

ROCK COUNTY, WISCONSIN



**COUNTY BOARD STAFF COMMITTEE
TUESDAY – JULY 9, 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 25, 2019
5. Transfers
6. Review of Payments
7. Resolutions
 - A. Recognizing Theresa Fletcher for Service to Rock Haven
 - B. Recognizing Deputy Craig C. Keller
 - C. Reclassification of the Telecom / Network Position to Network Technician in the Information Technology Department
 - D. Eliminating One Help Desk Position and Adding One User Support Position in the Information Technology Department
 - E. Creating an Additional Network Support Administrator Position in the Information Technology Department
 - F. Eliminating One Programmer Analyst II Position and Adding a Project Manager Position in the Information Technology Department
 - G. Accepting a Workforce Advancement Training (WAT) Grant and Amending the Human Resource Department's Budget
 - H. Creating a 1.0 FTE Financial Office Manager Position and Deleting a 1.0 FTE Accountant Position
8. Committee Action, Updates and Possible Action
 - A. Change Job Title from Public Safety Manager to IT Customer Service Manager
9. Adjournment

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



COUNTY BOARD STAFF COMMITTEE
Minutes – June 25, 2019

Call to Order. Chair Podzilni called the meeting of the County Board Staff Committee to order at 4:00 P.M. in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

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

Committee Members Excused: Supervisor Peer.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator; Annette Mikula, Human Resources Director; Richard Greenlee, Corporation Counsel; Amy Spoden, Assistant Human Resources Director; Melissa Wittwer, Child Support Director; Marie-Noel Sandoval, Public Health Officer; Michelle Bailey, Public Health Assistant Director; Greg Winkler, Behavioral Health Division Manager, Human Services.

Others Present: Nate Jackson, Janesville Gazette.

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

Citizen Participation, Communications and Announcements. None.

Approval of Minutes – June 13, 2019. Supervisor Bussie moved approval of the minutes of June 13, 2019 as presented, second by Supervisor Yeomans. ADOPTED.

Transfers. None.

Resolutions.

Recognizing Tracy Moseley for Service to Rock County

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled on this ____ day of _____, 2019 does hereby thank Tracy Moseley for his dedication and contributions to the citizens of Rock County and offer their best wishes for his future plans.”

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

Recognizing Brenda Nipple for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2019 does hereby recognize Brenda Nipple for her 38 years of service and extend their best wishes to her in her future endeavors.”

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

Confirmation of Appointment of Child Support Director

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this ____ day of _____, 2019, confirms the appointment of Melissa Wittwer, as Child Support Director in accordance with the attached conditions of employment.”

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

Confirmation of Appointment of Director of Council on Aging

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this ____ day of _____, 2019, confirms the appointment of Paula Schutt, as Director of Council on Aging in accordance with the attached conditions of employment.”

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

Authorizing Double Fill of Five Deputy Sheriff Positions

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2019, does hereby authorize the temporary double fill of five Deputy Sheriff positions.”

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

Ms. Mikula explained there are currently five open positions and six upcoming retirements. The process of fully training Deputy Sheriffs is lengthy and there are funds in the Sheriff’s Office budget to cover the five double fills while the new Deputies are trained. The Committee commended them for their forward thinking.

ADOPTED.

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

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019 does hereby approve the creation of a 1.0 FTE Collections/Accounts Specialist position and the deletion of two 1.0 FTE Deputy Clerk of Court positions in the Circuit Court budget..”

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

Ms. Mikula said, with e-filing, there have been some changes and the Clerk of Court feels this will better fill their needs.

ADOPTED.

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

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2019 does hereby approve the creation of 1.0 FTE Case Manager position in CLTS, and the purchase of a computer, phone and furniture for the new position; and,

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

...”

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

Mr. Winkler explained this is part of the 2017 mandate to eliminate the waitlist by the end of 2018. They, again, have more people on the waitlist and need this position to take care of the increase. Mr. Winkler said the case workers are all over their case limits. No County funds are required to fund this position.

ADOPTED.

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

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019 does hereby approve the change to a fully-insured dual-choice point-of-service health insurance plan beginning on January 1, 2020, and authorize negotiations on related changes to contracts to facilitate this change.

BE IT FURTHER RESOLVED, that the County Administrator is directed to include funding for such a plan in the 2020 budget.”

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

Mr. Smith handed out a packet of information, which included: the PowerPoint from the May Employee Health Insurance Meetings; the Rock County Health Insurance 2020 Employee Survey; the comparison of the five different plans to the current plan; and the comparison of the current plan to Dean/Mercy Dual Choice POS – Option C, the plan recommended by the Health Insurance Plan Ad Hoc Advisory Committee. He said the County will be going from being self-insured to a fully-insured dual-choice point-of-service plan. The trade-off will be that the employee will need to choose either Dean or Mercy for their family or pay the out-of-network rate. The County will only need the re-insurance stop loss for the 50 retirees from the Sheriff’s Office who continue to receive the health plan that was in place when they retired, per the collective bargaining agreement.

Discussion on: funds to cover run-outs; wellness incentive requirements; training and open enrollment for the new insurance choices; the new insurance choices look to be marginally better for most employees; and the Cadillac Tax.

ADOPTED.

Committee Action, Updates and Possible Action.

Change Job Title from Public Health Nursing Supervisor to Public Health Supervisor Supervisor Bostwick moved approval of the title change, second by Supervisor Thomas.

Ms. Sandoval said this is primarily a change in title and the job requirements and job description will not be affected significantly by the change. She said it would just open it to include those with a Bachelor’s degree in Public Health, or related field, as we are having a hard time filling the position. Other counties have made this change already.

ADOPTED.

Update and Discuss on National Opioid Litigation – Richard Greenlee Mr. Greenlee gave a brief history on the national opioid litigation case Rock County is part of, he handed out an explanation and frequently asked questions on the Cities/Countries

Negotiation Class and went over it. He said this is a new use of the class action mechanism under Rule 23 of the Federal Rules of Civil Procedure and the goal is to recover funds to help fight the opioid epidemic. This Negotiation Class will join cities and counties together and will give them maximum negotiating power.

Supervisors Mawhinney and Bussie left at 4:51 P.M.

Semi-Annual Report of Training, Conferences and Conventions Exceeding \$1,000 per Employee per Event The Committee accepted the reports.

Mr. Greenlee said the Risk Manager, Terri Carlson, will be going to San Diego for training the second half of the year.

Adjournment. Supervisor Sweeney moved adjournment at 4:57 P.M., second by Supervisor Bostwick. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JUNE 2019**

06/27/2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
00-0000-0063-29663	W C TRUST	P1901718	06/20/2019	MARGAN,BRIAN	MILEAGE REIMBURSEMENT 5/31/19	147.90
ISF-SELF INS PROG TOTAL						147.90

I have reviewed the preceding payments in the total amount of **\$147.90**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JUNE 2019**

06/27/2019

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Inv/Enc Amt</u>
01-1320-0000-64200	TRAINING EXP	P1900719	06/20/2019	US BANK	2019 WCA CONFERENCE	175.00
COUNTY ADMINISTRATOR PROG TOTAL						175.00

I have reviewed the preceding payments in the total amount of **\$175.00**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JUNE 2019**

06/27/2019

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Inv/Enc Amt</u>
03-1110-0000-63107	PUBL & LEGAL					
		P1900013	06/13/2019	GREATER BELOIT PUBLISHING CO	PUBL OF 5/23/19 MINUTES	1,609.87
03-1110-0000-64201	CONVENTION EXP					
		P1900719	06/20/2019	US BANK	2019 WCA CONFERENCE	3,920.00
COUNTY BOARD PROG TOTAL						5,529.87

I have reviewed the preceding payments in the total amount of **\$5,529.87**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JUNE 2019**

06/27/2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
06-1620-0000-63100	OFC SUPP & EXP	P1900533	06/27/2019	US BANK	JUNE 2019 STATEMENT	54.52
06-1620-0000-63202	LAW BOOKS	P1900151	06/13/2019	STATE BAR OF WISCONSIN	2019 SUBSCRIPTION	103.80
		P1900533	06/27/2019	US BANK	JUNE 2019 STATEMENT	762.00
06-1620-0000-64200	TRAINING EXP	P1900533	06/27/2019	US BANK	JUNE 2019 STATEMENT	1,164.00
CORPORATION COUNSEL PROG TOTAL						2,084.32

I have reviewed the preceding payments in the total amount of **\$2,084.32**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JUNE 2019**

06/27/2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-61925	BACKGROUND/TEST					
		P1900598	06/20/2019	WISCONSIN DEPARTMENT OF JUSTIC	HR BACKGROUND CHECKS MAY	350.62
		P1901733	06/20/2019	WISCONSIN CHIEFS OF POLICE	SHIPPING AND DISCOUNT	775.00
		P1901765	06/27/2019	ILLINOIS STATE POLICE	ILLINOIS BACKGROUND CHECK	32.00
08-1420-0000-63100	OFC SUPP & EXP					
		P1900593	06/20/2019	US BANK	4485-5941-0021-5118	796.74
		P1900597	06/06/2019	OFFICE PRO INC	COPY PAPER - 8 BOXES	256.00
08-1420-0000-63300	TRAVEL					
		P1900593	06/20/2019	US BANK	4485-5941-0021-5118	255.94
08-1420-0000-64200	TRAINING EXP					
		P1900593	06/20/2019	US BANK	4485-5941-0021-5118	(100.00)
08-1420-0000-64215	RECRUITMENT					
		P1900593	06/20/2019	US BANK	4485-5941-0021-5118	27.81
08-1420-0000-64417	RH EXPENSES					
		P1900593	06/20/2019	US BANK	4485-5941-0021-5118	1,051.21
		P1900598	06/20/2019	WISCONSIN DEPARTMENT OF JUSTIC	RH BACKGROUND CHECKS MAY	61.88
		P1901645	06/20/2019	JAX CUSTOM PRINTING INC	ROCK HAVEN CNA POST CARD MAILI	390.00
HUMAN RESOURCES PROG TOTAL						3,897.20

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JUNE 2019**

06/27/2019

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Inv/Enc Amt</u>
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I have reviewed the preceding payments in the total amount of **\$3,897.20**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JUNE 2019**

06/27/2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
19-1910-0063-65103	PUBLIC LIABILITY					
		P1900533	06/27/2019	US BANK	JUNE 2019 STATEMENT	1,940.00
Property & Liability Insurance PROG TOTAL						1,940.00
19-1912-0063-61710	WORKERS COMP					
		P1900150	06/27/2019	MINUTE MEN HR MANAGEMENT OF WI	JULY INSTALLMENT	2,850.00
		P1901734	06/27/2019	BELOIT HEALTH SYSTEM	AUDIOMETRIC SCREENING	38.45
		P1901735	06/27/2019	BELOIT HEALTH SYSTEM INC	AUDIOMETRIC TESTING	38.45
Worker's Compensation PROG TOTAL						2,926.90

I have reviewed the preceding payments in the total amount of **\$4,866.90**

Date:

Dept Head _____

Committee Chair _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY



Clayton Kalmon
DRAFTED BY

Health Services Committee
SUBMITTED BY

June 20, 2019
DATE DRAFTED

RECOGNIZING THERESA FLETCHER FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Theresa Fletcher has served the citizens of Rock County over the past 20 years, 4 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Theresa Fletcher began her career with Rock Haven as a Certified Nursing Assistant on April 5,
- 5 1999; and,
- 6
- 7 **WHEREAS**, Theresa Fletcher has worked diligently in that position until her retirement on August 31, 2019;
- 8 and,
- 9
- 10 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 11 commend Theresa Fletcher for her long and faithful service.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 14 _____ day of _____, 2019 does hereby recognize Theresa Fletcher for her 20 years, 4 months of
- 15 service and extend 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

Tom Brien

Betty Jo Bussie

Kara Hawes

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

Richard Bostwick

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Troy J. Knudson
INITIATED BY



Chief Deputy Barbara J. Tillman
DRAFTED BY

Public Safety & Justice Committee
SUBMITTED BY

July 1, 2019
DATE DRAFTED

RECOGNIZING DEPUTY CRAIG C. KELLER

1 **WHEREAS**, Craig C. Keller began his employment with Rock County on July 8, 2001, as a Correctional
 2 Officer in the Rock County Sheriff's Office; and
 3
 4 **WHEREAS**, Craig C. Keller was hired as a Deputy Sheriff on April 8, 2007; and
 5
 6 **WHEREAS**, Deputy Craig C. Keller has worked in the Patrol Bureau, and Court Services Bureau and
 7 served on the Boat Patrol, the Dive Team, and was a Hunter Safety Instructor; and
 8
 9 **WHEREAS**, throughout his tenure with the Sheriff's Office, Deputy Keller has worked under three
 10 Sheriffs over the course of his career: Sheriffs Eric Runaas, Robert Spoden, and Troy Knudson; and
 11
 12 **WHEREAS**, Deputy Keller has received numerous commendations and letters of appreciation, including
 13 Correctional Officer of the Year in 2004; and
 14
 15 **WHEREAS**, Deputy Keller will retire from public service on July 10, 2019.
 16
 17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
 18 this _____ day of _____, 2019, does hereby recognize Deputy Craig C. Keller for his 18
 19 years of faithful service and recommends that a sincere expression of appreciation be given to Deputy
 20 Craig C. Keller along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver
Mary Beaver, Chair

J. Russell Podzilni, Chair

Philip Owens
Philip Owens

Mary Mawhinney, Vice Chair

Terry Fell
Terry Fell

Richard Bostwick

Kara Hawes
Kara Hawes

Henry Brill

Brian Knudson
Brian Knudson

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Diana Arneson, Asst. to IT Dir
DRAFTED BY

Finance Committee
SUBMITTED BY

June 28, 2019
DATE DRAFTED

**RECLASSIFICATION OF THE TELECOM/NETWORK POSITION TO
NETWORK TECHNICIAN IN THE INFORMATION TECHNOLOGY
DEPARTMENT**

- 1 **WHEREAS**, the Rock County Board of Supervisors did pass a resolution in August of 2018 to contract
- 2 with Baker Tilly to perform an Information Technology Department assessment; and,
- 3
- 4 **WHEREAS**, as a result of the Baker Tilly assessment the first project recommended for I.T. to complete
- 5 was to reorganize the department; and,
- 6
- 7 **WHEREAS**, the duties performed by the Network/Telecom Technician have evolved and increased over
- 8 time to include more technical assignments and responsibilities; and,
- 9
- 10 **WHEREAS**, the Human Resources department has researched the history of the Telecommunications
- 11 positions in the I.T. department over the last several years; and,
- 12
- 13 **WHEREAS**, based on that research Human Resources has recommended the Network/Telecom
- 14 Technician position be reclassified as a Network Technician; and,
- 15
- 16 **WHEREAS**, the Network Technician position in the Rock County unilateral pay plan is compensated
- 17 at pay range 23; and,
- 18
- 19 **WHEREAS**, the I.T. department can absorb the cost difference in the 2019 budget.
- 20
- 21 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 22 this ____ day of _____, 2019 does hereby approve the reclassification of the
- 23 Network/Telecom Technician position to Network Technician and compensation reallocation from pay
- 24 range 19 step 5 to pay range 23 step 3.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Mary Beaver, Vice Chair

Brent Fox

J. Russell Podzilni

Bob Yeomans

RECLASSIFICATION OF THE TELECOM/NETWORK POSITION TO NETWORK TECHNICIAN
IN THE INFORMATION TECHNOLOGY DEPARTMENT

Page 2

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

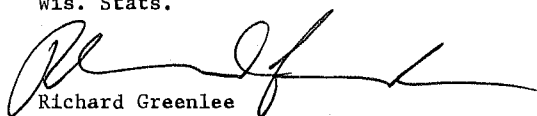
FISCAL NOTE:

The reclassification of the Telecom/Network position will be funded by staff vacancies.


Sherry Qa
Finance Director

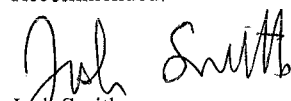
LEGAL NOTE:

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

This resolution authorizes the reclassification of the Network/Telecom Technician position to a Network Technician and the reallocation from pay range 19 step 5 to pay range 23 step 3 in an effort to align the duties this position performs to the compensation this position should receive as a Network Technician.

Telecommunication networks have evolved over the years subsequently requiring technicians to learn increasingly specialized networking skills. Rock County has recently upgraded from an outdated legacy phone system to a new standards-based Voice-Over-IP (VOIP) technology for phones and voice mail. In order to support these new systems, the technician is required to know much more about networking and protocols than in the past.

Since 2010 the Network/Telecom Technician (NTT) has performed telecom tasks such as landline office phone installations and telephone switch configurations and programming. In June of this year, the Programming and Technical Services Manager (PTSM), who supported all of the County's Telecommunications systems, retired. There has been no one trained as a backup for the advanced, system level telecommunications duties the PTSM provided. Human Resources has assisted I.T. with its evaluation of the NTT position and how duties have evolved and increased over time. According to HR's recommendation the position should be reclassified from a NTT pay range 19 step 5 (\$31.22/hour) to a Network Technician pay range 23 step 3 (\$32.56/hour).

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Diana Arneson, Asst. to IT Dir
DRAFTED BY

Finance Committee
SUBMITTED BY

June 28, 2019
DATE DRAFTED

**ELIMINATING ONE HELP DESK POSITION AND ADDING ONE USER
SUPPORT POSITION IN THE INFORMATION TECHNOLOGY
DEPARTMENT**

- 1 **WHEREAS**, the Rock County Board of Supervisors did pass a resolution in August of 2018 to contract
- 2 with Baker Tilly to perform an Information Technology Department assessment; and,
- 3
- 4 **WHEREAS**, as a result of the Baker Tilly assessment the first project recommended for I.T. to complete
- 5 was to reorganize the department; and,
- 6
- 7 **WHEREAS**, the Help Desk duties within the I.T. department have been reduced and/or reassigned due
- 8 to the reorganization; and,
- 9
- 10 **WHEREAS**, the I.T. Director has determined the User Support team is currently understaffed; and,
- 11
- 12 **WHEREAS**, the Rock County Information Technology Department recently had one Help Desk
- 13 Technician retire; and,
- 14
- 15 **WHEREAS**, the elimination of one Help Desk position allows for funding a much needed additional
- 16 User Support position; and,
- 17
- 18 **WHEREAS**, the I.T. department requests the former Help Desk position pay range 13 be eliminated and
- 19 a new User Support position be added at pay range 18; and,
- 20
- 21 **WHEREAS**, the I.T. department can absorb the cost difference in the 2019 budget.
- 22
- 23 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 24 this _____ day of _____, 2019 does hereby approve the elimination of one Help Desk position
- 25 at pay range 13 and the creation of one User Support position at pay range 18.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Mary Beaver, Vice Chair

Brent Fox

J. Russell Podzilni

Bob Yeomans

AUTHORIZING ELIMINATING HELP DESK POSITION AND ADDING USER SUPPORT
POSITION

Page 2

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:

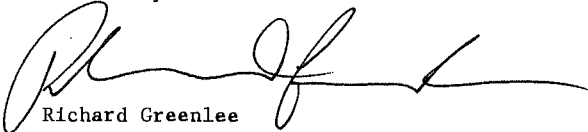
The additional 1.0 FTE User Support position will be funding by staff vacancies and the elimination of a 1.0 FTE Help Desk Position.



Sherry Oja
Finance Director

LEGAL NOTE:

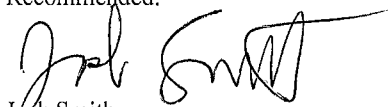
The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

This resolution authorizes the elimination of a Help Desk position and the addition of a User Support position in Rock County's Information Technology Department.

Information Technology has changed much over the years and no longer requires the same level of Help Desk operations and duties as in the past. Print services, job management, and backup scheduling are no longer relegated to just the Help Desk since they can be performed by online applications and sometimes by the users themselves. Conversely, the duties in the User Support area have grown in tandem with the number of supported devices and applications. In the 1998 budget, the I.T. Support team was increased from 2 to 5 full-time user support positions. At that time, the county had 31 terminals, 137 printers, 523 county networked PCs and less than 100 software applications. In 2019, I.T. has 7 full time user support positions (1.5 positions support the sheriff and 5.5 support the rest of the county). These 7 positions support 1402 PCs/laptops/tablets, 405 printers, 132 scanners, 623 cellular devices, and hundreds of applications.

The recent retirement of a Help Desk technician creates an opportunity to add a User Support position and eliminate a Help Desk position. The addition of a User Support Specialist position is more indicative of the technology and skillset required in the current County technology environment. Additionally, the move would help the I.T. department align with the department reorganization recommended by the Baker Tilly Assessment. Given the reduction of Help Desk duties and the marked increase in User Support activities, the addition of a User Support position will help the Information Technology department better serve both the citizens of Rock County and its workforce.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Diana Arneson, Asst. to IT Dir
DRAFTED BY

Finance Committee
SUBMITTED BY

June 19, 2019
DATE DRAFTED

**CREATING AN ADDITIONAL NETWORK SUPPORT ADMINISTRATOR
POSITION IN THE INFORMATION TECHNOLOGY DEPARTMENT**

- 1 **WHEREAS**, the Rock County Board of Supervisors did pass a resolution in August of 2018 to contract
- 2 with Baker Tilly to perform an Information Technology Department assessment; and,
- 3
- 4 **WHEREAS**, as a result of the Baker Tilly assessment the first project recommended for I.T. to complete
- 5 was to reorganize the department; and,
- 6
- 7 **WHEREAS**, a second recommendation in the Baker Tilly assessment was to optimize technical capacity
- 8 for I.T. teams including the Network team; and,
- 9
- 10 **WHEREAS**, the Network Infrastructure staff currently consists of four positions: a Network Engineer,
- 11 a Network Administrator, and 2 Network Technicians; and,
- 12
- 13 **WHEREAS**, the project workload of the Network Infrastructure staff has increased from 15 projects in
- 14 1999 to 130 projected for 2019 or an increase of 766%; and,
- 15
- 16 **WHEREAS**, the I.T. Director has determined the Network Infrastructure team is understaffed; and,
- 17
- 18 **WHEREAS**, adding a Network Support Administrator position would provide increased technical
- 19 capacity and allow for cross-training and backup for the Network Engineer and Network team; and,
- 20
- 21 **WHEREAS**, due to unfilled positions and recent retirements the I.T. department has surplus funds in
- 22 salary and benefit accounts.
- 23
- 24 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 25 this _____ day of _____, 2019 does hereby approve the addition of one Network Support
- 26 Administrator position for the I.T. department at pay range 26.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Mary Beaver, Vice Chair

Brent Fox

J. Russell Podzilni

Bob Yeomans

CREATING AN ADDITIONAL NETWORK SUPPORT ADMINISTRATOR POSITION IN THE
INFORMATION TECHNOLOGY DEPARTMENT

Page 2

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:

The additional 1.0 FTE Network Support Administrator position will be funded by current staff vacancies.


Sherry Oja
Finance Director

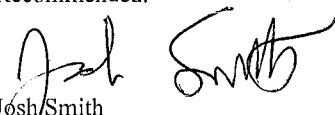
LEGAL NOTE:

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

This resolution authorizes the creation of a Network Support Administrator position in Rock County's Information Technology Department.

In October of 2018, Baker Tilly delivered the Rock County IT Assessment report to Rock County. The first project identified as essential to the success of the Rock County IT department (RockIT) moving forward was the reorganization of the IT Department. In order to achieve this goal and under the direction of RockIT's new Director, RockIT analyzed data from the last twenty years to try and identify capacity levels at each point in time as they related to staffing levels, operations, and projects completed. One of the deficiencies made clear by the analysis was that network staffing levels have not kept pace with project and technology demands. Comparing project data at three different points in time; 15 projects were completed in 1998 with 2 network positions, 53 in 2004 with 4 positions, and 130 so far in 2019 with 5 positions (1 of which is dedicated solely to Public Safety); the analysis exposed an increase of 766% over the last 20 years.

The increased workload of an ever-expanding network infrastructure, the escalating risk associated with cybersecurity threats, and the evolving skillset required to implement new technology has negatively affected the ability of the Network team to effectively and fully resolve challenges and complete projects.

To address these issues and prepare for the future, we respectfully request a new higher level Network Technician position for the IT department. The position title will be Network Support Administrator and the pay range requested is level 26 step 1.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Diana Arneson, Asst. to IT Dir
DRAFTED BY

Finance Committee
SUBMITTED BY

July 1, 2019
DATE DRAFTED

**ELIMINATING ONE PROGRAMMER ANALYST II POSITION AND ADDING
A PROJECT MANAGER POSITION IN THE INFORMATION TECHNOLOGY
DEPARTMENT**

- 1 **WHEREAS**, the Rock County Board of Supervisors did pass a resolution in August of 2018 to contract
- 2 with Baker Tilly to perform an Information Technology Department assessment; and,
- 3
- 4 **WHEREAS**, as a result of the Baker Tilly assessment the first project recommended for I.T. to complete
- 5 was to reorganize the department; and,
- 6
- 7 **WHEREAS**, the Programmer Analyst II duties within the I.T. department have been reduced and/or
- 8 reassigned due to the reorganization; and,
- 9
- 10 **WHEREAS**, the I.T. Director has determined a need exists within the new I.T. department structure for
- 11 a full-time Project Manager; and,
- 12
- 13 **WHEREAS**, the Rock County Information Technology Department recently had one Programmer
- 14 Analyst II staff member retire; and,
- 15
- 16 **WHEREAS**, the elimination of one Programmer Analyst II position allows for funding a much needed
- 17 Project Manager position; and,
- 18
- 19 **WHEREAS**, the Human Resources department recommends the Project Manager position be
- 20 compensated at pay range 26 the same pay range as the retired Programmer Analyst II; and,
- 21
- 22 **WHEREAS**, the addition of the Project Manager position will have no impact on the 2019 I.T. department
- 23 budget.
- 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 elimination of one Programmer Analyst
- 27 II position at pay range 26 and the creation of one Project Manager position at pay range 26.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Mary Beaver, Vice Chair

Brent Fox

J. Russell Podzilni

Bob Yeomans

AUTHORIZING ELIMINATING PROGRAMMER ANALYST II POSITION AND ADDING
PROJECT MANAGER POSITION

Page 2

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Louis Peer

Mary Mawhinney, Vice Chair

Alan Sweeney

Richard Bostwick

Terry Thomas

Henry Brill

Bob Yeomans

Betty Jo Bussie

FISCAL NOTE:

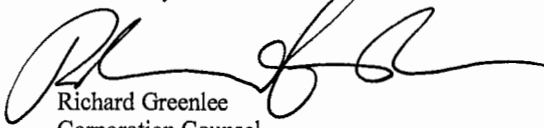
These changes are budget neutral since the position being deleting and the position being created are in the same pay range.



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

This resolution authorizes the elimination of a Programmer Analyst II position and the addition of a Project Manager position in Rock County's Information Technology Department.

Information Technology has changed much over the years and no longer requires the same level of programming skillsets or volume of in-house applications and systems as in the past. Currently available "off-the-shelf" systems and applications have become more sophisticated, customizable, and adaptable in scope than they were in the early stages of third party software development. As the process of procuring and implementing these systems becomes more commonplace, the need to manage these third party applications and the projects they serve has increased as well. If not kept in check, applications that can serve more than one department are not necessarily visible to the County as a whole. This leads to multiple application services all attempting to solve the same problem, running at the same time, and consuming resources that could and should be consolidated into one countywide solution. Additionally, without monitoring current requests for new applications on a countywide scope, projects and the departments they serve turn into silos of information in direct opposition to recommended industry standard practices. This is where the services of a Project Manager are most visible. This position serves not only to monitor, manage, and mediate application and resolution processes, it also helps introduce new technology to all county departments as part of a cohesive and unified systems application portfolio.

The recent retirement of a Programmer Analyst II position creates an opportunity to add the Project Manager position with no impact to Information Technology's budget. Since both positions are compensated at pay range 26, there will even be a period of time where there will be less funds required. Since the new position will begin at pay range 26 step one and the old PA/II position was at pay range 26 step 5, there is a potential savings of \$13,947.84 in the first year alone.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Annette Mikula
INITIATED BY

County Board Staff Committee
SUBMITTED BY



Annette Mikula
DRAFTED BY

June 7, 2019
DATE DRAFTED

**Accepting a Workforce Advancement Training (WAT) Grant and
Amending the Human Resource Department's Budget**

1 **WHEREAS**, the Human Resources Office has been awarded a \$16,150 Workforce Advancement Training
2 Grant; and,
3

4 **WHEREAS**, the Workforce Advancement Training Grant is a program administered by the State of
5 Wisconsin through the Wisconsin Technical College System; and,
6

7 **WHEREAS**, the purpose of the program is to promote increased investment in the development of
8 incumbent workers, improve Wisconsin businesses' productivity and competitiveness, augment the
9 state's economic base, support career pathways and expand technical college training services to
10 businesses and industry. Grants are awarded to upgrade the skills and productivity of employees of
11 established businesses operating in Wisconsin, with the additional objective of supporting regional
12 workforce and economic development efforts. Training under these grants focus on occupational skills,
13 but can include a combination of occupational, academic and employability topics or courses.; and,
14

15 **WHEREAS**, Rock County has identified a need to provide additional leadership training to lead workers
16 and supervisors and currently has limited training dollars available for supervisor training programs; and,
17

18 **WHEREAS**, the WAT grant will create a opportunities to provide advanced training to a cohort of lead
19 workers and supervisors from Rock County; and,
20

21 **WHEREAS**, the grant covers Wisconsin State fiscal year 2020, which encompasses Rock County fiscal
22 year 2019 and 2020. Portions of the grant dollars will be spent in 2019 with the balance as of December
23 31, 2019 being carried over into 2020.
24

25 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
26 this _____ day of _____, 2019 to approve and authorize the acceptance of \$16,150 of WAT
27 grant funds.
28

29 **BE IT FURTHER RESOLVED** that the 2019 Human Resources Department budget be amended as
30 follows:
31

32 Account/ 33 Description	Budget 01/01/19	Increase (Decrease)	Amended Budget
34 <u>Source of Funds</u>			
35 08-1420-2019-42100	\$0	\$16,150	\$16,150
36 State Aid			
37 <u>Use of Funds</u>			
38 08-1420-2019-64200	\$0	\$14,550	\$14,550
39 Training Expenses			
40 08-1420-2019-67130	\$0	\$1,600	\$1,600
41 Equipment			
42			

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Terry Thomas

Louis Peer

Alan Sweeney

Bob Yeomans

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair Date

ADMINISTRATIVE NOTE:

Recommended


Josh Smith
County Administrator

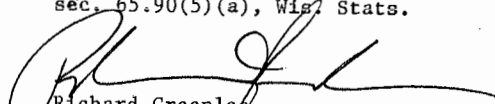
FISCAL NOTE:

Human Resources has been awarded \$16,150 in state funds to provide workforce training. The grant requires a 50% County match, or \$8,075, which is currently available in the Human Resources budget. Therefore, no additional County funds are required.


Sherry Oja
Finance Director

LEGAL NOTE:

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


Richard Greenlee
Corporation Counsel

Executive Summary

The State of Wisconsin offers Workforce Advancement Training (WAT) Grants through the Wisconsin Technical Colleges System. The WAT grants are designed to promote increased development of incumbent workers, improve Wisconsin businesses' productivity and competitiveness, augment the state's economic base, support career pathways and expand technical college training services to business and industry. Grants are awarded to upgrade the skills and productivity of employees of established businesses operating in Wisconsin, with the additional objective of supporting regional workforce and economic development efforts. Training under these grants focus on occupational skills, but can include a combination of occupational, academic, and employability topics or courses.

The Human Resources Department was awarded a \$16,150 grant from the Workforce Advancement Training Program.

Rock County will partner with Blackhawk Technical College (BTC) to develop and deliver a comprehensive training program to build critical skills in County lead workers and supervisors. In 2017, Rock County partnered with BTC to develop a small leadership series that was targeted at new supervisors. The County conducted three of these programs in 2017 and 2018 and is looking to expand with more advanced training enhance the leadership skills of lead workers and supervisors within the County, and to attempt to reduce turnover.

Rock County is currently not equipped to provide the desired training internally; however, BTC is in a position to deliver a comprehensive training program that incorporates both the soft skills and hard skills that lead workers and supervisors need to be successful and to help improve employee retention. The County evaluated priorities and determined that there is a need for advanced training for new supervisors. In addition, there is a desire to create a new program providing an investment in lead workers who would then be better positioned to promote into a future leadership role.

Rock County is not alone in the challenges of recruitment and retention of staff. Rock County has limited growth in terms of new full time equivalencies (FTE) and the majority of the 220 annual new hires comes from turnover, with about 20% as a result of retirements. The average employee in Rock County is 45 years old and has 10.86 years of service. The average supervisor is 48 years old and has 12.9 years of service. Rock County is experiencing an aging of the workforce, and 25% of the workforce and 25% of the supervisors are currently of eligible retirement age. Rock County has approximately 200 supervisors from first level up through Department Heads and Elected Officials.

In addition, several departments and divisions have lead workers currently directing the work flow of a team of employees, and targeted for promotion to serve in a supervisory capacity. Lead workers struggle when promoted to supervisory positions as they lack leadership training. Rock County will be losing a significant portion of the institutional knowledge in the next 10 years as a result of retirements. Rock County believes strongly in creating advancement opportunities for staff, and a majority of the supervisory and lead worker hires are from promotional opportunities. This makes it especially important to upgrade the leadership skills of these employees. In looking at succession planning, Rock County needs to position itself better to promote and grow our internal talent, and help current employees be set up for success when promotional opportunities arise. There is no current supervisor-in-training program, and this is a gap we are hoping to fulfill with one segment of this grant opportunity.

Annually, Rock County conducts an employee engagement survey. There is a section of the survey that focuses on career development and clearly shows that the County must improve opportunities for career development. The scores are based on a 5 point scale with 5 being the desirable. The County strives to achieve at least a 3.5 in each category. The overall career development score in 2018 was 3.14. This can be broken down to a 3.16 for opportunities for professional growth, 2.98 in opportunities for career advancement, and 3.29 in the County invests in training and education, which are all below the target of at least a 3.5. These new training opportunities being offered through this grant will enhance the ability to provide leadership training and career advancement opportunities for staff.

Next year, 15 lead workers and 20 supervisor positions will complete advanced leadership training; 20 supervisors who have not participated in past leadership training opportunities will receive basic leadership training. In total, 55 Lead and Supervisor positions will apply newly attained leadership skills in their daily work, positively impacting overall organization productivity, engagement, and retention.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Nursing Home Administrator
INITIATED BY



Amy Spoden
DRAFTED BY

Health Services Committee
SUBMITTED BY

June 20, 2019
DATE DRAFTED

**CREATING A 1.0 FTE FINANCIAL OFFICE MANAGER POSITION
AND DELETING A 1.0 FTE ACCOUNTANT POSITION**

- 1 **WHEREAS**, the Rock Haven Nursing Home requests that a 1.0 FTE Accountant position be deleted
- 2 and a 1.0 FTE Financial Office Manager position be created; and,
- 3
- 4 **WHEREAS**, the 1.0 FTE Accountant position is currently vacant; and,
- 5
- 6 **WHEREAS**, the Rock Haven Nursing Home has been working with a consultant to evaluate the
- 7 processes and the expectations of the financial office; and,
- 8
- 9 **WHEREAS**, this change will help the Rock Haven Financial Office improve the level of efficiency and
- 10 recruit a candidate with the appropriate skill set to handle complete billing functions; and,
- 11
- 12 **WHEREAS**, the Department can absorb the approximately \$4,955 additional cost for the Financial Office
- 13 Manager position for the remainder of 2019.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 16 assembled this _____ day of _____, 2019 does hereby approve the creation of a 1.0 FTE
- 17 Financial Office Manager position and the deletion of a 1.0 FTE Accountant position in the Rock Haven
- 18 Nursing Home budget.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Norvain Pleasant, Jr., Chair

J. Russell Podzilni, Chair

Brenton Driscoll, Vice Chair

Mary Mawhinney, Vice Chair

Tom Brien

Richard Bostwick

Kara Hawes

Henry Brill

Kathy Schulz

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

TO CREATE 1.0 FTE FINANCIAL OFFICE MANAGER
Page 2

FISCAL NOTE:

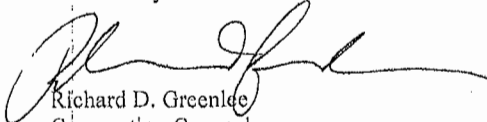
Sufficient are available in the Rock Haven budget to fund the cost of the higher level position.



Sherry Oja
Finance Director

LEGAL NOTE:

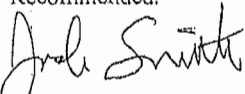
The County Board is authorized to take this action pursuant to sec. 59.22 (2), Wis. Stats.



Richard D. Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

ROCK COUNTY, WISCONSIN



Information Technology
3530 N. Cty. Hwy. F
P.O. Box 351
Janesville, WI 53547-0351
(608) 757-5035
Fax (608) 757-5920

MEMORANDUM

DATE: June 28, 2019

TO: County Board Staff Committee

FROM: James Sandvig, Information Technology Director

RE: Title Change

The County will be actively recruiting to fill the vacant Public Safety Manager position within the Information Technology Department. Prior to beginning the recruitment process we are requesting to re-title the position to IT Customer Service Manager.

The title of Public Safety Manager no longer describes the work needing to be done in the Information Technology Department. The title of IT Customer Service Manager (ITCSM) is more indicative of the technology required and the support this position will provide to the I.T. Department and to all County departments including Public Safety. The function and duties of the ITCSM will strictly adhere to Information Technology Infrastructure Library (ITIL) principles. ITIL is an I.T. industry standard widely accepted as best practices for I.T. service desk and customer support and is integral to the success of the implementation of the Baker Tilly recommendations. The pay range would not change and remain at Range 27.