

ROCK COUNTY, WISCONSIN



NOTE: This is a Teleconference

**COUNTY BOARD STAFF COMMITTEE
TUESDAY, MAY 26, 2020 – 4:30 P.M.
CALL: 1-312-626-6799
MEETING ID: 811 4067 5196**

Topic: County Board Staff Committee
Time: May 26, 2020 04:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81140675196?pwd=NmlHZINZeGpRK2M4Tkt0d3JLY2poQT09>

Meeting ID: 811 4067 5196

Password: 281716

One tap mobile

+13017158592,,81140675196#,,1#,281716# US (Germantown)

+13126266799,,81140675196#,,1#,281716# US (Chicago)

Meeting ID: 811 4067 5196

Password: 281716

Find your local number: <https://us02web.zoom.us/u/kbRy33bM3g>

Join by Skype for Business

<https://us02web.zoom.us/skype/81140675196>

If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Tuesday, May 26, 2020. To submit a public comment use the following email: marilyn@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
TUESDAY, MAY 26, 2020 – 4:30 P.M.

Agenda

1. Call to Order
2. Approve Agenda
3. Set Meeting Date and Time
4. Approval of Minutes – April 7, 2020
5. Public Comment - sent in via email by noon Tuesday, May 26, 2020
6. Transfers
7. Review of Payments
8. Resolutions and Committee Action
 - A. Recognizing Correctional Officer Richard L. Jeannette
 - B. Recognizing Lynn Burdick
 - C. Amending County Board Rules I & IV (Electronic Meetings)
 - D. Amending County Board Rule IV-N (Setting the Time of Committee Meetings)
 - E. Creation of New Policy 5.54 Work – Telecommuting
 - F. Revision to Administrative Policy and Procedure 5.18 Holiday Pay
 - G. Revision to Administrative Policy and Procedure 5.31 Overtime, Flex and After Hours Payments
9. Communications, Announcements and Information
 - A. Discussion and Possible Action
 - 1) American Tower Fairgrounds Cell Tower Proposal
 - 2) Public Comment Period on County Board Agenda
 - 3) Pending Litigation Related to County Safer-at-Home Order
10. 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.

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 – April 7, 2020

Call to Order. Chair Podzilni called the meeting of the County Board Staff Committee to order at 4:00 P.M. via telephone conference.

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

Committee Members Excused: Peer and Yeomans.

Staff Members Present via Phone: Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Annette Mikula, Human Resources Director; Sherry Oja, Finance Director; Richard Greenlee, Corporation Counsel; Dara Mosley, Patrick Singer, Information Technology.

Others Present: Supervisor Tom Brien.

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

Approval of Minutes – March 24, 2020. Supervisor Bussie moved approval of the minutes of March 24, 2020 as presented, second by Supervisor Brill. ADOPTED.

Public Comment. None.

Transfers. None.

Review of Payments. The Committee accepted the reports.

Resolutions and Committee Action.

Establishing Temporary Paid Leave for COVID-19 Related Workforce Reductions and Policy on Furloughed Employees

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of April, 2020 does direct County Administrator Josh Smith to establish, by Administrative Order, a temporary leave program for employees who are available to work, but unable to do so because of reasons related to a public health emergency associated with COVID-19 pandemic.

BE IT FURTHER RESOLVED that in order to provide equity to employees this program be consistent with leave available under the FFCRA, including 12 weeks of job-protected leave, 10 of which are paid, to all eligible employees, capped at \$200 per day and prorated based upon the employee's FTE status; the ability to use personal leave banks to make up the difference between this reduced wage and their regular wage; and the ability to receive their full regular wage by being redeployed to other County departments and community support roles that have a need due to COVID-19.

BE IT FURTHER RESOLVED that Administrator Smith is directed to establish by Administrative Order a policy to provide for the temporary furlough of employees to address shortages in available work, and the long-term needs of the Rock County Workforce.”

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

Mr. Smith briefly went over the resolution. Mr. Smith and Ms. Oja answered questions.

ADOPTED.

Request to Update Position – Admissions Coordinator Title

Supervisor Mawhinney moved approval of the request to update the position, second by Supervisor Brill.

Mr. Smith and Ms. Mikula briefly went over the request to update the Admissions Coordinator title. He said this would allow someone other than a nurse to apply for the position.

ADOPTED.

Communications, Announcements and Information.

Discussion and Possible Action – Potential County Board Action Due to Spring Election Postponement

Mr. Smith explained when the Governor issued the order for the elections to be postponed that the County would need to take action. Now with the order overruled by the courts, this postponement is no longer needed.

Adjournment. Supervisor Bostwick moved adjournment at 4:32 P.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF MARCH 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
01-1320-0000-63100	Office&Misc Exp	P2000024	03/12/2020	US BANK	SUPPLIES FOR ADMIN	186.49
01-1320-0000-64200	Training	P2000024	03/12/2020	US BANK	TRAVEL AND HOTELS	1,255.92
County Administrator PROG TOTAL						1,442.41

I have reviewed the preceding payments in the total amount of **\$1,442.41**

Date: _____ Dept Head _____
Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF MARCH 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
06-1620-0000-63200	Pubs/Subs/Dues	P2001009	03/12/2020	WISCONSIN ASSOCIATION OF COUNT	2020 DUES FOR MEMBERSHIP	105.00
06-1620-0000-63202	Law Books	P2000211	03/19/2020	US BANK	LAW BOOK SUBSCRIPTION JAN/FEB	572.00
Corporation Counsel PROG TOTAL						677.00

I have reviewed the preceding payments in the total amount of **\$677.00**

Date: _____ Dept Head _____
Committee Chair _____

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF MARCH 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-61925	Background/Test					
		P2000337	03/12/2020	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING	248.20
		P2001062	03/12/2020	ILLINOIS STATE POLICE	ILLINOIS BACKGROUND CHECK	16.00
08-1420-0000-63100	Office&Misc Exp					
		P2000319	03/12/2020	US BANK	OFFICE SUPPLIES	274.91
		P2000369	03/12/2020	OFFICE PRO INC	SHREDDING SERVICE	27.82
08-1420-0000-63200	Pubs/Subs/Dues					
		P2000319	03/12/2020	US BANK	SHRM MEMBERSHIP-SUBSCRIPTION	219.00
		P2000901	03/12/2020	SOCIETY FOR HUMAN RESOURCE MAN	SHRM MEMBERSHIP DUES	219.00
08-1420-0000-64200	Training					
		P2000319	03/12/2020	US BANK	TRAINING-LABOR ARBITRATION	750.00
08-1420-0000-64417	RH Expenses					
		P2000319	03/12/2020	US BANK	BACKGROUND TESTING-VERIFY RH	83.90
		P2000337	03/12/2020	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING	43.80
Human Resources PROG TOTAL						1,882.63

I have reviewed the preceding payments in the total amount of **\$1,882.63**

Date: Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF MARCH 2020**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
19-1932-0000-64904	Sundry Expense	P2000319	03/12/2020	US BANK	EMP RECOG.-JVILLE JETS TICKETS	582.00
Employee Recognition Committee PROG TOTAL						582.00

I have reviewed the preceding payments in the total amount of **\$582.00**

Date: _____
Dept Head _____
Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF APRIL 2020**

<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	Legal Notices	P2000010	04/30/2020	ADAMS PUBLISHING GROUP OF SOUT	PUB OF 3/26/20 AGENDA	833.51
County Board PROG TOTAL						833.51

I have reviewed the preceding payments in the total amount of **\$833.51**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF APRIL 2020**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
06-1620-0000-63100	Office&Misc Exp	P2000211	04/23/2020	US BANK	OFFICE SUPPLIES	33.98
		P2001217	04/23/2020	US BANK	OFFICE SUPPLIES-WIPES	43.48
06-1620-0000-63109	Other Supplies	P2001119	04/30/2020	BANDT COMMUNICATIONS INC	PORTABLE RADIO PER	880.80
06-1620-0000-64200	Training	P2000211	04/23/2020	US BANK	TRAINING - REFUND RG	(229.00)
Corporation Counsel PROG TOTAL						729.26

I have reviewed the preceding payments in the total amount of **\$729.26**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF APRIL 2020**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-61925	Background/Test	P2000319	04/16/2020	US BANK	ILLINOIS BACKGROUND CHECK	33.00
		P2000337	04/16/2020	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING	216.75
		P2000374	04/02/2020	ILLINOIS STATE POLICE	ILLINOIS BACKGROUND CHECK	16.00
		P2000487	04/30/2020	MERCY HEALTH SYSTEM	DRUG SCREEN TESTING	140.00
08-1420-0000-63100	Office&Misc Exp	P2000319	04/16/2020	US BANK	OFFICE SUPPLIES	63.75
08-1420-0000-64215	Recruitment	P2000324	04/16/2020	ADAMS PUBLISHING GROUP OF SOUT	JOB ADVERTISEMENTS	738.00
08-1420-0000-64417	RH Expenses	P2000337	04/16/2020	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING	38.25
Human Resources PROG TOTAL						1,245.75

I have reviewed the preceding payments in the total amount of **\$1,245.75**

Date:

Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF APRIL 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
19-1912-0063-61710	Workers Comp	P2000188	04/16/2020	BELOIT HEALTH SYSTEM	DRUG SCREEN BREATH ALCOHOL	188.00
Worker's Compensation PROG TOTAL						188.00
19-1932-0000-64904	Sundry Expense	P2000252	04/16/2020	US BANK	1ST QUARTER RECOGNITION ITEMS	26.65
Employee Recognition Committee PROG TOTAL						26.65

I have reviewed the preceding payments in the total amount of **\$214.65**

Date:

Dept Head _____

Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Troy J. Knudson
INITIATED BY



Chief Deputy Craig L. Strouse
DRAFTED BY

Public Safety & Justice
SUBMITTED BY

APRIL 15, 2020
DATE DRAFTED

RECOGNIZING CORRECTIONAL OFFICER RICHARD L. JEANNETTE

1 **WHEREAS**, Richard L. Jeannette began his employment with Rock County on September 29, 1999, as
2 a Correctional Officer in the Rock County Sheriff's Office working in the Correctional Services Division;
3 and,
4

5 **WHEREAS**, Correctional Officer Jeannette has diligently served the citizens of Rock County as a
6 dedicated and valued employee of Rock County over the past 20 years, and having worked under three
7 Sheriffs over the course of his career: Sheriffs Eric Runaas, Robert Spoden, and Troy Knudson; and,
8

9 **WHEREAS**, Correctional Officer Jeannette has received numerous commendations and letters of
10 appreciation, including Correctional Officer of the Year in 2017; and,
11

12 **WHEREAS**, Correctional Officer Richard L. Jeannette will retire from public service on May 2, 2020.
13

14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
15 this _____ day of _____, 2020, does hereby recognize Correctional Officer Richard L.
16 Jeannette for his over 20 years of faithful service and recommends that a sincere expression of appreciation
17 be given to Correctional Officer Richard L. Jeannette along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

Kara Purviance, Chair

Brian Knudson

Richard Bostwick, Vice Chair

Jacob Taylor

Tom Brien

Ron Bomkamp

Kevin Leavy

Danette Rynes

Louis Peer

J. Russell Podzilni

Alan Sweeney

Bob Yeomans

Jeremy Zajac

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development Committee
INITIATED BY



Michelle Schultz, Real Property Lister
DRAFTED BY

Planning & Development Committee
SUBMITTED BY

March 16, 2020
DATE DRAFTED

Recognizing Lynn Burdick

1 **WHEREAS**, Lynn Burdick has served the citizens of Rock County for the past 27 years as a dedicated
2 and valued employee, and is retiring effective April 3, 2020; and,
3

4 **WHEREAS**, Lynn Burdick began her career with Rock County first in the Planning and Development
5 from March 1974 through April 1984; then, after a break in service, she came back on January 25, 1993
6 as a Clerk Typist III in the Register of Deeds Office and on July 18, 1994 accepted the Account Clerk I
7 position in the Register of Deeds which was retitled to Real Estate Optical Imaging Specialist on April 17,
8 1997; and,
9

10 **WHEREAS**, Lynn Burdick relocated to Real Property as a Tax Description Clerk on October 4, 1999
11 and on June 4, 2007 Lynn Burdick accepted the position of Deputy Register of Deeds in the Register of
12 Deeds Office; and,
13

14 **WHEREAS**, Lynn Burdick returned to Real Property as a Real Property Specialist on January 5, 2009
15 and worked diligently in that position until her retirement on April 3, 2020; and,
16

17 **WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County wishes to
18 recognize Lynn Burdick for her significant contributions to the County and to thank her for her many
19 years of dedicated and faithful service.
20

21 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
22 this _____ day of _____, 2020, does hereby recognize Lynn Burdick for her 27 years of
23 service and extends best wishes to her in her future endeavors.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

PLANNING & DEVELOPMENT
COMMITTEE

Kara Purviance, Chair

Alan Sweeney, Chair

Richard Bostwick, Vice Chair

Mary Mawhinney, Vice Chair

Tom Brien

Wes Davis

Kevin Leavy

Wayne Gustina

Louis Peer

Phillip Owens

J. Russell Podzilni

Alan Sweeney

Bob Yeomans

Jeremy Zajac

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Chair Kara Purviance
INITIATED BY



Corporation Counsel
Richard Greenlee
DRAFTED BY

Chair Kara Purviance
SUBMITTED BY

May 12, 2020
DATE DRAFTED

AMENDING COUNTY BOARD RULES I & IV

1 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
2 this day of May, 2020 hereby amends the Rules of Procedure of the Rock County Board of Supervisors
3 as follows:
4

5 (1) Rule I-I. shall be created as follows:
6

7 I. If, an emergency situation arises, in which in the opinion of the Chair and Vice Chair
8 collectively, it would be unsafe, or a threat to the health of members of the Board of Supervisors, or
9 members of the public, to hold an in-person meeting, then on a temporary basis, any meeting of the Rock
10 County Board of Supervisors may be conducted by electronic audio-visual means. Any electronic
11 meetings must be conducted in accordance with the Wisconsin Open Meetings Law, Wis. Stat. § 19.81, et.
12 seq., such that reasonable notice is provided to the public in accordance therewith, and the meeting is
13 reasonably accessible to members of the public. During any electronic meeting of the County Board, any
14 period normally designated for public hearing or public comment may be omitted, at the sole discretion of
15 the Chair, except those public comment, or public hearing periods, which are required by state law or
16 administrative rule. In lieu of receiving public comments during an electronic meeting, the public shall be
17 made aware of other means by which they may submit their comments, such as email, phone, or U.S. Mail.
18 In order to facilitate the orderly proceeding of business, when necessary as determined at the sole discretion
19 of the Chair, a resolution or ordinance may be brought before the County Board of Supervisors for
20 consideration without report from a governing committee of the County Board as required by Rule IV-
21 D. For the purposes of Rules I-I and IV-P an "emergency situation" shall include, but not limited to: a
22 declared local state of emergency under chapter 323 of the Wisconsin Statutes; a public health emergency,
23 pandemic, or epidemic that puts members of the Board of Supervisors, staff, or the public in danger; a
24 natural disaster that threatens public safety; or any other situation or event that represents a substantial
25 threat to the health or safety of the Board of Supervisors, staff, or the public.
26

27 (2) Rule IV-P. shall be created as follows:
28

29 P. If, an emergency situation arises, in which in the opinion of the Chair or presiding official
30 of any committee, board or commission of the County Board, it would be unsafe to the members of the
31 body, or unsafe to members of the public, to hold an in person meeting, then on a temporary basis, any
32 meeting of the body may be held by remote electronic audio-visual means consistent with the requirements
33 of Rule I-I.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

Kara Purviance, Chair

J. Russell Podzilni

Richard Bostwick, Vice Chair

Alan Sweeney

Tom Brien

Bob Yeomans

Kevin Leavy

Jeremy Zajac

Louis Peer

FISCAL NOTE:

No fiscal impact.

/s/Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

Pursuant to Rule X-C. of the Rock County Board of Supervisors Rules of Procedure, the rules of procedure may be amended upon 2/3 vote of all members present.

/s/Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Vice Chair Rich Bostwick
INITIATED BY



Corporation Counsel
Richard Greenlee
DRAFTED BY

Vice Chair Rich Bostwick
SUBMITTED BY

May 12, 2020
DATE DRAFTED

AMENDING COUNTY BOARD RULE IV-N.

1
2
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11

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this day of May, 2020 hereby amends the Rules of Procedure of the Rock County Board of Supervisors as follows:

(1) Rule IV-N. shall be created as follows:

N. A majority of committee members will determine the day and time that the committee will meet. However, in no event shall a Standing Committee of the County Board listed in Rule V, except for the Rail Transit Commission, hold its regularly scheduled meetings before 4:30 p.m. unless all Supervisors on the committee agree that the time of the meeting may be earlier.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

FISCAL NOTE:

Kara Purviance, Chair

No fiscal impact.

/s/Sherry Oja

Richard Bostwick, Vice Chair

Sherry Oja
Finance Director

Tom Brien

Kevin Leavy

LEGAL NOTE:

Louis Peer

Pursuant to Rule X-C. of the Rock County Board of Supervisors Rules of Procedure, the rules of procedure may be amended upon 2/3 vote of all members present.

J. Russell Podziilni

/s/Richard Greenlee

Alan Sweeney

Richard Greenlee
Corporation Counsel

Bob Yeomans

Jeremy Zajac

ADMINISTRATIVE NOTE:

Matter of policy.

/s/Josh Smith

Josh Smith
County Administrator

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 20, 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.

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 a 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.

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.

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 20, 2020

Re: Revision to Administrative Policy and Procedure 5.18 Holiday Pay

Administrative Policy 5.18 on Holiday Pay was last updated with an effective date of January 1, 2019. The changes at that time were designed to consolidate the language that was aligned with different employee groups and provide uniform County-wide language. We have recently been made aware that there was a section that is included in the non-exempt non 24/7 positions that was not included in the 24/7 positions. It was not the intent to exclude this provision from the employees that work in a 24/7 position. This requested update is to re-insert this language.

Cc: Josh Smith

Holiday Bank:

Effective January 1, 2014, all Unilateral and Non Law Enforcement Employees shall have their holiday time capped at 72 hours per calendar year (See “Holiday Bank” under leave bank on check stub). Any hours earned over 72 hours in a calendar year will be paid out. Employees who currently have holiday hours in their bank prior to January 1, 2014 will not lose those hours from their bank(See “Holiday Old” under leave bank on check stub). Employees wishing to use banked holiday time will use hours from the “Holiday Old” bank before the “Holiday Bank.” A sample check stub is attached at the end of this policy.

The Department Head shall attempt to rotate employees called to work on holidays insofar as such rotation is not inconsistent with efficient operation of the department.

Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.

For purposes of computing overtime, a holiday shall be counted as eight hours worked in computing the 40 hours workweek.

Non-Exempt Employees in non 24/7 Positions

Employees (.4 FTE or more), shall receive holiday pay according to the number of hours for which they would be scheduled to work on that day. If a holiday falls on an employee’s scheduled day off, the employee shall be entitled to a compensatory day off with pay pro-rated based on their FTE.

Employees who work on a holiday shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked and will bank holiday hours equal to all hours worked up to eight (8) hours.

Employees shall be paid at the rate of two and one-half (2 ½) times their regular rate of pay for all hours worked on a holiday in excess of their normally scheduled shift. No additional holiday time will be banked.

Employees not scheduled to work, but required to work on holiday, shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked in addition to the holiday pay.

Non-Exempt Employees in 24/7 Positions

Non-exempt employees in 24/7 positions working on any holiday shall receive compensation at the rate of time and one-half their regular rate of pay for all hours worked. In addition, they shall be eligible to take another day off with pay in lieu of the holiday worked, which is to be scheduled at a time that is mutually convenient to the Employer and employee.

Part time employees who work on a holiday shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked and will bank holiday hours equal to all hours worked up to eight (8) hours.

Employees shall be paid at the rate of two and one-half (2 ½) times their regular rate of pay for all hours worked on a holiday in excess of their normally scheduled shift. No additional holiday time will be banked.

If a holiday falls on an employee's scheduled day off, the employee shall be entitled to a compensatory day off with pay pro-rated based on their FTE.

For the purpose of computing holiday pay, the following guidelines shall be applied:

1. For each holiday enumerated a full twenty-four hour period shall be subject to premium pay.
2. Where an employee's shift falls completely within the holiday, the employee should be paid at the premium rate for the entire shift.
3. Where a regular shift falls on two calendar days, the Employer shall pay premium pay for the full shift of which the majority of hours fall on the holiday. This shall relieve the Employer from paying any premium pay for the shift for which the minority of hours fall on the holiday.

For supervisors working at the 911 Communication Center, who are required to work on a holiday, they will be paid or granted compensatory time off at a rate of time and one half for all hours worked between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday, and earn 8 hours of holiday time in lieu of

For purposes of computing overtime, a holiday shall be counted as eight hours worked in computing the 40 hours workweek.

Pool/Relief positions who are required to work a holiday will be paid at a rate of time and one half.

Holiday Pay while on a Leave

In order to receive holiday pay, employees must normally be scheduled to work for not less than four (4) hours the regular workday before and not less than four (4) hours the regular workday after the holiday, unless on authorized paid time off (sick leave, vacation) or on paid FMLA.

When a holiday falls within a period of leave with pay, the employee shall receive pay for the holiday.

When a holiday falls within a period of leave without pay, the employee shall receive no pay for the holiday.

The following language only applies to the employees who are in job classes that were covered by the following collective bargaining agreement(s) on December 31, 2011:

(AFSCME 1077)

Holidays when working 4 10 hour days: If there are any weeks in which a paid holiday falls while employees are working a four ten hour day schedule the employees will follow the regular hours schedule, working an eight (8) hour daily schedule for the week. The holiday workweek will be four (4), eight (8) hour workdays, plus the eight (8) hour paid holiday off.

Employees who work four ten-hour days or four nine-hour days and one four-hour day, will have a total of eighty (80) hours of paid holiday time per calendar year. The current, established holidays: 1) New Year's Day, 2) the Spring Holiday directly preceding Easter, 3) Memorial Day, 4) July 4th, 5) Labor Day, 6) Thanksgiving Day, 7) Friday following Thanksgiving, 8) one full day before Christmas, 9) Christmas Day will be taken as the employee's holiday if it falls within the four ten-hour day, or the four nine-hour and one four-hour day work week. The remaining holiday hours to the total 80 hours, may be used as floating holidays, upon the employee's request and approval of their supervisor.

ROCK COUNTY, WISCONSIN



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To: County Board Staff Committee

From: Annette Mikula

Date: May 21, 2020

Re: Revision to Administrative Policy and Procedure 5.31 Overtime, Flex and After Hours Payments

This is a modification to Administrative Policy 5.31 on Overtime, Flex and After Hours Payments. This proposed change is to remove the specific departments listed under the Facilities Management section for on call pay. With the potential for the shelter to be needed at the Craig Center, this will allow for on call coverage at the Fairgrounds and this modification allows for an employee to be assigned for that location.

Cc: Josh Smith

Section to be Changed:

(Facilities Management) Each regular full-time Employee shall receive time and one-half of his/her hourly wage rate for all hours worked in excess of eight hours per day, or forty hours per week. In the event an Employee is off duty and called in to work in excess of eight hours per day, he/she shall be paid a minimum of time and one-half for two hours.

Employees shall be expected to respond to a call to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she work less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two-hour period of time; further provided, that the aforesaid two-hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any Maintenance Staff at the ~~Youth Services Center, Rock Haven, or the Jail~~ that is required by management to carry a County issued cell phone during non-work hours will be compensated at the rate of \$100 per week for each week that the Employee carries the cell phone.



DATE: May 19, 2020

TO: County Board Staff Committee

FROM: Randy Terronez,
Assistant to the County Administrator

RE: American Tower Fairgrounds Cell Tower Proposal

American Tower owns one of the two cell towers at the County fairgrounds. The County leases the land to the two cell tower owners who own the towers. Both towers generate annual revenue to the County of approximately \$80,000. The contracts include annual 3 – 3.5 % escalators. In addition to an annual payment covering the land lease, the County also receives commission for each cellphone company using the towers.

American Tower notified the County that it had lost a cellphone company tenant, one of two cellphone companies on their tower. In a proposal dated March 26 (at the beginning of the COVID 19 event), American Tower requested the County to temporarily accept a reduced rental payment from \$34,163.28 to \$17,081.64, a reduction of 50% or \$17,081.64. The company also requested to temporarily reduce the annual escalator from 3.5% to 1.75% annually. The temporary reduction would be only until a second tenant is secured. American Tower would offset the proposal by a one-time signing bonus of \$15,000. (See attached.)

(Note that this is the 1st scheduled County Board Staff Committee since receipt of the company's request.)

This is the 1st time American Tower has approached the County with a revenue decrease. In 2018, American Tower submitted a request to extend their lease for another 30 years with modified termination clause wording. The request included a one-time signing bonus in the amount of \$20,000. The County accepted their offer and the ground lease was amended.

In today's COVID 19 environment, demand for digital communications has greatly increased and it is estimated that the demand for cell tower space will expand. Consequently, it is recommended that the County decline the offer due the negative revenue impact and continued growth in wireless communications activity.



March 26, 2020

Re: American Tower Site #375231 / Janesville WI

Hi Randy,

Thank you for taking the time to speak with me about the current situation of the cell tower site/agreement. We appreciate your willingness to help us find a solution for this site that is beneficial for everyone. As we discussed, below is a summary of the options we discussed regarding the tower.

Potential Solutions:

- **Option 1:**
 - A simple agreement would be signed among the parties to **temporarily** reduce your annual ground rent from \$34,163.28 to \$17,081.64 (This does not include any revenue shares received), and temporarily reduce your annual escalator from 3.5% to 1.75% annually. **When American Tower secures a second tenant for the tower your rent and escalator will be reinstated.**
 - American Tower will give you a one-time **signing bonus of \$15,000.00**

Achieving a solution that would allow both parties a chance at future success is the ultimate goal of our communication to you on behalf of American Tower. Let's work together to do our best to ensure the tower stays on your property in the hope that it can be mutually beneficial for years to come.

I invite anyone else you would like to be involved in these discussions to contact me. I would also be pleased to elaborate on the options listed above and am open to any other ideas you may have to help resolve this difficult situation.

Thank you for your time and attention to this matter. I look forward to speaking to you soon.

Sincerely,

Kristie Gusow
Tower Alliance LLC, an American Tower Vendor
5000 T-Rex Avenue, Suite 160
Boca Raton, FL 33431
561-569-3011 – Office
561-674-4303- Cell
866-236-1216 - Fax

This Letter is not intended to create any legally binding obligations on the part of you or American Tower, or any of their respective affiliates, and no such obligations will exist unless and until a definitive agreement with respect to a transaction is executed and delivered by the parties or their affiliates in their sole discretion, and then only as and to the extent provided in such definitive agreement.