19-6B-265

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney  
Mary Mawhinney, Chair

Mary Beaver  
Mary Beaver, Vice Chair

Brent Fox  
Brent Fox

J. Russell Podzilni  
J. Russell Podzilni

Bob Yeomans  
Bob Yeomans

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni  
J. Russell Podzilni, Chair

Mary Mawhinney  
Mary Mawhinney, Vice Chair

Richard Bostwick  
Richard Bostwick

Henry Brill  
Henry Brill

Betty Jo Bussie  
Betty Jo Bussie

Louis Peer  
Louis Peer

Alan Sweeney  
Alan Sweeney

Terry Thomas  
Terry Thomas

Bob Yeomans  
Bob Yeomans

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee  
INITIATED BY



Clayton Kalmon  
DRAFTED BY

Health Services Committee  
SUBMITTED BY

June 6, 2019  
DATE DRAFTED

### RECOGNIZING BRENDA NIPPLE FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Brenda Nipple has served the citizens of Rock County over the past 38 years as a dedicated and
- 2 valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Brenda Nipple began her career with Rock Haven as a Certified Nursing Assistant on June 8,
- 5 1981; and,
- 6
- 7 **WHEREAS**, Brenda Nipple has worked diligently in that position until her retirement on June 14, 2019; and,
- 8
- 9 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 10 recognize Brenda Nipple for her long and faithful service.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 13 \_\_\_\_\_ day of \_\_\_\_\_, 2019 does hereby recognize Brenda Nipple for her 38 years of service and extend
- 14 their best wishes to her in her future endeavors.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Norvain Pleasant, Chair

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

\_\_\_\_\_  
Brenton Driscoll, Vice Chair

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

\_\_\_\_\_  
Kathy Schulz

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

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Tom Brien

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Betty Jo Bussie

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Kara Hawes

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

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Alan Sweeney

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Terry Thomas

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

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

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Public Safety and Justice Committee  
INITIATED BY



Amy Spoden, Asst. Human Resource Dir.  
DRAFTED BY

Public Safety and Justice Committee  
SUBMITTED BY

June 6, 2019  
DATE DRAFTED

**CONFIRMATION OF APPOINTMENT OF  
CHILD SUPPORT DIRECTOR**

- 1 **WHEREAS**, the former Child Support Director resigned on April 26, 2019; and,
- 2
- 3 **WHEREAS**, the County has conducted a recruitment effort to fill the job of Child Support Director;
- 4 and,
- 5
- 6 **WHEREAS**, the candidates were screened with the most qualified being interviewed; and,
- 7
- 8 **WHEREAS**, the County Administrator has appointed Melissa Wittwer, who has been recommended by
- 9 the Public Safety and Justice Committee; and,
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled
- 12 this \_\_\_\_\_ day of \_\_\_\_\_, 2019, confirms the appointment of Melissa Wittwer, as Child
- 13 Support Director in accordance with the attached conditions of employment.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

PUBLIC SAFETY & JUSTICE COMMITTEE

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

Mary Beaver  
Mary Beaver, Chair

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

Phillip Owens, Jr  
Phillip Owens, Jr, Vice Chair

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

Terry Fell  
Terry Fell

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

Kara Hawes  
Brian Knudson  
Brian Knudson

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Betty Jo Bussie

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

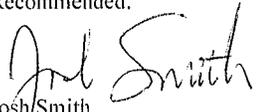
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Bob Yeomans

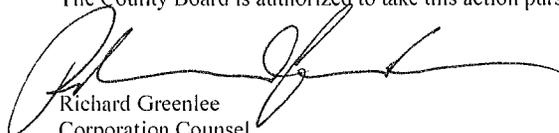
**ADMINISTRATIVE NOTE:**

Recommended.

  
Josh Smith  
County Administrator

**LEGAL NOTE:**

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

  
Richard Greenlee  
Corporation Counsel

**FISCAL NOTE:**

Sufficient funds for the Child Support Director position were included in the 2019 budget.

  
Sherry Oja  
Finance Director

ROCK COUNTY, WISCONSIN



Human Resources Dept.  
Rock County Courthouse  
51 South Main Street  
Janesville, WI 53545  
(608)757-5520  
FAX (608)757-5512

June 6, 2019

Ms. Melissa Wittwer  
1758 S. Crosby Ave  
Janesville WI 53546

Dear Melissa:

This will confirm the County Administrator's offer of employment to you of the position of Rock County Child Support Director. This appointment is contingent on confirmation of the County Board of Supervisors. We anticipate this will occur on June 27, 2019. This offer is based on the following conditions:

- Date of Employment: April 29, 2019 (date was placed in acting status).
- Salary: \$33.10 (Step 1, Pay Range 26)
- Fringe Benefits: All benefits granted employees covered by the Unilateral Pay Plan in accordance with the Rock County Personnel Ordinance.

I would appreciate receiving a written acceptance of the above conditions at your earliest convenience. I hope you enjoy your new position with Rock County.

Sincerely,

A handwritten signature in cursive script that reads "Amy Spoden".

Amy Spoden  
Asst. Human Resource Director

cc: Personnel File  
Payroll  
Josh Smith, County Administrator

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# COUNTY OF ROCK, WISCONSIN

## Employment Services Agreement

THIS AGREEMENT, made and entered into by and between the County of Rock (hereinafter referred to as "EMPLOYER") and Melissa Wittwer (hereinafter, "EMPLOYEE"),

### WITNESSETH:

WHEREAS EMPLOYER whose address is c/o County Administrator, 51 South Main Street, Janesville, WI 53545, desires to obtain the services of Melissa Wittwer to serve as Child Support Director,

WHEREAS EMPLOYEE, whose current address is 1758 S. Crosby Ave, Janesville, WI, 53546 is able and willing to serve as Child Support Director;

NOW, THEREFORE, in consideration of the promises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, EMPLOYER and EMPLOYEE do agree as follows:

1. CONDITIONS OF EMPLOYMENT; GENERAL PROVISIONS. Employment of EMPLOYEE is subject to the general supervision and shall be conducted pursuant to the orders, advice and direction of the County Administrator and be governed by the terms and conditions of Chapter 18 of the Rock County Ordinance, except as to the terms and conditions that are herein modified. Employment is further subject to EMPLOYEE's compliance with and implementation of policies established from time to time by EMPLOYER in the exercise of its lawful authority. EMPLOYEE shall perform such other duties as are customarily performed by one holding the same or similar positions in other governmental organizations or businesses which provide similar services. EMPLOYER reserves to the County Administrator the right to require EMPLOYEE to render such other and unrelated services and duties as may be assigned from time to time by the County Administrator.

2. DUTIES OF EMPLOYEE; GENERAL PROVISIONS. EMPLOYEE agrees to perform lawfully, faithfully, industriously, competently, dutifully and to the best of EMPLOYEE's ability, all of the duties that may be required of EMPLOYEE pursuant to the express or implied terms of this agreement, to the level of satisfaction that the County Administrator may reasonably require.

3. DUTIES OF EMPLOYEE; JOB DESCRIPTION. The duties of EMPLOYEE shall include but not be limited to those expressly stated or implied in the job description for the position, as may be revised from time to time by EMPLOYER as circumstances change, and as set forth in applicable state statutes. This paragraph is further subject to the right of assignment reserved to the County Administrator, as set forth in paragraph 1 hereof.

4. DUTIES OF EMPLOYEE; OFFICIAL ACTS OF COUNTY BOARD. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in the ordinances, resolutions or motions of EMPLOYER's county board or any of its committees acting within the scope of their lawful authority.

5. DUTIES OF EMPLOYEE; DIRECTIVES OF COUNTY ADMINISTRATOR. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in orders, directives, or rules of the County Administrator.

53 6. TERM OF AGREEMENT. The term of this agreement shall be a period of 1 year,  
54 commencing on Monday, April 29, 2019, and expiring as of 11:59pm, April 28, 2020, unless earlier  
55 terminated under other provisions of this agreement or by operation of law.  
56

57 7. NONRENEWAL OF AGREEMENT. At its expiration this agreement shall not be considered  
58 renewed unless extended in writing by mutual agreement of the parties. If it is the County  
59 Administrator's intention not to renew this agreement, the County Administrator will attempt to give  
60 EMPLOYEE three (3) months advance written notice of the intent not to renew this agreement,  
61 provided, however, that failure to give such notice shall create no obligation on EMPLOYER to  
62 continue EMPLOYEE's employment beyond the expiration date of this agreement. The County  
63 Administrator may extend EMPLOYEE's employment on a month-to-month basis for a period not to  
64 exceed 3 months, pending renewal of this agreement.  
65

66 8. EMPLOYEE'S RESPONSIBILITIES; ETHICAL CONSIDERATIONS. EMPLOYEE shall at  
67 all times observe and comply with all ethical obligations imposed or required by constitution, statute,  
68 ordinance or other provision of law and shall at all times conduct EMPLOYEE's personal affairs in  
69 such a manner as to avoid a conflict of interest or appearance of conflict and in accordance with the  
70 duties and responsibilities of public officials. During normal work hours EMPLOYEE shall at all times  
71 devote all of EMPLOYEE's time, attention, knowledge and skills solely to the interests of the  
72 EMPLOYER, and EMPLOYEE shall never use EMPLOYEE's position or confidential information  
73 gained in such work position for EMPLOYEE's personal gain, either directly or indirectly.  
74

75 9. EMPLOYEE'S RESPONSIBILITIES; CONFIDENTIAL INFORMATION. EMPLOYEE shall  
76 not at any time or in any manner, either during the term of this agreement or thereafter, either directly  
77 or indirectly divulge, disclose or communicate to any person any confidential information gained in  
78 the performance of EMPLOYEE's duties except as otherwise required or compelled by law.  
79

80 10. EMPLOYEE'S RESPONSIBILITIES; EXCLUSIVE EMPLOYMENT. EMPLOYEE agrees to  
81 remain in the exclusive employ of EMPLOYER throughout the term of this agreement. The term  
82 "exclusive employ" shall not be construed to prohibit occasional teaching, writing or consulting which  
83 is performed on EMPLOYEE's time off and which does not affect EMPLOYEE's job performance,  
84 subject to prior approval of the County Administrator.  
85

86 11. HOURS OF WORK. The usual and customary hours of business of EMPLOYER are from  
87 8:00 a.m. to 5:00 p.m., Monday through Friday, however, as a managerial employee, EMPLOYEE  
88 shall have as a condition of employment a job to perform and shall work such hours as are  
89 necessary to accomplish the tasks assigned to EMPLOYEE.  
90

91 12. EVALUATION AND GOALS. At least annually, the County Administrator or his or her  
92 designee shall meet with EMPLOYEE to discuss job performance and to define goals and objectives  
93 for both EMPLOYEE and EMPLOYER.  
94

95 13. EMPLOYEE'S DUTIES; LIMITED CONTRACTING AUTHORITY. EMPLOYEE shall not  
96 have the right to make contracts or commitments for or on behalf of EMPLOYER except as expressly  
97 authorized in advance by statute, ordinance, or express written consent of EMPLOYER.  
98

99 14. COMPENSATION OF EMPLOYEE; BASE COMPENSATION. EMPLOYER shall pay  
100 EMPLOYEE, and EMPLOYEE shall accept from EMPLOYER in payment for EMPLOYEE's services,  
101 direct compensation at a rate provided for in the Unilateral Pay Plan for the position occupied by the  
102 EMPLOYEE.  
103

104 15. COMPENSATION OF EMPLOYEE; COMPENSATION FOR EXPENSES. EMPLOYER  
105 shall reimburse EMPLOYEE for all necessary expenses incurred in the service of EMPLOYER, in  
106 accordance with Rock County ordinances and regulations on reimbursement of expenses, provided  
107 that EMPLOYEE complies with all applicable provisions of law and Rock County ordinances and  
108 procedures prior to incurring or claiming reimbursement for such expenses. It is expressly

109 understood that prior approval of the County Administrator is required for attendance at conferences  
110 held outside of Wisconsin and that attendance is further subject to the rules, regulations and  
111 ordinances applicable to managerial employees employed by the EMPLOYER.  
112

113 16. COMPENSATION OF EMPLOYEE; FRINGE BENEFITS. Except as otherwise set forth in  
114 this agreement, and in addition to the monetary compensation set forth above EMPLOYEE shall  
115 receive fringe benefits as are enumerated from time to time in resolutions and general ordinances of  
116 EMPLOYER, on the same terms as these are made available to non-represented managerial and  
117 professional employees of EMPLOYER.  
118

119 17. VACATION. EMPLOYEE shall receive twenty (20) days of vacation annually on  
120 anniversary date, December 9. Carry-over of unused vacation shall be allowed under such  
121 conditions as are contained in the Rock County Personnel Policy.  
122

123 18. COMPENSATION OF EMPLOYEE; TREATMENT OF DIRECT COMPENSATION FOR  
124 TAX PURPOSES. The direct financial compensation paid EMPLOYEE under this Agreement shall  
125 be treated as wages for federal and state tax purposes and for purposes of allowing EMPLOYEE to  
126 participate in the Wisconsin retirement system. EMPLOYEE recognizes that EMPLOYER will  
127 withhold taxes, Social Security and the like from direct compensation. EMPLOYEE shall be allowed  
128 to participate in EMPLOYER's deferred compensation program(s) and Section 125 Flexible  
129 Spending Account, at EMPLOYEE's option and to the extent permitted by law.  
130

131 19. TERMINATION OF AGREEMENT BY EMPLOYEE; NOTICE REQUIRED FOR  
132 RESIGNATION. This agreement may be terminated by EMPLOYEE on 30-days' written notice to  
133 the County Administrator. Any such notice, once accepted by the County Administrator, may not be  
134 withdrawn or rescinded. The fact that the County Administrator has asked EMPLOYEE for  
135 EMPLOYEE's resignation shall not invalidate any such resignation once tendered to, and accepted  
136 by, the County Administrator. Accrued but unused vacation and holiday time shall be paid out to  
137 EMPLOYEE upon resignation, provided sufficient notice as required above is received.  
138

139 20. TERMINATION OF AGREEMENT BY EMPLOYER; EMPLOYER'S RIGHT TO  
140 TERMINATE AT WILL. This agreement may be terminated, or any obligation of EMPLOYER under  
141 this agreement may be suspended, by the County Administrator at any time during its term, in the  
142 sole discretion of the County Administrator. EMPLOYEE shall be deemed to be an at-will employee  
143 of EMPLOYER who shall have no remedy or recourse in the event of disciplinary action, up to and  
144 including discharge.  
145

146 21. TERMINATION OF AGREEMENT BY EMPLOYER; DISCIPLINARY ACTION;  
147 PROCEDURE FOR DISCIPLINARY ACTION. All disciplinary action shall originate from the County  
148 Administrator and be accomplished by the County Administrator.  
149

150 22. EMPLOYER TO INDEMNIFY AND DEFEND EMPLOYEE FOR OFFICIAL ACTS.  
151 EMPLOYER shall indemnify, defend and hold harmless EMPLOYEE, in accordance with the  
152 requirements of s. 895.46, Wis. Stats. EMPLOYER reserves the right to compromise or settle any  
153 such litigation in any fashion deemed advantageous to EMPLOYER, regardless of whether  
154 EMPLOYEE consents thereto.  
155

156 23. CONSTRUCTION OF AGREEMENT; NO ASSIGNMENT. EMPLOYEE shall not assign or  
157 transfer any interest or obligation in this Agreement, whether by assignment or novation. It is  
158 expressly understood EMPLOYER will not consent to any assignment of EMPLOYEE's duties and  
159 obligations.  
160

161 24. CONSTRUCTION OF AGREEMENT; SEVERABILITY. All parts of this agreement are  
162 severable from all other parts and invalidity of any part shall not operate to invalidate any other part.  
163



RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging  
Services Committee  
INITIATED BY

Amy Spoden, Asst. Human Resource Dir.  
DRAFTED BY



Education, Veterans & Aging  
Services Committee  
SUBMITTED BY

June 12, 2019  
DATE DRAFTED

**CONFIRMATION OF APPOINTMENT OF  
DIRECTOR OF COUNCIL ON AGING**

- 1 **WHEREAS**, the former Director of Council on Aging retired on January 2, 2019; and,
- 2
- 3 **WHEREAS**, the County has conducted a recruitment effort to fill the job of Director of Council on
- 4 Aging; and,
- 5
- 6 **WHEREAS**, the candidates were screened with the most qualified being interviewed; and,
- 7
- 8 **WHEREAS**, the County Administrator has appointed Paula Schutt.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled
- 11 this \_\_\_\_\_ day of \_\_\_\_\_, 2019, confirms the appointment of Paula Schutt, as Director of
- 12 Council on Aging in accordance with the attached conditions of employment.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

EDUCATION, VETERANS, & AGING  
SERVICES COMMITTEE

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

\_\_\_\_\_  
Rick Richard, Chair

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

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Norvain Pleasant, Jr, Vice Chair

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Richard Bostwick

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Tom Brien

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Henry Brill

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Craig Gramke

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Betty Jo Bussie

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Phillip Owens, Jr.

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Louis Peer

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Alan Sweeney

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

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

CONFIRMATION OF APPOINTMENT OF DIRECTOR OF COUNCIL ON AGING  
Page 2

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

LEGAL NOTE:

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



Richard Greenlee  
Corporation Counsel

FISCAL NOTE:

Sufficient funds for the Director of Council on Aging position were included in the 2019 budget.



Sherry Oja  
Finance Director

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# COUNTY OF ROCK, WISCONSIN

## Employment Services Agreement

THIS AGREEMENT, made and entered into by and between the County of Rock (hereinafter referred to as "EMPLOYER") and Paula Schutt (hereinafter, "EMPLOYEE"),

WITNESSETH:

WHEREAS EMPLOYER whose address is c/o County Administrator, 51 South Main Street, Janesville, WI 53545, desires to obtain the services of Paula Schutt to serve as Director of Council on Aging,

WHEREAS EMPLOYEE, whose current address is 221 N. Terrace Street, Janesville, WI, 53548 is able and willing to serve as Director of Council on Aging;

NOW, THEREFORE, in consideration of the promises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, EMPLOYER and EMPLOYEE do agree as follows:

1. CONDITIONS OF EMPLOYMENT; GENERAL PROVISIONS. Employment of EMPLOYEE is subject to the general supervision and shall be conducted pursuant to the orders, advice and direction of the County Administrator and be governed by the terms and conditions of Chapter 18 of the Rock County Ordinance, except as to the terms and conditions that are herein modified. Employment is further subject to EMPLOYEE's compliance with and implementation of policies established from time to time by EMPLOYER in the exercise of its lawful authority. EMPLOYEE shall perform such other duties as are customarily performed by one holding the same or similar positions in other governmental organizations or businesses which provide similar services. EMPLOYER reserves to the County Administrator the right to require EMPLOYEE to render such other and unrelated services and duties as may be assigned from time to time by the County Administrator.

2. DUTIES OF EMPLOYEE; GENERAL PROVISIONS. EMPLOYEE agrees to perform lawfully, faithfully, industriously, competently, dutifully and to the best of EMPLOYEE's ability, all of the duties that may be required of EMPLOYEE pursuant to the express or implied terms of this agreement, to the level of satisfaction that the County Administrator may reasonably require.

3. DUTIES OF EMPLOYEE; JOB DESCRIPTION. The duties of EMPLOYEE shall include but not be limited to those expressly stated or implied in the job description for the position, as may be revised from time to time by EMPLOYER as circumstances change, and as set forth in applicable state statutes. This paragraph is further subject to the right of assignment reserved to the County Administrator, as set forth in paragraph 1 hereof.

4. DUTIES OF EMPLOYEE; OFFICIAL ACTS OF COUNTY BOARD. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in the ordinances, resolutions or motions of EMPLOYER's county board or any of its committees acting within the scope of their lawful authority.

5. DUTIES OF EMPLOYEE; DIRECTIVES OF COUNTY ADMINISTRATOR. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in orders, directives, or rules of the County Administrator.

53 6. TERM OF AGREEMENT. The term of this agreement shall be a period of 1 year,  
54 commencing on Monday, July 15, 2019, and expiring as of 11:59pm, July 14, 2020, unless earlier  
55 terminated under other provisions of this agreement or by operation of law.  
56

57 7. NONRENEWAL OF AGREEMENT. At its expiration this agreement shall not be considered  
58 renewed unless extended in writing by mutual agreement of the parties. If it is the County  
59 Administrator's intention not to renew this agreement, the County Administrator will attempt to give  
60 EMPLOYEE three (3) months advance written notice of the intent not to renew this agreement,  
61 provided, however, that failure to give such notice shall create no obligation on EMPLOYER to  
62 continue EMPLOYEE's employment beyond the expiration date of this agreement. The County  
63 Administrator may extend EMPLOYEE's employment on a month-to-month basis for a period not to  
64 exceed 3 months, pending renewal of this agreement.  
65

66 8. EMPLOYEE'S RESPONSIBILITIES; ETHICAL CONSIDERATIONS. EMPLOYEE shall at  
67 all times observe and comply with all ethical obligations imposed or required by constitution, statute,  
68 ordinance or other provision of law and shall at all times conduct EMPLOYEE's personal affairs in  
69 such a manner as to avoid a conflict of interest or appearance of conflict and in accordance with the  
70 duties and responsibilities of public officials. During normal work hours EMPLOYEE shall at all times  
71 devote all of EMPLOYEE's time, attention, knowledge and skills solely to the interests of the  
72 EMPLOYER, and EMPLOYEE shall never use EMPLOYEE's position or confidential information  
73 gained in such work position for EMPLOYEE's personal gain, either directly or indirectly.  
74

75 9. EMPLOYEE'S RESPONSIBILITIES; CONFIDENTIAL INFORMATION. EMPLOYEE shall  
76 not at any time or in any manner, either during the term of this agreement or thereafter, either directly  
77 or indirectly divulge, disclose or communicate to any person any confidential information gained in  
78 the performance of EMPLOYEE's duties except as otherwise required or compelled by law.  
79

80 10. EMPLOYEE'S RESPONSIBILITIES; EXCLUSIVE EMPLOYMENT. EMPLOYEE agrees to  
81 remain in the exclusive employ of EMPLOYER throughout the term of this agreement. The term  
82 "exclusive employ" shall not be construed to prohibit occasional teaching, writing or consulting which  
83 is performed on EMPLOYEE's time off and which does not affect EMPLOYEE's job performance,  
84 subject to prior approval of the County Administrator.  
85

86 11. HOURS OF WORK. The usual and customary hours of business of EMPLOYER are from  
87 8:00 a.m. to 5:00 p.m., Monday through Friday, however, as a managerial employee, EMPLOYEE  
88 shall have as a condition of employment a job to perform and shall work such hours as are  
89 necessary to accomplish the tasks assigned to EMPLOYEE.  
90

91 12. EVALUATION AND GOALS. At least annually, the County Administrator or his or her  
92 designee shall meet with EMPLOYEE to discuss job performance and to define goals and objectives  
93 for both EMPLOYEE and EMPLOYER.  
94

95 13. EMPLOYEE'S DUTIES; LIMITED CONTRACTING AUTHORITY. EMPLOYEE shall not  
96 have the right to make contracts or commitments for or on behalf of EMPLOYER except as expressly  
97 authorized in advance by statute, ordinance, or express written consent of EMPLOYER.  
98

99 14. COMPENSATION OF EMPLOYEE; BASE COMPENSATION. EMPLOYER shall pay  
100 EMPLOYEE, and EMPLOYEE shall accept from EMPLOYER in payment for EMPLOYEE's services,  
101 direct compensation at a rate provided for in the Unilateral Pay Plan for the position occupied by the  
102 EMPLOYEE.  
103

104 15. COMPENSATION OF EMPLOYEE; COMPENSATION FOR EXPENSES. EMPLOYER  
105 shall reimburse EMPLOYEE for all necessary expenses incurred in the service of EMPLOYER, in  
106 accordance with Rock County ordinances and regulations on reimbursement of expenses, provided  
107 that EMPLOYEE complies with all applicable provisions of law and Rock County ordinances and  
108 procedures prior to incurring or claiming reimbursement for such expenses. It is expressly

109 understood that prior approval of the County Administrator is required for attendance at conferences  
110 held outside of Wisconsin and that attendance is further subject to the rules, regulations and  
111 ordinances applicable to managerial employees employed by the EMPLOYER.  
112

113 16. COMPENSATION OF EMPLOYEE; FRINGE BENEFITS. Except as otherwise set forth in  
114 this agreement, and in addition to the monetary compensation set forth above EMPLOYEE shall  
115 receive fringe benefits as are enumerated from time to time in resolutions and general ordinances of  
116 EMPLOYER, on the same terms as these are made available to non-represented managerial and  
117 professional employees of EMPLOYER.  
118

119 17. VACATION. EMPLOYEE shall receive fifteen (15) days of vacation at time of hire and  
120 annually on anniversary date, July 15. Carry-over of unused vacation shall be allowed under such  
121 conditions as are contained in the Rock County Personnel Policy.  
122

123 18. COMPENSATION OF EMPLOYEE; TREATMENT OF DIRECT COMPENSATION FOR  
124 TAX PURPOSES. The direct financial compensation paid EMPLOYEE under this Agreement shall  
125 be treated as wages for federal and state tax purposes and for purposes of allowing EMPLOYEE to  
126 participate in the Wisconsin retirement system. EMPLOYEE recognizes that EMPLOYER will  
127 withhold taxes, Social Security and the like from direct compensation. EMPLOYEE shall be allowed  
128 to participate in EMPLOYER's deferred compensation program(s) and Section 125 Flexible  
129 Spending Account, at EMPLOYEE's option and to the extent permitted by law.  
130

131 19. TERMINATION OF AGREEMENT BY EMPLOYEE; NOTICE REQUIRED FOR  
132 RESIGNATION. This agreement may be terminated by EMPLOYEE on 30-days' written notice to  
133 the County Administrator. Any such notice, once accepted by the County Administrator, may not be  
134 withdrawn or rescinded. The fact that the County Administrator has asked EMPLOYEE for  
135 EMPLOYEE's resignation shall not invalidate any such resignation once tendered to, and accepted  
136 by, the County Administrator. Accrued but unused vacation and holiday time shall be paid out to  
137 EMPLOYEE upon resignation, provided sufficient notice as required above is received.  
138

139 20. TERMINATION OF AGREEMENT BY EMPLOYER; EMPLOYER'S RIGHT TO  
140 TERMINATE AT WILL. This agreement may be terminated, or any obligation of EMPLOYER under  
141 this agreement may be suspended, by the County Administrator at any time during its term, in the  
142 sole discretion of the County Administrator. EMPLOYEE shall be deemed to be an at-will employee  
143 of EMPLOYER who shall have no remedy or recourse in the event of disciplinary action, up to and  
144 including discharge.  
145

146 21. TERMINATION OF AGREEMENT BY EMPLOYER; DISCIPLINARY ACTION;  
147 PROCEDURE FOR DISCIPLINARY ACTION. All disciplinary action shall originate from the County  
148 Administrator and be accomplished by the County Administrator.  
149

150 22. EMPLOYER TO INDEMNIFY AND DEFEND EMPLOYEE FOR OFFICIAL ACTS.  
151 EMPLOYER shall indemnify, defend and hold harmless EMPLOYEE, in accordance with the  
152 requirements of s. 895.46, Wis. Stats. EMPLOYER reserves the right to compromise or settle any  
153 such litigation in any fashion deemed advantageous to EMPLOYER, regardless of whether  
154 EMPLOYEE consents thereto.  
155

156 23. CONSTRUCTION OF AGREEMENT; NO ASSIGNMENT. EMPLOYEE shall not assign or  
157 transfer any interest or obligation in this Agreement, whether by assignment or novation. It is  
158 expressly understood EMPLOYER will not consent to any assignment of EMPLOYEE's duties and  
159 obligations.  
160

161 24. CONSTRUCTION OF AGREEMENT; SEVERABILITY. All parts of this agreement are  
162 severable from all other parts and invalidity of any part shall not operate to invalidate any other part.  
163

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25. CONSTRUCTION OF AGREEMENT; WISCONSIN LAW CONTROLS. It is expressly understood and agreed that in the event of any dispute between the parties, arising under this agreement, Wisconsin law shall control to the extent that it is not superseded by any applicable federal law.

26. CONSTRUCTION OF AGREEMENT; ENTIRE AGREEMENT. This Agreement constitutes the entire agreement of the parties and supersedes any and all negotiations of the parties relating to the subject matter hereof. Any prior employment agreement between the parties, together with any extension or renewal of such agreement, is likewise terminated and superseded by this Agreement. All of EMPLOYEE's rights, of any nature whatsoever, arising from, by or under any prior employment agreement between the parties are hereby compromised in their entirety.

IN WITNESS WHEREOF, EMPLOYER and EMPLOYEE have executed this agreement effective as of the day and date by which EMPLOYER's authorized representative and EMPLOYEE have affixed their respective signatures, as indicated below.

**FOR EMPLOYER:**

Date: \_\_\_\_\_  
Josh Smith, Rock County Administrator

**BY EMPLOYEE:**

Date: \_\_\_\_\_  
Paula Schutt, Director of Council on Aging

**WITNESS:**

Date: \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy J. Knudson  
INITIATED BY



Diane Michaelis  
DRAFTED BY

Public Safety and Justice Committee  
SUBMITTED BY

June 11, 2019  
DATE DRAFTED

**Authorizing Double Fill of Five Deputy Sheriff Positions**

- 1 **WHEREAS**, the Rock County Sheriff's Office has been in a continual hiring process for the rank of
- 2 Deputy Sheriff and has been conducting ongoing recruiting; and,
- 3
- 4 **WHEREAS**, in order to be fully staffed and fully trained in the Deputy Sheriff positions, the Sheriff's
- 5 Office must pre-emptively hire Deputy Sheriffs; and,
- 6
- 7 **WHEREAS**, the Deputy Sheriff hiring and training process is lengthy and includes written exam, oral
- 8 interview, background check, psychological test, second oral interview, medical physical, and successful
- 9 completion of physical readiness test for admission into the Wisconsin Law Enforcement Academy; and,
- 10
- 11 **WHEREAS**, the entire hiring and training process takes a minimum of forty weeks; and,
- 12
- 13 **WHEREAS**, the Sheriff's Office recommends hiring five additional Deputies above the authorized
- 14 budgeted headcount; 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 five double fill Deputy Sheriff positions.
- 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 five Deputy
- 21 Sheriff positions.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver  
Mary Beaver, Chair

\_\_\_\_\_  
Russ Podzilni, Chair

Terry Fell  
Terry Fell

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

Absent  
Kara Hawes

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

Brian Knudson  
Brian Knudson

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

Phillip Owens  
Phillip Owens

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

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

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

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

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

Authorizing Double Fill of Five Deputy Sheriff Positions  
Page 2

FISCAL NOTE:

These positions will be funded by vacancies in the Sheriff's LES and Corrections divisions.



Sherry Oja  
Finance Director

LEGAL NOTE:

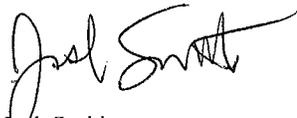
The County Board is authorized to take this action pursuant to §59.22(2),  
Wis. Stats.



Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

## **Authorizing Double Fill of Five Deputy Sheriff Positions**

### **Executive Summary**

The Rock County Sheriff's Office has been in a continual hiring process for the rank of Deputy Sheriff. For several months in 2019, the Sheriff's Office has been conducting ongoing recruiting. During the first half of 2019, the Sheriff's Office completed eleven personnel actions related to the position of Deputy Sheriff. It is a critical matter of public safety that the Deputy Sheriff positions are fully staffed. In order to be fully staffed and fully trained in the Deputy Sheriff positions, the Sheriff's Office must pre-emptively hire Deputy Sheriffs.

The Rock County Sheriff's Office is currently recruiting for five open Deputy Sheriff Positions. The Sheriff's Office's command staff anticipates that six additional openings, for Deputy Sheriffs, will occur due to retirements and promotions in 2019.

The Deputy Sheriff hiring process is lengthy. The process includes written exam, oral interview, background check, psychological test, second oral interview, medical physical, and successful completion of physical readiness test for admission into the Wisconsin Law Enforcement Academy. Once a Deputy Sheriff is hired, the Deputy will go through one week of orientation, seventeen weeks of Wisconsin Law Enforcement Academy training, and fifteen weeks of the Police Training Officer (PTO) programing. The entire hiring and training process takes a minimum of forty weeks.

The Sheriff's Office intends to hire six fully certified deputies who will be ready to enter the fifteen week PTO program. The Sheriff's Office recommends hiring five additional Deputies above the authorized budgeted headcount. The goal is to have these five additional Deputies attend the Wisconsin Law Enforcement Academy from August 12, 2019 to December 13, 2019. These five Deputies will be certified prior to the anticipated retirements and promotions that will occur by December 31, 2019.

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

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Jacki Gackstatter  
INITIATED BY



Jacki Gackstatter  
DRAFTED BY

Public Safety & Justice  
SUBMITTED BY

May 20, 2019  
DATE DRAFTED

**CREATING A 1.0 FTE COLLECTIONS/ACCOUNTS SPECIALIST POSITION  
AND DELETING TWO 1.0 FTE DEPUTY CLERK OF COURT POSITIONS**

- 1 **WHEREAS**, the 2019 Circuit Court Budget includes funding for 26.0 FTE Deputy Clerk of Court
- 2 positions and 2.0 FTE Collections/Accounts Specialists to support the Office of the Clerk of Circuit
- 3 Court; and,
- 4
- 5 **WHEREAS**, changes in debt collections for Arrest Warrants/Commitments (AWC) and the addition of
- 6 the State Debt Collection as a collection program will increased debt collections efforts and the need for
- 7 the addition of a 1.0 FTE Collections/Accounts Specialist position; and,
- 8
- 9 **WHEREAS**, the implementation of eFile has reduced the need for two 1.0 FTE Deputy Clerk of Court
- 10 positions; and,
- 11
- 12 **WHEREAS**, the shift in job duties from a Deputy Clerk of Court position to a Collections/Accounts
- 13 Specialist will better serve the Circuit Court and citizens of Rock County; and,
- 14
- 15 **WHEREAS**, the Office of the Clerk of Circuit Court has two vacant Deputy Clerk of Court positions
- 16 at a starting salary of \$37,440 each; and,
- 17
- 18 **WHEREAS**, the starting salary for the Collections/Accounts Specialist is \$39,332.80; and,
- 19
- 20 **WHEREAS**, the Department compared the costs of the two Deputy Clerk of Court positions and one
- 21 Collections/Accounts Specialist and determined by eliminating two Deputy Clerk of Court positions to
- 22 create one Collections/Accounts Specialist a savings of \$35,547.20 in salaries in addition to cost savings
- 23 from eliminating benefits for one position would be applied to the 2019 Budget; and,
- 24
- 25 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 26 this \_\_\_\_\_ day of \_\_\_\_\_, 2019 does hereby approve the creation of a 1.0 FTE
- 27 Collections/Accounts Specialist position and the deletion of two 1.0 FTE Deputy Clerk of Court positions
- 28 in the Circuit Court budget.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE BOARD

Mary Beaver  
Mary Beaver, Chair

Phillip Owens  
Phillip Owens, Vice Chair

Torry Fell  
Torry Fell

Absent  
Kara Hawes

Brian Knudson  
Brian Knudson

Creating a 1.0 FTE Collections/Accounts Specialist Position and Deleting two 1.0 FTE Deputy Clerk of Court Positions.

Page 2

COUNTY BOARD STAFF COMMITTEE

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

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

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

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

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

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Louis Peer

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Alan Sweeney

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

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

FISCAL NOTE:

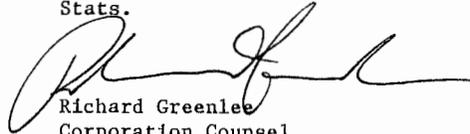
This resolution saves the County money by eliminating 2.0 FTE Deputy Clerk positions and adding 1.0 FTE Collections/Accounts Specialist position.



Sherry Oja  
Finance Director

LEGAL NOTE:

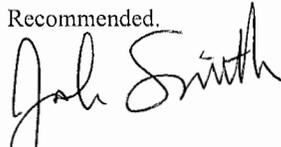
The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.



Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

## Executive Summary

### ADDING A 1.0 FTE COLLECTIONS/ACCOUNTS SPECIALIST POSITION AND DELETING TWO 1.0 FTE DEPUTY CLERK OF COURT POSITIONS

This resolution changes a 1.0 FTE Deputy Clerk of Court position to a 1.0 FTE Collections/Accounts Specialist position and eliminates a 1.0 FTE Deputy Clerk of Court in the Clerk of Circuit Court Office.

The 2019 Clerk of Circuit budget included funding for a 26.0 FTE Deputy Clerk of Court positions and 2.0 FTE Collections/Accounts Specialists positions. Upcoming changes in debt collections for Arrest Warrants/Commitments (AWC) and the addition of the State Debt Collection as a collection program will shift work load duties from a Deputy Clerk of Court position to a Collections/Accounts Specialist position. With the implementation of eFile, new processes have made it possible for a Deputy Clerk of Court position to be eliminated to offset the wage increase from changing from a Deputy Clerk of Court position to a Collections/Accounts Specialist position. The duties of a Collections/Accounts Specialist are in more demand than the duties of a Deputy Clerk of Court and better serves the Circuit Court and the public.

The Department compared the costs of the positions and determined that increase in wages from a Deputy Clerk of Court position to a Collections/Accounts Specialist position will be offset by a savings of \$35, 547.20 with the elimination of a Deputy Clerk of Court position for the 2019 Budget.

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster  
INITIATED BY



Greg Winkler  
DRAFTED BY

Human Services Board  
SUBMITTED BY

June 12, 2019  
DATE DRAFTED

**AMENDING THE 2019 HSD BUDGET TO ACCEPT CLTS FUNDS  
AND CREATING 1.0 FTE HUMAN SERVICES PROFESSIONAL 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’s waitlist at the beginning of this initiative was 181 children, and the CLTS  
9 program successfully enrolled all of the children per the State’s mandate; and,  
10  
11 **WHEREAS**, demand for the CLTS program has grown and additional children are now on the waitlist;  
12 and,  
13  
14 **WHEREAS**, the deadline for the State of Wisconsin’s mandate that all children entitled to CLTS  
15 services must have immediate access without a wait list has been extended to July 1, 2019; and,  
16  
17 **WHEREAS**, the CLTS waitlist continues to grow despite enrolling additional children required in the  
18 waitlist elimination plan; and,  
19  
20 **WHEREAS**, in order to serve the additional children on the wait list, it is necessary to increase the  
21 capacity of the CLTS program; and,  
22  
23 **WHEREAS**, the remainder of the waitlist can be eliminated by hiring a new human services professional  
24 who will serve as a CLTS case manager; and,  
25  
26 **WHEREAS**, the additional revenue in the CLTS program will cover the costs of the new position, and  
27 the computer, phone, and furniture for the new position; and,  
28  
29 **WHEREAS**, no additional county levy is required in 2019 due to the new revenue in the CLTS budget.  
30

31 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
32 this \_\_\_\_\_ day of \_\_\_\_\_, 2019 does hereby approve the creation of 1.0 FTE Case Manager  
33 positions in CLTS, and the purchase of a computer, phone and furniture for the new position; and,  
34

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

	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
	<u>6/1/19</u>	<u>(Decrease)</u>	<u>Budget</u>
37			
38	Account/Description		
39	<u>Source of Funds</u>		
40	36-3691-0000-42100	\$ 289,556	\$5,422,455
41	Federal Aid		
42	<u>Use of Funds</u>		
43	36-3691-0000-61100	\$19,481	\$1,196,814
44	Regular Wages		
45	36-3691-0000-61400	\$1,490	\$91,634
46	FICA		
47	36-3691-0000-61510	\$1,276	\$78,457
48	Retirement-Employers		

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

49	36-3691-0000-61610	\$418,884	\$8,487	\$427,371
50	Health Insurance			
51	36-3691-0000-61620	\$11,942	\$324	\$12,266
52	Dental Insurance			
53	36-3691-0000-62210	\$18,492	\$500	\$18,992
54	Telephone			
55	36-3691-0000-64604	\$3,165,098	\$256,598	\$3,421,696
56	Program Expense			
57	36-3691-0000-67130	\$4,700	\$1,400	\$6,100
58	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

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Henry Brill

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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:

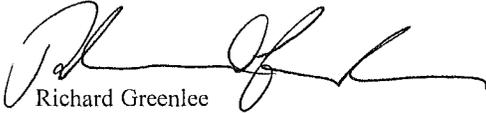
This resolution adds 1.0 FTE CLTS Case Manager position. This position, as well as the program expense to serve additional children, will be funded by federal aid. No additional County funds are required.



Sherry Oja  
Finance Director

LEGAL NOTE:

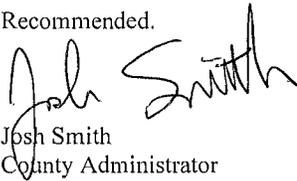
As an amendment to the adopted 2019 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to se. 65.90(5)(a), Wis. Stats.



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 Professional Position**

This resolution requests a 1.0 FTE position in the CLTS program. The state has mandated that the CLTS waitlist be eliminated, and the deadline has been extended to July 1, 2019 due an unanticipated increase in referrals. In order to absorb these children into the program, CLTS needs an additional case manager. The revenue associated with this position will cover the cost of new equipment, salary, and benefits.

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Health Insurance Plan Ad Hoc  
Advisory Committee  
INITIATED BY



Josh Smith  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

June 18, 2019  
DATE DRAFTED

**Approving Changes to the County's Health Insurance Plan as Recommended  
by the Health Insurance Plan Ad Hoc Advisory Committee**

- 1 **WHEREAS**, Rock County provides a health insurance program that is available to all eligible
- 2 employees and their families; and,
- 3
- 4 **WHEREAS**, an increase in the number of claims and the total cost of claims has contributed to
- 5 significant losses in the County's health insurance account; and,
- 6
- 7 **WHEREAS**, the Rock County Board of Supervisors established a Health Insurance Plan Ad Hoc
- 8 Advisory Committee, composed of employees and County Board members, to review options
- 9 and make a recommendation to the County Board; and,
- 10
- 11 **WHEREAS**, the County held 8 meetings to provide information and answer questions about
- 12 health insurance options that were attended by 494 employees; and,
- 13
- 14 **WHEREAS**, the County conducted a survey to solicit input about health insurance options and
- 15 received 890 responses; and,
- 16
- 17 **WHEREAS**, the Health Insurance Plan Ad Hoc Advisory Committee held four meetings and has
- 18 voted to recommend a fully-insured dual-choice point-of-service health insurance plan for 2020.
- 19
- 20 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 21 assembled this \_\_\_\_ day of \_\_\_\_\_, 2019 does hereby approve the change to a fully-
- 22 insured dual-choice point-of-service health insurance plan beginning on January 1, 2020, and
- 23 authorize negotiations on related changes to contracts to facilitate this change.
- 24
- 25 **BE IT FURTHER RESOLVED**, that the County Administrator is directed to include funding
- 26 for such a plan in the 2020 budget.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

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

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

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

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

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

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

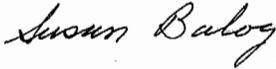
\_\_\_\_\_  
Henry Brill

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

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

FISCAL NOTE:

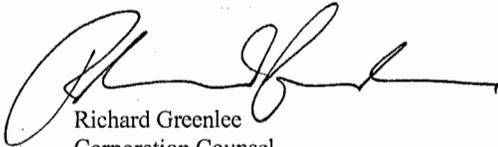
This resolution authorizes a funding change for Rock County Health insurance beginning in 2020. Funds will be budgeted for 2020 to reflect the anticipated health insurance rates.



Susan Balog  
Assistant Finance Director

LEGAL NOTE:

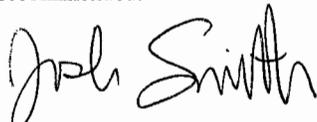
The County Board is authorized to take this action pursuant to §§ 59.01, 59.51 and 59.22(2) of the Wisconsin Statutes.



Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

The County's recent and ongoing adverse experience with health insurance claims and costs has forced this reconsideration of the health insurance benefits the County offers. There are pros and cons to each of the options that were considered, with each having potentially different effects on employees depending on their specific health and family situations. Future uncertainty regarding medical costs, rate increases, and federal regulation make this decision more difficult. However, after numerous information sessions and meetings, this option was chosen by a majority of staff through the survey and recommended by the Ad Hoc Committee. For these reasons, this action is recommended.



Josh Smith  
County Administrator

**Executive Summary**  
**Approving Changes to the County's Health Insurance Plan as Recommended**  
**by the Health Insurance Plan Ad Hoc Advisory Committee**

Over the past year the County has been discussing losses in its health insurance account due to an increase in the number of claims and costs per claim. In January 2019, the County held 9 meetings with employees to share information about increasing program costs. In March 2019, the County Board created a Health Insurance Ad Hoc Advisory Committee composed of employees and County Board members to review options and make a recommendation to the County Board. In May 2019, the County held 8 meetings attended by 494 employees to provide updated information and answer questions. The County also conducted a survey in May 2019 asking employees to rank five options. A total of 890 individuals responded to this survey.

On June 12, 2019, the Health Insurance Ad Hoc Advisory Committee voted 12 in favor – 2 against, with 4 members absent, to recommend a fully-insured dual-choice point-of-service plan. This option, known as Option C on the employee survey, was ranked as the first choice by 66.2% of responding employees and as the second choice by 29.7% of responding employees.

In 2019, Rock County budgeted more than \$21 million for employee health insurance. The plan recommended by the Advisory Committee was targeted to cost approximately \$19 million. Savings from this change would be used to reduce employee costs, including for the following:

- employee deductible reduced from \$750 single/\$2,250 family to \$500 single/\$1,500 family for in-network services;
- the County's share of cost sharing for in-network services (co-insurance) would be increased from 75% to 90%;
- the maximum employee out-of-pocket costs, including in-network deductibles, co-insurance, and co-pays, would be reduced from \$5,900 single/\$11,600 family to \$3,650 single/\$7,300 family;
- prescription costs would no longer have their own out-of-pocket maximum of \$1,500 single/\$3,000 family but would instead be included in the reduced medical maximum out-of-pocket costs noted above; and
- co-pays for in-network primary and specialty care would be reduced from \$25 to \$15.

It is anticipated that additional savings to the County would be used to ensure sufficient funding remains in the health insurance account to cover claims run-out costs from the County's current plan, as well as ensure funding is available to cover future health insurance costs.

Under this plan, employees and any family members on County insurance would be required to select either SSM Health (Dean) or MercyHealth as their in-network provider and would receive in-network coverage benefits as noted above. Employees will still be able to access other providers but would pay additional out-of-network costs, including a higher and separate deductible level (\$750/\$2,250), lower County co-insurance (65% instead of 90%), and the potential for balance billing for out-of-network services (it should be noted that both SSM Health and MercyHealth have arrangements with UW Health that eliminate or limit balance billing in certain circumstances).

The County would continue to offer a wellness program. Employees who comply will not pay a premium share, and those who do not will continue to pay 10%. The County would also commit to continuing its current telemedicine provider (My Ideal Doc) in 2020.

The County's health insurance consultant has engaged in discussions with SSM Health and MercyHealth to develop the plan design and costs noted above, which will need to be finalized through formalization of contracts. The final contracts are expected to include rate locks for 2021 (2.0%) and 2022 (8.9%).



## MEMORANDUM

**DATE:** June 18, 2019  
**TO:** County Board Staff Committee  
**FROM:** Marie-Noel Sandoval, M.P.H.  
Health Officer/Director  
**SUBJECT:** Position Title Change

<u>Current Title</u>	<u>Proposed Change</u>
Public Health Nursing Supervisor	Public Health Supervisor

### Reasoning for Change

We are requesting a position title change from Public Health Nursing Supervisor to Public Health Supervisor. This is primarily a change in title as the position description and job requirements will not be affected significantly by this change.

The role of the Public Health Nursing Supervisor has evolved and expanded significantly with the modernization of public health and the associated departmental strategic planning and reorganization. The job description has been updated to accommodate this evolution, but the position title has not. This is creating recruitment challenges since the current position title does not reflect the broader scope of public health and limits recruitment to only those who hold BSN, RN credentials. We currently have both of our Public Health Nursing Supervisor positions vacant and, even with repeated postings, have had few applicants and no applicants for interview. We propose expanding acceptable educational qualifications to include, in addition to BSN, RN, those with a minimum of Bachelor's degree in Public Health and/or related fields and changing the position title to expand and improve recruitment for this position.

The department and citizens of Rock County have benefited from the evolution and progression toward the modernization of public health. It is resulting in streamlined operations, increased work output, higher work quality, and improved internal/external customer relations and service. The proposed title change will allow for continued involvement and improvement of the Public Health Department.

Thank you for your consideration.

**APPENDIX A  
UNILATERAL PAY PLAN  
Salaries Effective January 1, 2019**

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Range 1					

Range 2					

Range 3					

Range 4					

Range 5					

Range 6	\$16.42	\$17.30	\$18.07	\$19.04	\$20.00
	\$34,284.96	\$36,122.40	\$37,730.16	\$39,755.52	\$41,760.00
	Environmental Health Technician (A)		Vehicle Maintenance Technician (A)		

Range 7	\$16.99	\$17.85	\$18.82	\$19.69	\$20.70
	\$35,475.12	\$37,270.80	\$39,296.16	\$41,112.72	\$43,221.60
	Secretary I (A)				

Range 8	\$17.70	\$18.48	\$19.46	\$20.38	\$21.42
	\$36,957.60	\$38,586.24	\$40,632.48	\$42,553.44	\$44,724.96
	Purchasing Specialist (A)				

Range 9	\$18.30	\$19.11	\$20.13	\$21.13	\$22.16
	\$38,210.40	\$39,901.68	\$42,031.44	\$44,119.44	\$46,270.08
	Nursing Staff Coordinator (A)				

Range 10	\$18.89	\$19.78	\$20.80	\$21.84	\$22.94
	\$39,442.32	\$41,300.64	\$43,430.40	\$45,601.92	\$47,898.72
	Court Attendant (A)			Judicial Assistant (A)	
	Human Resources Secretary (A)			Legal Assistant (A)	
	Secretary II (A)			Administrative Secretary (A)	
				Payroll Specialist (A)	

## Range 11

\$19.54	\$20.49	\$21.52	\$22.59	\$23.72
\$40,799.52	\$42,783.12	\$44,933.76	\$47,167.92	\$49,527.36

Community Coordinator (A)

Conservationist I (A)

Health Promotion Coordinator (A)

Victim Witness Specialist (B)

Vehicle Maintenance Supervisor (A)

## Range 12

\$20.23	\$21.24	\$22.30	\$23.43	\$24.58
\$42,240.24	\$44,349.12	\$46,562.40	\$48,921.84	\$51,323.04

## Range 13

\$20.92	\$21.98	\$23.03	\$24.21	\$25.45
\$43,680.96	\$45,894.24	\$48,086.64	\$50,550.48	\$53,139.60

Division Leader Deputy Clerk (A)

Help Desk/Operations Technician (A)

Mobility Manager (C)

Office Coordinator (A)

Administrative Services Supervisor ( C )

RECAP Site Supervisor (A)

Environmental Health Specialist I (B)

Storekeeper (A)

Nutrition Program Supervisor ( C )

Transportation Program Supervisor ( C )

## Range 14

\$21.64	\$22.71	\$23.87	\$25.07	\$26.34
\$45,184.32	\$47,418.48	\$49,840.56	\$52,346.16	\$54,997.92

Assistant Food Services Manager (A)\*

Cartographer I (A)

Employee Benefits Specialist (A)

Investigator (A)

## Range 15

\$22.45	\$23.52	\$24.71	\$25.94	\$27.21
\$46,875.60	\$49,109.76	\$51,594.48	\$54,162.72	\$56,814.48

Application Support Specialist (A)

Support Services Supervisor ( C )

## Range 16

\$23.16	\$24.37	\$25.56	\$26.87	\$28.24
\$48,358.08	\$50,884.56	\$53,369.28	\$56,104.56	\$58,965.12

Youth Services Center Supervisor (A)\*

## Range 17

\$24.03	\$25.19	\$26.44	\$27.76	\$29.14
\$50,174.64	\$52,596.72	\$55,206.72	\$57,962.88	\$60,844.32

Accountant ( C )

Environmental Health Specialist II (B)

Conservation Specialist II ( C )

Materials &amp; Environmental Services Manager (B)

GEO Application Specialist (B)

Human Resources Analyst ( C )

Victim/Witness Coordinator (C)

## Range 18

\$24.84	\$26.14	\$27.40	\$28.76	\$30.21
\$51,865.92	\$54,580.32	\$57,211.20	\$60,050.88	\$63,078.48

Activity Director (C)

DA Office Manager ( C )

Child Support Supervisor ( C )

Conservation Specialist III (C)

Economic Support Supervisor ( C )

Financial Supervisor ( C )

Planner III (B)

User Support Specialist (A)

Range 19

\$25.72	\$27.01	\$28.36	\$29.77	\$31.22
\$53,703.36	\$56,396.88	\$59,215.68	\$62,159.76	\$65,187.36

Accounting Supervisor ( C )	Health Educator (A)
Chief Deputy Clerk of Circuit Court ( C )	Instructor/Support Specialist (A)
Circuit Court Office Manager ( C )	Lead Economic Support Supervisor ( C )
Communication Center Shift Supervisor (B)	Medicolegal Investigator (A)
Court Reporter (A)	Payroll Manager (B)
Deputy Superintendent ( C )	Senior Conservation Specialist (C)
Food Service Manager (A)*	Telecom/Network Specialist (A)

Range 20

\$26.62	\$27.96	\$29.36	\$30.81	\$32.34
\$55,582.56	\$58,380.48	\$61,303.68	\$64,331.28	\$67,525.92

AODA Coordinator ( C )	Financial Office Manager ( C )
Analyst ( C )	Medical Records Manager ( C )

Range 21

\$27.57	\$28.92	\$30.41	\$31.86	\$33.51
\$57,566.16	\$60,384.96	\$63,496.08	\$66,523.68	\$69,968.88

Deferred Prosecution Director ( C )	Real Property Lister ( C )
Mediation & Fam Court Services Manager ( C )	Shop Superintendent (B)
Master Electrician (A)	Surveyor ( C )
Public Works Accounting Supervisor (C)	Veterans Service Officer ( C )
Public Works Superintendent (B)	

Range 22

\$28.49	\$29.99	\$31.45	\$33.04	\$34.66
\$59,487.12	\$62,619.12	\$65,667.60	\$68,987.52	\$72,370.08

Admissions Registered Nurse ( C )	MDS Nurse (C)
Community Health Education Coordinator ( C )	Environmental Health Specialist III ( C )
Epidemiologist ( C )	Purchasing Manager (C)
Human Resources Manager ( C )	Senior Planner/GIS Manager ( C )
	Senior Planner ( C )

Range 23

\$29.51	\$31.02	\$32.56	\$34.18	\$35.86
\$61,616.88	\$64,769.76	\$67,985.28	\$71,367.84	\$74,875.68

Computer Programmer/Analyst I (B)	Network Technician (B)
Lead Medicolegal Investigator ( C )	Parks Manager ( C )

Range 24

\$30.56	\$32.09	\$33.66	\$35.33	\$37.14
\$63,809.28	\$67,003.92	\$70,282.08	\$73,769.04	\$77,548.32

Human Services Supervisor I ( C )	Facilities Superintendent ( C )
Director of Council on Aging ( C )	

Range 25

\$31.66	\$33.20	\$34.84	\$36.61	\$38.43
\$66,106.08	\$69,321.60	\$72,745.92	\$76,441.68	\$80,241.84

Environmental Health Supervisor ( C )	Nursing Supervisor (A)*
Human Services Supervisor II ( C )	Public Health Nursing Supervisor (C)

## Range 26

\$33.10	\$34.32	\$36.11	\$37.86	\$39.78
\$69,112.80	\$71,660.16	\$75,397.68	\$79,051.68	\$83,060.64

Airport Director ( C )  
 Assistant Human Resources Director ( C )  
 Assistant to Information Technology Director ( B )  
 Computer Programmer/Analyst II ( B )  
 Child Support Director ( C )

Controller ( C )  
 County Conservationist ( C )  
 Environmental Protection Director ( C )  
 Network Support Administrator ( B )  
 Justice System Manager ( C )

## Range 27

\$33.84	\$35.58	\$37.32	\$39.20	\$41.15
\$70,657.92	\$74,291.04	\$77,924.16	\$81,849.60	\$85,921.20

Assistant Public Works Director ( C )  
 Assistant Director of Nursing ( C )  
 Assistant Director ( C )  
 Program Manager ( C )  
 Public Safety Systems Manager ( B )

Communications Center Operations  
 Manager ( C )  
 Risk Manager ( C )  
 Youth Services Center Superintendent ( C )

## Range 28

\$35.08	\$36.81	\$38.66	\$40.57	\$42.60
\$73,247.04	\$76,859.28	\$80,722.08	\$84,710.16	\$88,948.80

Assistant to County Administrator ( C )  
 Assistant Finance Director ( C )

## Range 29

\$36.27	\$38.08	\$40.01	\$42.01	\$44.09
\$75,731.76	\$79,511.04	\$83,540.88	\$87,716.88	\$92,059.92

Economic Support Division Manager ( C )  
 ADRC/Adult Protective Services  
 Division Manager ( C )

## Range 30

\$37.51	\$39.39	\$41.42	\$43.50	\$45.58
\$78,320.88	\$82,246.32	\$86,484.96	\$90,828.00	\$95,171.04

Computer Network Engineer ( C )

## Range 31

\$38.74	\$40.68	\$42.73	\$44.83	\$47.02
\$80,889.12	\$84,939.84	\$89,220.24	\$93,605.04	\$98,177.76

Economic Development Manager ( C )  
 Director of Nursing ( C )

## Range 32

\$40.01	\$42.01	\$44.12	\$46.27	\$48.64
\$83,540.88	\$87,716.88	\$92,122.56	\$96,611.76	\$101,560.32

Administrative Services Division Manager ( C )  
 Children, Youth & Families Division Manager ( C )  
 Behavioral Health Division Mgr ( C )

Court Commissioner ( C )  
 Communication Center Director ( C )

## Range 33

\$41.32	\$43.37	\$45.54	\$47.84	\$50.25
\$86,276.16	\$90,556.56	\$95,087.52	\$99,889.92	\$104,922.00

Deputy Corporation Counsel ( C )  
 Health Officer ( C )  
 HSD Deputy Director ( C )

Information Technology Deputy  
 Director ( C )

## Range 34

\$42.68	\$44.80	\$47.01	\$49.38	\$51.85
\$89,115.84	\$93,542.40	\$98,156.88	\$103,105.44	\$108,262.80

Director of Planning and Development ( C )  
 Facilities Management Director ( C )

Public Works Director ( C )

Range 35

\$44.05	\$46.22	\$48.54	\$50.97	\$53.56
\$91,976.40	\$96,507.36	\$101,351.52	\$106,425.36	\$111,833.28

Range 36

\$45.46	\$47.76	\$50.12	\$52.64	\$55.28
\$94,920.48	\$99,722.88	\$104,650.56	\$109,912.32	\$115,424.64

Human Resources Director ( C )

Range 37

\$46.95	\$49.28	\$51.73	\$54.34	\$57.08
\$98,031.60	\$102,896.64	\$108,012.24	\$113,461.92	\$119,183.04

Director of Information Technology ( C )

Range 38

\$48.48	\$50.91	\$53.48	\$56.08	\$58.88
\$101,226.24	\$106,300.08	\$111,666.24	\$117,095.04	\$122,941.44

Finance Director ( C )

Range 39

\$50.04	\$52.60	\$55.23	\$57.94	\$60.83
\$104,483.52	\$109,828.80	\$115,320.24	\$120,978.72	\$127,013.04

Nursing Home Administrator ( C )

Range 40

\$51.65	\$54.22	\$56.99	\$59.78	\$62.79
\$107,845.20	\$113,211.36	\$118,995.12	\$124,820.64	\$131,105.52

Range 41

\$53.35	\$56.01	\$58.79	\$61.75	\$64.88
\$111,394.80	\$116,948.88	\$122,753.52	\$128,934.00	\$135,469.44

Corporation Counsel ( C )

Director of Human Services ( C )

Unilateral (A) employees are non-exempt FLSA covered employees, which means they are eligible for overtime compensation on a time and one-half basis over 40 hours per week.

Unilateral (B) employees are exempt employees for purposes of the FLSA, but we have decided that they are eligible for overtime compensation on a straight time basis over 40 hours per week.

Unilateral (C) employees are exempt employees for purposes of FLSA and we have decided that they are not eligible for overtime, but may utilize "flex" hours.

An \* indicates that the position is exempt for the purposes of FLSA, but we have decided to pay them overtime on a time and one half basis over 40 hours per week.



**MEMORANDUM**

**TO:** County Board Staff Committee

**FROM:** Richard Greenlee *RG*  
Corporation Counsel

**DATE:** June 17, 2019

**RE:** Out-of-State Training and Conferences

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Resolution No. 06-9A-087 requires each department head to report semi-annually all instances of attendances at all training, conventions and conferences that exceed costs of \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that no one from my department has attended or will attend any training, conventions and conferences that exceed costs of \$1,000 per event, per employee during the first six months of 2019.

cc: Josh Smith

ROCK COUNTY, WISCONSIN



Human Resources Dept.  
Rock County Courthouse  
51 South Main Street  
Janesville, WI 53545  
Phone: (608)757-5520  
FAX: (608)757-5512

June 12, 2019

To: County Board Staff Committee

From: Annette Mikula, Human Resources Director

Re: Semi-Annual Report of Training Costs Exceeding \$1,000 per Employee per Event

In accordance with Resolution 06-9A-087, adopted September 14, 2006, the Human Resource Department did not have any training costs exceeding \$1,000 per event for the period of January 1, 2019 through June 30, 2019.

Respectfully submitted,

A handwritten signature in cursive script that reads "Annette Mikula".

Annette Mikula  
Human Resources Director

Cc: Josh Smith



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## MEMORANDUM

**DATE:** June 18, 2019

**TO:** County Board Staff Committee

**FROM:** Josh Smith, County Administrator 

**SUBJECT:** Semi-Annual Report of Training, Conferences and Conventions  
Exceeding \$1,000 per Employee per Event

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As required by Resolution #06-9A-087, which requires each department head to report semi-annually all instances of attendances at all training, conventions and conferences that exceed \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that the County Administrator's Office did not have any employee who attended a conference that exceeded \$1,000 per event, per employee during the first six months of 2019.

JS/mb

MEM.OUT-OF-STATE