

# ROCK COUNTY, WISCONSIN

**NOTE: This is a Teleconference**



**COUNTY BOARD STAFF COMMITTEE  
MONDAY, JUNE 22, 2020 – 4:30 P.M.  
CALL: 1-312-626-6799  
MEETING ID: 834 4333 9650**

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If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Monday, June 22, 2020. To submit a public comment use the following email: [tracey.vanzandt@co.rock.wi.us](mailto:tracey.vanzandt@co.rock.wi.us).

### Join from a telephone:

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

Instructions for the hearing impaired –

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

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

**COUNTY BOARD STAFF COMMITTEE**  
**MONDAY, JUNE 22, 2020 – 4:30 P.M.**

**Agenda**

1. Call to Order
2. Approve Agenda
3. Approval of Minutes – June 8, 2020
4. Public Comment - sent in via email by noon Monday, June 22, 2020
5. Transfers
6. Resolutions and Committee Action
  - A. To Recognize Linda Graf
  - B. To Recognize Linda Najdowski
  - C. Authorizing Double Fill of Planning Director Position
  - D. In Support of Effective Federal Carbon Fee & Dividend Legislation to Mitigate the Climate Crisis
  - E. Authorizing Temporary Double-fill of One Lead Worker CPS Position
  - F. Support LRB 3342/1 To Increase in State’s Minimum Wage
  - G. To Create the Position of Public Health Communications Specialist, Create a Class Description, Establish a Pay Range, and Amend the 2020 Budget
  - H. Creation of New Policy 5.54 Work - Telecommuting
7. Adjournment

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

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



**COUNTY BOARD STAFF COMMITTEE**  
**Minutes – June 8, 2020**

**Call to Order.** Chair Purviance called the meeting of the County Board Staff Committee to order at 4:30 P.M. via telephone conference.

**Committee Members Present via Phone:** Supervisors Purviance, Rich Bostwick, Brien, Podzilni, Sweeney, Leavy, Peer, Yeomans and Zajac.

**Committee Members Excused:** None.

**Staff Members Present via Phone:** Randy Terronez, Assistant to County Administrator; Annette Mikula, Human Resources Director; Sherry Oja, Finance Director; Bridget Laurent, Deputy Corporation Counsel; Brent Sutherland, Facilities Management Director; Terri Carlson, Risk Manager.

**Others Present:** Supervisors Wilde, Beaver and Mawhinney.

**Approval of Agenda.** Supervisor Brien said item 8.C. should be Rock County not Rock Haven. Supervisor Peer moved approval of the updated agenda with this correction, second by Supervisor Bostwick. ADOPTED.

**Approval of Minutes – May 26, 2020.** Supervisor Brien moved approval of the minutes of May 26, 2020 as presented, second by Supervisor Yeomans. ADOPTED.

**Election of Vice Chair.** Supervisor Zajac nominated Supervisor Rich Bostwick for Vice Chair, second by Supervisor Brien.

Supervisor Sweeney moved to close nominations, second by Supervisor Peer.

ADOPTED.

**Public Comment.** None.

**Transfers.** None.

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

**Resolutions and Committee Action.**

**Recognizing Patricia Degan**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020, does hereby recognize Patricia Degan for her twenty-seven (27) years of service and extend best wishes to her in her future endeavors.”

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

**Recognizing Jeanine Froeber**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly assembled this \_\_\_\_\_ day of \_\_\_\_\_ does hereby recognize Jeanine Froeber for her 25 years of service and extend best wishes to her in her future endeavors.”

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

**Recognizing Michelle Barnett for Service to Rock County**

**“NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020, does hereby recognize Michelle Barnett for her years of service and extends their best wishes to her in her future endeavors.”

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

**Creation of New Policy 5.54 Work – Telecommuting** The new changes to the policy was not included in the agenda packet.

Supervisor Leavy moved to table the Creation of Policy 5.54 Work – Telecommuting to the next meeting on June 22nd, second by Supervisor Yeomans. TABLED.

**Revision to Administrative Policy and Procedure 5.31 Overtime, Flex and After Hours Payments** Ms. Mikula went over the revisions with the Committee.

Supervisor Yeomans moved approval of the revision to Policy 5.31 Overtime, Flex and After Hours Payments, second by Supervisor Bostwick. ADOPTED.

**Revision to Administrative Policy and Procedure 5.37 Shift Differential** Ms. Mikula went over the modifications and explained the changes to the shift differentials. She said there was also a \$5 per hour incentive pay for all employees working in the closed COVID-19 unit. Ms. Oja said CARES funds should be able to be used for this.

Supervisor Zajac moved approval of the revisions to Policy 5.37 Shift Differential, second by Supervisor Brien. ADOPTED.

**Authorizing Hazard Pay for COVID-19 Contact Staff**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020, does hereby authorize payment of \$500 for all employees of the Sheriff’s Office, Rock Haven and Youth Services Center. Said hazard pay would be disbursed as a single lump sum at an approximate cost of \$225,500 with funds to come from the General Fund Balance.

BE IT FURTHER RESOLVED that County staff provide a budget reconciliation/budget amendment resolution of the funds expended no later than the end of December, 2020.”

Supervisor Wilde explained this if for a one-time payment to those working in the higher risk areas, such as the nursing home and jail.

Supervisor Yeomans said he feels this payment should only go to those who work directly in these areas, not to all in the departments. Supervisor Wilde said this is really more for risk than contact.

Supervisor Bostwick said he feels this is a great way to demonstrate the County values its employees who work in these higher risk areas.

Supervisor Bostwick moved approval of the above resolution, second by Supervisor Peer. PASSED on the following vote: YES – Supervisors Bostwick, Brien, Leavy, Peer, Podzilni, Purviance, Sweeney and Zajac; NO – Supervisor Yeomans.

**Approving Release of Deed Restrictions on 1747 Center Ave.**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020 does authorize the release of all deed restrictions entered on the parcel located at 1747 Center Avenue and authorizes the Chair of the Board of Supervisors, and the County Clerk, to sign all necessary agreements to execute such release.”

Mr. Sutherland said the City contacted him regarding the new owners of the gas station property, by the 1717 Center Ave. building, who would like to sell food products.

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

**Adjournment.** Supervisor Bostwick moved adjournment at 5:09 P.M., second by Supervisor Brien. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Office Coordinator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Luster  
INITIATED BY



Penny Nevicosi  
DRAFTED BY

Human Service Board  
SUBMITTED BY

June 2, 2020  
DATE DRAFTED

**TO RECOGNIZE LINDA GRAF**

1 **WHEREAS**, Linda Graf has served the citizens of Rock County for twenty-seven (27) years as a  
2 dedicated and valued employee of Rock County; and,  
3

4 **WHEREAS**, Ms. Graf began her career on September 27, 1993 with Rock County as a Master’s Level  
5 Social Worker doing Triage to support Juvenile Justice and Child Protective Services with the Human  
6 Services Department. As a Triage worker, Ms. Graf conducted comprehensive assessments with Rock  
7 County youth and families in order to provide recommendations related to mental health services, court  
8 intervention and various community supports. She served as the gatekeeper to the system and ensured  
9 that youth and families got linked with the services they needed; and,  
10

11 **WHEREAS**, Ms. Graf began as a Corrective Thinking program coordinator with Rock County Human  
12 Services on October 5, 1998, further serving youth and providing them an avenue to make positive  
13 choices and change. She designed and implemented an array of groups utilizing her knowledge and  
14 expertise of the Corrective Thinking curriculum. Ms. Graf was a leader in this initiative, helping to  
15 train and mentor other professionals in the model. She was dedicated to helping youth build skills and  
16 adjust their thought patterns and was skilled at interacting with youth in a group setting; and,  
17

18 **WHEREAS**, Ms. Graf transitioned to a Juvenile Justice Specialist with Rock County Human Services  
19 on January 1, 2002, where she served in a couple of roles. Initially Ms. Graf was responsible for  
20 completing juvenile court intakes, much like her previous role in Triage, where she performed an  
21 assessment and made recommendations about juvenile court intervention. Ms. Graf later managed a  
22 caseload of youth formally involved with the juvenile justice system. For both of these roles, Ms. Graf  
23 demonstrated a passion for serving and advocating for youth and vulnerable populations. Ms. Graf has  
24 developed strong partnerships with the school district, mental health providers and community  
25 stakeholders. She has been asked to serve on a variety of committees and boards. Ms. Graf has  
26 supervised and mentored student interns; and,  
27

28 **WHEREAS**, Ms. Graf has shown a variety of skills and knowledge which assisted her in navigating  
29 the mental health and juvenile justice programs throughout her twenty-seven (27) year career at Rock  
30 County Human Services. She has demonstrated excellent engagement skills with the countless number  
31 of youth and families she has served in Rock County. She has provided quality assessment and case  
32 management when families needed it most. She has been a valued member of the team, often tackling  
33 complex cases and supporting team members. She has also advocated for co-workers through her years  
34 of key leadership in AMHS. Ms. Graf’s impact on the Rock County workforce and community has  
35 been significant. Her time, energy, and talent will be missed; and,  
36

37 **WHEREAS**, Ms. Graf has decided to retire from Rock County after 27 years of dedicated service on  
38 July 1, 2020; and,  
39

40 **WHEREAS**, Ms. Graf has proven herself to be a compassionate, caring and committed employee,  
41 always advocating for the youth, families and staff in the many areas she has served.  
42

43 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly  
44 assembled this \_\_\_\_\_ day of \_\_\_\_\_ does hereby recognize Linda Graf for her 27 years of service  
45 and extend best wishes to her in her future endeavors.

**Resolution to Recognize Linda Graf**

Page 2

Rock County Human Services Board

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Brian Knudson, Chair

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Sally Jean Weaver-Landers, Vice Chair

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Pam Bostwick

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Ashley Kleven

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Kaelyb Lokrantz

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J. Russell Podzilni

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Angelina Reyes

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Kathy Schulz

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Shirley Williams

**COUNTY BOARD STAFF COMMITTEE**

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Kara Purviance, Chair

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Richard Bostwick, Vice Chair

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Tom Brien

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Kevin Leavy

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Louis Peer

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J. Russell Podzilni

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Bob Yeomans

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Alan Sweeney

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Jeremy Zajac



**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Luster  
INITIATED BY



April Heim  
DRAFTED BY

Human Service Board  
SUBMITTED BY

May 29, 2020  
DATE DRAFTED

**TO RECOGNIZE LINDA NAJDOWSKI**

1 **WHEREAS**, Linda Najdowski has served the citizens of Rock County for twenty-seven (27) years as a  
2 dedicated and valued employee of Rock County; and,  
3

4 **WHEREAS**, Ms. Najdowski began her career on June 29, 1993 with Rock County as a Seasonal Clerk  
5 with the Social Services and Community Programs. As an Account Clerk II, Ms. Najdowski worked  
6 with many clients assisting with services for Rock County residents. Ms. Najdowski additionally  
7 served as a Communication Clerk for this program beginning September 1, 1993; and,  
8

9 **WHEREAS**, Ms. Najdowski began as a Clerk III with the Rock County Human Services on June 7,  
10 1994, further serving customers as they utilized services through the Rock County system. She  
11 provided compassionate care and kindness to all she came in contact with; and,  
12

13 **WHEREAS**, Ms. Najdowski began her Economic Support Specialist position on November 16, 1998,  
14 bringing with her a joyous personality and kind spirit to her clients and coworkers alike. She managed  
15 the FoodShare and Employment Training program for several years of her career, contacting many  
16 clients, developing employability plans, and assisting individuals with obtaining employment through  
17 the many job leads she mailed each week. She began work as a Family Team worker January 1, 2012  
18 with the inception of the Southern Consortium, taking her kindness and care to the clients on the  
19 phone. She demonstrated great customer service and excellent application of complex state and federal  
20 policies; and,  
21

22 **WHEREAS**, Ms. Najdowski has shown a variety of skills and knowledge which assisted her in  
23 navigating the complex policies for the various programs she has dedicated her career to. She has  
24 shown great love and care for everyone she meets. This was reflected in her excellent service  
25 provision through her 27 years. Linda will be missed for her gentle spirit and bringing smiles to many  
26 faces with her friendly personality. Just as she tended our garden, she tended our hearts with her  
27 spiritual support; and,  
28

29 **WHEREAS**, Ms. Najdowski has decided to retire from Rock County after 27 years of dedicated  
30 service on June 1, 2020; and,  
31

32 **WHEREAS**, Ms. Najdowski has proven herself to be a compassionate, caring and committed  
33 employee, always advocating for the clients and staff in the many areas she has served; and,  
34

35 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes  
36 to recognize Linda Najdowski for her achievements and significant contributions to the citizens of  
37 Rock County and her many dedicated years of service.  
38

39 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly  
40 assembled this \_\_\_\_\_ day of \_\_\_\_\_ does hereby recognize Linda Najdowski for her 27 years of  
41 service and extend best wishes to her in her future endeavor.

**Resolution to Recognize Linda Najdowski**

Page 2

Rock County Human Services Board

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Brian Knudson, Chair

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Sally Jean Weaver-Landers, Vice Chair

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Pam Bostwick

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Ashley Kleven

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Kaelyb Lokrantz

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J. Russell Podzilni

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Angelina Reyes

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Kathy Schulz

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Shirley Williams

**COUNTY BOARD STAFF COMMITTEE**

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Kara Purviance, Chair

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Richard Bostwick, Vice Chair

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Tom Brien

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Kevin Leavy

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Louis Peer

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J. Russell Podzilni

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Bob Yeomans

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Alan Sweeney

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Jeremy Zajac

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Planning and Development Committee  
INITIATED BY

Finance Committee  
SUBMITTED BY



Amy Spoden, Asst. Human Resource Director  
DRAFTED BY

June 12, 2020  
DATE DRAFTED

**AUTHORIZING DOUBLE FILL OF PLANNING DIRECTOR POSITION**

- 1 **WHEREAS**, Colin Byrnes, Director of Planning and Development has announced his intention to retire on
- 2 June 12, 2020; and
- 3
- 4 **WHEREAS**, his last day of work will be July 10, 2020; and
- 5
- 6 **WHEREAS**, he has benefit time that continues to until September 19, 2020; and
- 7
- 8 **WHEREAS**, temporarily appointing an interim will allow Rock County to better evaluate the needs of the
- 9 department and ensure the most qualified person is appointed to the position;
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that Rock County Board of Supervisors duly assembled this
- 12 \_\_\_\_\_ day of \_\_\_\_\_, 2020 does hereby approve and authorize double filling the Director of
- 13 Planning and Development position.

Respectfully Submitted,

PLANNING AND DEVELOPMENT COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Alan Sweeney, Chair

\_\_\_\_\_  
Kara Purviance, Chair

\_\_\_\_\_  
Wayne Gustina, Vice Chair

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Rich Bostwick, Vice Chair

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Wes Davis

\_\_\_\_\_  
Tom Brien

\_\_\_\_\_  
J. Russell Podzilni

\_\_\_\_\_  
Kevin Leavy

\_\_\_\_\_  
Robert Potter

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

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J. Russell Podzilni

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Alan Sweeney

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

\_\_\_\_\_  
Jeremy Zajac

LEGAL NOTE:

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

s/ Richard Greenlee

Richard Greenlee  
Corporation Counsel

FISCAL NOTE:

A transfer from the contingency fund may be needed at the end of the year if savings cannot be found within the Planning budget to cover the cost of the double fill.

/s/ Sherry Oja

Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisors Stephanie Aegerter  
and Kaelyb Lokrantz  
INITIATED BY



Supervisors Stephanie Aegerter  
and Kaelyb Lokrantz  
DRAFTED BY

County Board Staff Committee  
& Land Conservation Committee  
SUBMITTED BY

March 12, 2020  
DATE DRAFTED

**IN SUPPORT OF EFFECTIVE FEDERAL CARBON FEE & DIVIDEND LEGISLATION TO  
MITIGATE THE CLIMATE CRISIS**

- 1 **WHEREAS** the Rock County Board of Supervisors recognizes that rising carbon emissions are
- 2 exposing and will continue to expose Rock County citizens to the risks of increasing extreme heat in
- 3 the summers, heavier rainstorms, as well as more frequent and severe flooding; and
- 4
- 5 **WHEREAS**, according to the U.S. Environmental Protection Agency, Rock County, being part of the
- 6 State of Wisconsin, has warmed about two degrees Fahrenheit over the past century, and annual
- 7 precipitation has increased five to ten percent over the last half century; and
- 8
- 9 **WHEREAS**, according to the National Weather Service, flooding in Rock County near the Rock River
- 10 is likely due to recent warming trends over the last 30 years, with historic high water crests in 2008,
- 11 2013, 1993, 2018 and five recent high crests in 2018 and 2019. The information is based on Rock
- 12 River recording stations at Lake Koshkonong, Newville and Afton. High groundwater levels, increased
- 13 snow pack and increased rainfall events will accentuate the probability of increased future flood events.
- 14
- 15 **WHEREAS** climate change is having and will increasingly have adverse effects on Rock County's
- 16 infrastructure, recreational opportunities, and area aquatic and land ecosystems, as well as the area's
- 17 tourism and agricultural industries; and
- 18
- 19 **WHEREAS**, action is needed at the national level to address climate change in a timely and effective
- 20 manner;
- 21
- 22 **WHEREAS** economists overwhelmingly support carbon fee and dividend legislation as sound
- 23 economic policy in its own right and the most effective, most efficient way to reduce emissions; and
- 24
- 25 **WHEREAS** carbon fee and dividend legislation would create jobs, grow the economy, save lives, and
- 26 reduce greenhouse gas emissions here in Rock County,
- 27
- 28 **NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Rock County does
- 29 hereby urge the United States Congress to pass effective carbon fee and dividend legislation without
- 30 delay; and
- 31
- 32 **BE IT FURTHER RESOLVED** that the Board of Supervisors of Rock County send copies of this
- 33 resolution to Senator Tammy Baldwin, Senator Ron Johnson, and Representative Bryan Steil and
- 34 Representative Marc Pocan, as well as the County's State Legislative Delegation and Governor Tony
- 35 Evers.
- 36

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

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Kara Purviance, Chair

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Richard Bostwick

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Tom Brien

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Kevin Leavy

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Louis Peer

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J. Russell Podzilni

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Alan Sweeney

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Bob Yeomans

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Jeremy Zajac

LAND CONSERVATION COMMITTEE

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Richard Bostwick, Chair

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Stephanie Aegerter

---

Wes Davis

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Kaelyb Lokrantz

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Mike Mulligan

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Alan Sweeney

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Jeremy Zajac

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James Quade

FISCAL NOTE:

No fiscal impact in and by itself.

/s/ Sherry Oja

Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Matter of Policy.

/s/ Josh Smith

Josh Smith  
County Administrator

LEGAL NOTE:

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

s/ Richard Greenlee

Richard Greenlee  
Corporation Counsel

## EXECUTIVE SUMMARY

Rock County citizens are growing increasingly alarmed by the effects of climate change on their way of life. Citizens are aware that our changing climate is affecting Rock County agriculture, tourism, infrastructure, health, and the overall quality of life here. Rock County citizens are experiencing difficulty in planting and harvesting crops, and they are observing more frequent flooding of area rivers and streams as well as damage to roads and bridges and to business and residential structures. They are struggling to adjust to temperature extremes that threaten traditional winter and summer recreational and economic activities. Citizens understand the broader global impacts of climate change, and they want the government to act.

In a 2019 Yale Climate Opinion poll, an estimated 70% of Rock County residents agreed that fossil fuel companies should be required to pay a carbon tax; 75% of county residents agreed that carbon emissions should be regulated by the government. At two recent Janesville farmers' markets in 2019, over 200 citizens took time to write letters to their Congressmen asking for federal legislation to enact a tax on carbon. In January, 2020, the Janesville city council, in response to citizen pressure, passed a resolution calling on Congress to pass effective climate legislation.

Municipalities and counties throughout the state and country are taking steps toward sustainability and toward building resiliency in the face of our changing climate, but only a federal response can quickly and effectively reduce the carbon dioxide emissions that are causing the rise in global temperatures, a rise that, unchecked, will result in serious and irreversible threats to our way of life here in Rock County.

American economists overwhelmingly support a tax on carbon as the best approach to addressing the climate crisis. Over 3500 American economists have signed a statement endorsing carbon fee and dividend legislation as the most effective way to quickly reduce carbon emissions. Carbon fee and dividend plans put a fee on fossil fuels at the source (the port, the mine, the well). The money from this tax would be distributed regularly to citizens as a dividend. There are a number of carbon fee and dividend proposals now in the House of Representatives. All involve a rising tax on carbon. They differ in how steep that rise might be, on how that dividend money should be allocated, and on specifics of the border adjustments that are necessary to ensure American competitiveness.

All would represent what many scientists and economists see as a basic first step in a government response to the climate crisis.

In supporting this resolution, The Rock County Board of Supervisors would join the many municipalities and counties across the state and nation that have already endorsed such legislation and would amplify local citizens' calls for a meaningful response to a serious threat to our way of life.

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster  
**INITIATED BY**



Tera O'Connor, HSD Deputy Director  
**DRAFTED BY**

Human Services Board  
**SUBMITTED BY**

June 11, 2020  
**DATE DRAFTED**

**AUTHORIZING TEMPORARY DOUBLE FILL OF ONE LEAD WORKER CPS POSITION**

- 1 **WHEREAS**, the Lead Workers in the Child Protective Services area are a necessary resource to
- 2 effectively train new staff; and,
- 3
- 4 **WHEREAS**, HSD currently has one Lead Worker position available to train new CPS Initial Assessment
- 5 staff; and,
- 6
- 7 **WHEREAS**, due to several new staff starting at the same time, the training needs exceed the available
- 8 lead worker resource resulting in significant challenges in the ability to provide adequate training; and,
- 9
- 10 **WHEREAS**, the Human Services Department has identified current staff who are willing to help and
- 11 who are qualified; and,
- 12
- 13 **WHEREAS**, the Human Services Department has sufficient funds in the Child Protective Services
- 14 program account to pay for the overlap position; and,
- 15
- 16 **WHEREAS**, the Human Services Department requests the County Board permit a temporary double-fill
- 17 of a Lead worker position effective June 15, 2020 and extending until new staff training needs are met but
- 18 not to exceed an end date of 11/15/20.
- 19
- 20 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 21 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020 does hereby authorize the temporary backfill of one
- 22 Child Protective Services Human Services Professional into a Lead Worker Role.

**Respectfully submitted,**  
**HUMAN SERVICES BOARD**

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
J. Russell Podzilni

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

\_\_\_\_\_  
Angelina Reyes

\_\_\_\_\_  
Pam Bostwick

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

\_\_\_\_\_  
Ashley Kleven

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Kaelyb Lokrantz



**AUTHORIZING TEMPORARY DOUBLE FILL OF ONE LEAD WORKER CPS POSITION**

Page 2

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Kara Purviance, Chair

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J. Russell Podzilni

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Richard Bostwick

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

\_\_\_\_\_  
Tom Brien

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

\_\_\_\_\_  
Kevin Leavy

\_\_\_\_\_  
Jeremy Zajac

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

**FISCAL NOTE:**

The cost of the double fill is up to \$1,415, depending on the length of time.  
Funds are available from vacant positions to fund the request.

/s/Sherry Oja

Sherry Oja  
Finance Director

**LEGAL NOTE:**

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

s/ Richard Greenlee

Richard Greenlee  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.

/s/ Josh Smith

Josh Smith  
County Administrator

## **Executive Summary**

### **Authorizing Temporary Double-fill of One Lead Worker CPS Position**

This resolution authorizes the Human Services Department to temporarily double-fill a Child Protective Services Lead Worker position in order to accommodate training needs of multiple new staff starting at the same time CPS Initial Assessment. Lead workers are the primary field trainers for new CPS staff and their role is central to new staff's professional development and integration into the teams. The new staff training needs currently exceed the capacity of available lead workers and a temporary double fill from 6/15/20 through no longer than 11/15/20 will resolve the challenge. There is adequate funding the CPS personnel budget to cover the increased cost.

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Sup. Kathy Schulz  
INITIATED BY



Sup. Kathy Schulz  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

February 12, 2020  
DATE DRAFTED

**SUPPORT LRB 3342/1 TO INCREASE IN STATE'S MINIMUM WAGE**

- 1 **WHEREAS**, the current minimum wage in the State of Wisconsin is \$7.25 per hour; and
- 2
- 3 **WHEREAS**, the rate was last increased in 2008 from \$6.50 per hour; and
- 4
- 5 **WHEREAS**, the minimum wage calculates out to \$15,080 per year, based on a 40 hour work week; and
- 6
- 7 **WHEREAS**, the national poverty annual income for a family of two is \$16,020; and
- 8
- 9 **WHEREAS**, the State's minimum wage is 94% of the federal poverty level; and
- 10
- 11 **WHEREAS**, the State's minimum wage is 94% of the federal poverty level; and
- 12
- 13 **WHEREAS**, a majority of states have wage floors higher than the federal minimum wage rate; and
- 14
- 15 **WHEREAS**, 23 states in 2020 will see their minimum wage increase above the federal rate:
  - 16 A. Six states are a result of voter ballot initiatives, including Missouri;
  - 17 B. Seven states are a result of automatic inflation adjustments, including Minnesota, Ohio
  - 18 and South Dakota;
  - 19
- 20 **WHEREAS**, LRB 3342-1 has been introduced in the State Legislature that would:
  - 21 A. Increase the minimum wage over 5 years so that by year 5, the rate would be \$15 per hour,
  - 22 B. Upon reaching the \$15 per hour threshold, the rate would be indexed to the Consumer Price Index,
  - 23 C. Eliminates other lower minimum wage rates for tipped employees.
  - 24 D. Eliminates the requirement that the Department of Workforce Development promulgate rules for
  - 25 tipped employee category, and setting meal/lodging allowances.
  - 26 E. Eliminates lower minimum wage rates for other categories such as: minor employees, opportunity
  - 27 employees, agricultural employees, and provides DWD to establish minimum wage rates by rule.
  - 28 F. Allow local units of government to set minimum wage rates for their political boundaries.
  - 29
- 30 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 31 this \_\_\_\_\_ day of \_\_\_\_\_, 2019 does hereby support LRB 3342-1 that would in part, increase the
- 32 State's minimum wage, gradually increasing over a five-year period to \$15 per hour.
- 33
- 34 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to send a copy of this
- 35 resolution to Governor Evers, the Wisconsin Counties Association and the Rock County Legislative
- 36 Delegation.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Kara Purviance, Chair

\_\_\_\_\_  
J. Russell Podzilni

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

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

\_\_\_\_\_  
Tom Brien

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

\_\_\_\_\_  
Kevin Leavy

\_\_\_\_\_  
Jeremy Zajac

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

FISCAL NOTE:

No effect on County expenditures in and by itself.

/s/Sherry Oja

Sherry Oja  
Finance Director

LEGAL NOTE:

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

s/ Richard Greenlee

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of Policy.

/s/ Josh Smith

Josh Smith  
County Administrator

RESOLUTION: 20-6B-030

AGENDA: 12.A.1.(1)

Board of Health  
INITIATED BY



Marie-Noel Sandoval, Health Officer  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

6/16/2020  
DATE DRAFTED

**CREATE THE POSITION OF PUBLIC HEALTH COMMUNICATIONS SPECIALIST, CREATE A CLASS DESCRIPTION, ESTABLISH A PAY RANGE, AND AMEND THE 2020 BUDGET**

- 1 **WHEREAS**, the COVID-19 pandemic has shown that promoting health and protecting the public
- 2 requires both sound science and effective public health communication; and,
- 3
- 4 **WHEREAS**, public health communication plays a key role in the health and well-being of Rock
- 5 County's population; and,
- 6
- 7 **WHEREAS**, the reach and impact of public health communication has never been greater; and,
- 8
- 9 **WHEREAS**, over the past 3 months, the task of providing continuous, timely, and accurate public health
- 10 information to our partners, the public, and the media has fallen on the shoulders of public health staff
- 11 who have other job responsibilities; and,
- 12
- 13 **WHEREAS**, these public health staff need to get back to conducting their regular duties and no longer
- 14 have capacity to continue fulfilling both roles; and,
- 15
- 16 **WHEREAS**, the Rock County Public Health Department requests that a 1.0 FTE Public Health
- 17 Communications Specialist position be created; and,
- 18
- 19 **WHEREAS**, this position will be grant funded for a minimum of 12 months; and,
- 20
- 21 **WHEREAS**, this will allow us the capacity to develop, coordinate, and disseminate timely information,
- 22 alerts, warnings, notifications to community partners and the public; and,
- 23
- 24 **WHEREAS**, this will allow us the capacity to develop new systems or utilize existing systems to rapidly
- 25 report public health data; and,
- 26
- 27 **WHEREAS**, this will ensure platforms are in place for pushing out messages and information regarding
- 28 risk of disease transmission and protective measures; and,
- 29
- 30 **WHEREAS**, this will enable us to monitor local news stories and social media postings to determine if
- 31 information is accurate, identify messaging gaps, and make adjustments to communications as needed;
- 32 and,
- 33
- 34 **WHEREAS**, this will allow us to have a dedicated Public Information Officer (PIO) to communicate
- 35 directly with the media; and,
- 36
- 37 **WHEREAS**, this will also align with strategic planning goals and objectives and enable the Rock County
- 38 Public Health Department to effectively conduct information sharing with community partners and the
- 39 public; and,
- 40
- 41 **WHEREAS**, by promoting these initiatives, the Rock County Public Health Department can improve the
- 42 level of health knowledge and health behaviors of the community, thereby improving the health status of
- 43 Rock County residents, thereby making Rock County a healthier place in which to live, play, work, and
- 44 learn; and,
- 45
- 46 **WHEREAS**, it is fair, just, and timely to create this very much needed and important public health
- 47 position.
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**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020 moves to create the position of a 1.0 Public Health Communications Specialist, create the class description, and establish Pay Range 19 (\$55,311.12 - \$67,150.08) effective June 25, 2020.

**BE IT FURTHER RESOLVED**, that the 2020 Rock County Public Health Department budget be amended as follows:

<u>Account/Description</u>	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>1/1/20</u>	<u>(Decrease)</u>	<u>Budget</u>
31-3000-0000-68000			
Federal Aid	\$ 319,760	\$ 84,075	\$404,035
<u>Use of Funds</u>			
31-3000-61100      Wages	\$ 2,068,069	\$58,088	\$2,126,157
31-3000-61400      FICA	\$ 159,531	\$ 4,444	\$ 163,975
31-3000-61510      Retirement	\$ 138,710	\$ 3,921	\$ 142,631
31-3000-61610      Health Insurance	\$ 686,266	\$16,975	\$ 703,241
31-3000-61620      Dental	\$ 19,639	\$ 647	\$ 20,286

Respectfully submitted,

**BOARD OF HEALTH**

\_\_\_\_\_  
Lou Peer, Chair

\_\_\_\_\_  
Connie Winter, DDS, Vice Chair

\_\_\_\_\_  
Doug Wilde

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Danette Rynes

\_\_\_\_\_  
Dr. Kaitlyn Meyers, DVM, MPH

\_\_\_\_\_  
Dr. Vijaya Somaraju, MD, MPH, FACP

\_\_\_\_\_  
Debra Kolste

\_\_\_\_\_  
Eric Gresens, R.Ph

FINANCE COMMITTEE ENDORSEMENT:  
Reviewed and Approved on a vote of \_\_\_\_\_

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

**COUNTY BOARD STAFF COMMITTEE**

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Kara Purviance, Chair

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Rich Bostwick, Vice Chair

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Tom Brien

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Kevin Leavy

---

Louis Peer

---

J. Russell Podzilni

---

Alan Sweeney

---

Jeremy Zajac

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Bob Yeomans

TO CREATE THE POSITION OF PUBLIC HEALTH COMMUNICATIONS SPECIALIST  
Page 4

FISCAL NOTE:

This resolution authorizes the creation of a grant funded position. No County matching funds are required.

/s/Sherry Oja

Sherry Oja  
Finance Director

LEGAL NOTE:

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

s/ Richard Greenlee

Richard Greenlee  
Corporate Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator



**Executive Summary**

Years from now, we may remember 2020 as not only one of the most traumatic periods in our country's history, but also when public health became visible throughout society. As the country grapples with fears of COVID-19, the American public is learning that the health and security of our nation depend heavily on a robust public health system. An additional revelation from this turbulent time is the critical role of strategic, timely, and effective communication in public health. Both science and communication are essential to promoting and protecting the health of the public. The discipline of communication has until recently operated at the periphery of public health. Perceived as more skill than science, communication has been equated only with dissemination of findings and it was assumed that public health information could "speak for itself." The COVID-19 situation has shown that promoting health and protecting the public requires both sound science and effective public health communication.

Public Health communications specialists create and disseminate messages that help both individuals and groups understand health and illness. They are charged with representing an organization as its public face. Communications specialists build relationships with the media and the public. They are mediators in the world of communications and media and play a big role in shaping how the public hears and speaks about health issues. The reach and impact of public health communication has never been greater. Over the coming months and years, public health will be changed and improved to its very core and the discipline of public health communication will continue to grow, develop, and play a major role in public health.

Public health communication plays a key role in the health and well-being of Rock County's population. The Rock County Public Health Department has advocated for the creation of such a position over the past several years. Due to budget and other constraints, this role has not been fulfilled. Over the past 3 months, the task of providing continuous, timely, and accurate public health information to our partners, the public and the media has fallen on the shoulders of public health staff who have other job responsibilities. During this very turbulent time, the staff have stepped up and filled that communication need. Our current staff do not have the capacity to continue fulfilling both roles. It is fair, just, and timely to create this very much needed and important public health position. We have identified grant monies to fund this position for a minimum of 12 months and will continue to seek grant funding until this position can be incorporated into the annual budget.

We intend to utilize funds from the PHEP-COVID-19 grant 31-3204-0000 and the PHEP grant 31-3026-0000 to fund salary and benefits for a full time Public Health Communications Specialist position for 12 months at a cost of \$84,075. We are proposing a minimum appointment of 12 months for this position to enable us to successfully recruit for this position. The Public Health communications Specialist position will be placed in Range 19 of the Unilateral Pay Grid.

<b>POSITION DESCRIPTION</b>	1. Position Control #	2. Department, Division and Unit (if applicable) <b>Public Health</b>
3. Name of Employee	4. Unit, Work Address	
5. Classification Title of Position <b>Public Health Communications Specialist</b>	7. Name and Class of Former Incumbent	
6. Class Title Option (to be filled out by Human Resources)	<b>na</b>	
8. Department Working Title of Position	9. Name and Class of Employees Performing Similar Duties <b>na</b>	
10. Name and Class of First-Line Supervisor <b>Kelsey Cordova, CHEC</b>	11. From Approximately What Date Has The Employee Performed the Work Described Below? <b>new</b>	
12. Does This Position Supervise Subordinate Employees in Permanent Positions? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<p>13. Position Summary - Please Describe Below the Major Goals of This Position</p> <p>The Public Health Communications Specialist performs activities within the framework of the Rock County Public Health Department's provision of the core functions and ten essential services of public health to create and maintain conditions that promote health, improve health outcomes, reduce disparities and foster health equity for populations. The focus of the agency is on promoting environmental, system and policy changes, and population-based interventions which:</p> <ul style="list-style-type: none"> <li>-focus on entire populations possessing similar characteristics,</li> <li>-are guided by an assessment of the population health status,</li> <li>-consider the broad determinants of health, and</li> <li>-consider all levels of prevention, with an emphasis on primary prevention.</li> </ul> <p>The Public Health Communication Specialist promotes public health communications related to the foundational areas of communicable disease prevention and control, environmental health, injury and premature death prevention, maternal and child health, and access/linkage to clinical care. In addition, the Comm Specialist will be expected to develop their personal knowledge, skills and abilities related to the foundational capabilities; assessment/surveillance, emergency preparedness and response, policy development and support, communications, community partnership development, organizational administrative competencies, and accountability/performance management.</p> <p>Work also includes the formulation, review and revision of policies and procedures relating to communications and compliance with local public health statutes and administrative rules.</p> <p>Additionally, their work should strive to meet or be in alignment with "National PH Performance Standards":</p> <p><b>Standard 3.1:</b> Provide Health Education and Health Promotion Policies, Programs, Processes, and Interventions to Support Prevention and Wellness</p> <p><b>Standard 3.2:</b> Provide Information on Public Health Issues and Public Health Functions Through Multiple Methods to a Variety of Audiences</p> <p>This position is responsible for creating, maintaining and executing comprehensive communications &amp; marketing strategies that advance the Rock County Public Health Department's community visibility. Strategies includes: media relationships, social media, and direct relationships with community partners, advocates and residents, and marketing initiatives development, including graphic design content. This position supports staff and department programs to enhance efforts of health promotion and disease prevention. This position will also represent the department as Public Information Officer (PIO) as requested in public health crisis, emergency response, or routine programming and creates messaging and plans for such events.</p>		

14. Describe the Goals and Worker Activities of this Position

- Goals: Describe the major achievements, outputs or results of this position. Prioritize and list them in descending order of importance (A, B, C, D, etc.) Estimate the percentage of time spent on each goal.
- Worker Activities: Under each goal, list the worker activities performed to meet that goal (1., 2., 3., etc.)

Time %	Priority	Goals / Worker Activities
<b>60%</b>	<b>A</b>	<p>Develops, maintains and updates communications content of the public health department, not limited to: program promotional materials, websites, social media accounts, online messaging and presence, intranet and file tree.</p> <ol style="list-style-type: none"> <li>1. Builds relationships with local media, community agencies and members who are committed to improving the health of the community; serves as a member and possible facilitator of local collaborative groups; participates as a member of local and state public health committees.</li> <li>2. Use of the internet and other forms of mass media to educate the public about various health issues to encourage civic participation and feedback on policy.</li> <li>3. Presents public health information to local, state, and national public health officials and groups; communicates public health stories to the media as assigned.</li> <li>4. Collects, analyzes, summarizes, and develops written reports and visual presentations of health data and trends relevant to RCHD. Contributes to the development and preparation of proposals for funding from external sources for health promotion and disease prevention initiatives and programs.</li> </ol>
<b>35%</b>	<b>B</b>	<p>Coordinates with staff on the marketing and communications aspects of department planning and project development to promote community participation and feedback. Work closely with leadership to refine messages and presentations.</p> <ol style="list-style-type: none"> <li>1. Develop and implement marketing plan to promote public health</li> <li>2. Coordinates a consistent organizational brand for all communication materials. Train RCHD staff on brand standards and make templates available for department consistency.</li> <li>3. Coordinates in service training and continuing education for departmental staff; coordinates student experiences within the department.</li> <li>3. Confer with staff regarding pamphlets, posters, and other educational materials.</li> <li>4. Develop and/or modify existing media presentations.</li> </ol>
	<b>C</b>	<p>Monitors the media for issues relevant to health department activity, concern or influence and develops a plan of reaction.</p> <ol style="list-style-type: none"> <li>1. Issues press releases about emergencies or about crisis related issues within the community.</li> <li>2. Participates in public health emergency response training and drills and serves as a</li> </ol>

Time %	Priority	Goals / Worker Activities
		reserve Public Information Officer (PIO) in cases of need for Rock County.
5%	<b>D</b>	Perform related work as required. <ol style="list-style-type: none"> <li>1. Participates in improving agency performance, processes, programs, and interventions through continuous quality improvement.</li> <li>2. Reports to work as called in 24/7 in a public health crisis or emergency and performs public health emergency response duties as assigned and consistent with training provided.</li> <li>3. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and workgroups and contributing to a work environment where continual improvements in practice are pursued.</li> <li>4. Performs other duties as assigned.</li> </ol>

15. Knowledge, Skills and Abilities (KSAs)

**4. KNOWLEDGE, SKILLS, AND ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Strong understanding of targeted, culturally appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations, and local code.
2. Strong understanding of marketing theory, social media tools and optimizing exposure.
3. Website management experience, including basic knowledge of html code and content management systems highly preferred.
4. Possess strong writing skills with understanding of content strategy. Strong understanding of scientific/technical information.
5. Translate scientific content into information for the public through talking points and/or FAQs.
6. Demonstrate a high level of creativity and be able to adjust tactics to achieve desired results.
7. Knowledge of community health assessment and planning models, methods, tools, and techniques.
8. Knowledge of authorship and publication policies and requirements.
9. Knowledge of teaching methods and techniques for presenting material and engaging a wide variety of audiences in learning experiences including but not limited to group process and facilitation; print and electronic educational materials; and formal presentations using a wide range of audio visual equipment.
10. Knowledge of: population health, public health programs and functions, basic biology and microbiology, basic chemistry, behavioral change, civics, advocacy, and public policy.
11. Demonstrates ability to effectively present data to address scientific, political, ethical, and social public health issues.
12. Advanced computer skills: demonstrates ability to use office software, graphic design software (Photoshop, Illustrator, etc.), social media software, and internet searches.

13. Ability to research new communication tools and advise RCHD staff on best practices.
14. Ability to work independently in a variety of situations; work on several major projects simultaneously and under pressure to meet deadlines; follow through on tasks with minimal supervision.
15. Knowledge of public health theory, human psychology, social sciences, behavior change theory, social marketing theory, and principals of health education
16. Ability to apply time-management skills, exercise independent judgment, and prioritize workload.
17. Ability to accommodate flexible scheduling to address program needs.
18. Ability to effectively collaborate with community partners, co-workers, and representatives of other government agencies.
19. Knowledge and ability to coordinate and facilitate community meetings.
20. Possess a strong interest in improving human health, especially interested in working with diverse populations and broad categories of health concerns
21. Ability to work under limited supervision.

16. Job Requirements

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's Degree in Communications, Journalism, Health Education or closely related field from an accredited college or university, plus two years professional work experience within a public health setting, OR equivalent combination of closely related education and experience that provides equivalent knowledge, skill, and abilities. Masters in Public Health (MPH) a plus.
- Valid driver's license
- Motor vehicle in working order
- Bi-lingual (Spanish) preferred.

17. Essential Job Functions (physical elements, equipment use and working conditions)

The demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

- Work involves walking, sitting, standing, bending, twisting, turning, carrying, pushing, pulling, grasping, reaching, and driving.
- Lifting and carrying up to 25 pounds is not uncommon.
- Work related to public health emergencies may require availability 24 hours a day, seven days a week.
- Work hours may include some evenings and/or weekends to accommodate community events.
- Working conditions may vary in relation to heat, cold, fatigue, etc.
- Maintain prompt and regular attendance.

18. Supervisory Section - To Be Completed By the First-Line Supervisor of this Position

- a. The supervision, direction and review of the work of this position by the supervisor is  close  general  minimal
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the positions.

Signature of First-Line Supervisor \_\_\_\_\_ Date \_\_\_\_\_

19. Employee Section - To Be Completed By the Incumbent of this Position

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (Please initial and date attachments.)

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

20. Signature of Human Resources Manager \_\_\_\_\_ Date \_\_\_\_\_

21. Distribute Copies of Signed Form to:

- Human Resources Personnel File       Employee       Department File

**ROCK COUNTY, WISCONSIN**



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

To: County Board Staff Committee

From: Annette Mikula

Date: May 27, 2020

Re: Creation of new Policy 5.54 Work - Telecommuting

As a result of the pandemic, a significant number of Rock County employees have been telecommuting. This is a new policy that would address the changing needs of the work force. The primary goal of this telecommuting policy is to keep the work force safe and healthy while balancing the need to deliver essential services to the residents of Rock County. This policy will identify the telecommuting expectations, guidelines, and procedures. In addition, the policy defines the terms and conditions of telecommuting.

Additional updates were made to this policy after the feedback received at the May 26, 2020 County Board Staff meeting to include language on employee performance expectations.

Cc: Josh Smith

The COVID-19 public health pandemic has resulted in a need to address the changing needs of our workforce. The County's primary goal is to keep its work force safe and healthy while balancing the need to deliver essential services to the residents of Rock County.

This policy is designed to grant flexibility to our workforce in order to properly engage in social distancing, enabling our workforce and residents they serve to stay safe.

Rock County is taking an active approach in ensuring the health and wellness of its employees, officers, their families and the public we serve. The following is effective immediately and will remain in effect until further notice.

Department Heads are to prioritize tasks within their departments and limit face to face contacts and meetings to those that are absolutely necessary. The delivery of mandated services should be done in the most protective manner using technology whenever feasible. Telecommuting shall be considered for nonessential staff that can conduct County business outside of the office. There may be limitations related to equipment needs and technology issues.

### **Telecommuting Expectations Guidelines & Procedures**

During a pandemic, social distancing (1) is critical to preventing the spread of the disease among our employees and the people we serve. Telecommuting is key to achieving social distancing, though it is not the only mechanism. This Policy will cover definitions, expectations, guidelines, and procedures for telecommuting during a pandemic.

Telecommuting is a cooperative arrangement based on the needs of the job and Rock County. The following are the telecommuting guidelines and approval procedures for employees during a pandemic.

#### **1. In General**

Department heads or designee (including elected officials) shall direct all employees to telecommute when the such work is the most consistent way of following social distancing guidelines established by the Rock County Public Health Department.

Department heads or designees, should work with IT staff to identified equipment barriers. If equipment supply is limited, County leaders and IT have discretion to prioritize equipment issuance based on essential operational needs. We ask for your patience as requests are processed as quickly as possible, given operational urgencies.



Employees should be flexible during an pandemic so that we continue to provide essential County services while protecting their health, the health of their families, and the public's health.

## **2. Preparing and Executing Telecommute**

Telecommuting is a new style of work for most individuals and departments at Rock County and will require an adjustment in management styles, communication, and work culture. Every team will figure out what works best for them. As the emergency declaration progresses, memos and FAQs will be added to the County Human Resources Intranet page to assist employees and supervisors with successfully working remotely.

## **3. Terms and Conditions of Telecommuting**

Under this Telecommute Policy, employees are required to adhere to the following terms and conditions for continued employment and to remain in good standing. All Telecommute Employees shall abide by the following telecommute rules:

- a) Employees shall complete the Rock County Telecommute Agreement. The form can be found at <https://www.co.rock.wi.us/rchr/forms>.
- b) Department Heads shall demonstrate flexibility with the work schedules and tasks requested that may be outside of the norm. The public relies on County services to meet their health and financial needs and, as public servants, every effort must be made to keep services running. This means employees may have to use their home or personal internet/WIFI, space in your house or apartment, and other accommodations that would not be asked of employees during non-emergency times. Or, for example, employees telecommuting while providing dependent care may have responsibilities that affect availability; supervisors and co-workers should be understanding and flexible to people's different needs during an emergency. All staff requesting to work flexible hours must first communicate and get approval from their department head or designee
- c) Employees may use personal cell phones for County-related phone calls and emails if the employee does not have a County-issued cell phone per privacy precautions as outline in the Rock County Computer Policy.
- d) Employees will be required to check their county voicemail account at a minimum of once per day to receive messages and respond accordingly to those messages.
- e) Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of information accessible from their home office. Employees will not allow any individual residing with or visiting employee's home to access Rock County-owned equipment, or any files, folders, email, and other confidential or sensitive data on any personally owned equipment.

- f) Meetings with clients or visitors conducting business with Rock County will not be held in the employee's telecommuting location.
- g) Notify a supervisor and IT Help Desk (cssupport@co.rock.wi.us) in the event of Rock County equipment malfunction or theft, as soon as possible. If the malfunction or theft precludes employee from working on assignments, the employee should work with their supervisor and IT to identify an interim solution, as soon as possible, which may include working from a different location or device.
- h) Consider their remote workspace an extension of their Rock County workspace and all work-related injuries and illnesses must be reported to employee's supervisor and Human Resources immediately.
- i) Employees should not assume any specified period of time for emergency telework arrangements, and Rock County may require employees to return to regular, in-office work at any time.
- j) All employees will continue to be held to the performance expectations of their position. Supervisors are responsible for ensuring that employees are provided performance feedback and regular, timely evaluations.

#### **4. Equipment Care**

- a) Telecommuting employees must abide by Rock County's policies covering information security and data privacy.
- b) Maintenance on Rock County-owned equipment will be performed only by a Rock County authorized technician.

#### **5. IT Right to Monitoring, Employee No Expectation of Privacy and Information Security**

Rock County reserves the right to monitor any and all equipment on the Rock County network, and the right to remove or disable the network connection should the equipment show the behavior of infection, indicators of compromise, or use in violation of the Rock County Acceptable Use Policy.

#### **6. Non-Reimbursable Non-Payable Expenses**

- a) Costs related to telecommuting are non-reimbursable/non-payable by Rock County.
- b) Rock County will not reimburse employee for any home or personal WIFI/internet connectivity expenses.
- c) Maintenance/repair of all personally owned equipment shall be non-reimbursable/non-payable by Rock County.

#### **7. Timekeeping**

Employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and

ending time of any split shift or departure from work for personal reasons (i.e. household chores, caring for household dependents, trips to grocery stores, medical appointments, etc). It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded.

