

COUNTY BOARD STAFF COMMITTEE
Minutes – February 9, 2016

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, Kraft, Arnold, Brill, Bussie, Mawhinney, Peer, Sweeney and Thomas.

Committee Members Absent: None.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Annette Mikula, Human Resources Director; Jeff Kuglitsch, Corporation Counsel; Sherry Oja, Finance Director; Charmian Klyve, Human Services Director; Kate Flanagan, Human Services - Mental Health/AODA Division Manager; Lance Horozewski, Human Services - Children Youth & Families Division Manager; Ben Coopman, Public Works Director; Vicki Brown, County Treasurer.

Others Present: Supervisor Rick Richard; Cathy Idzerda, Janesville Gazette.

Approval of Agenda. Supervisor Arnold moved approval of the agenda as presented, second by Supervisor Peer. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Bills/Encumbrances - 2015

Corporation Counsel	\$	20.20
Human Resources		175.00
Employee Recognition		514.00

Bills/Encumbrances - 2016

County Administrator	\$	48.00
Human Resources		600.00

Transfers. None.

Pre-Approved Encumbrances. None.

Supervisor Kraft moved approval of the above Bills and Encumbrances, Transfers and Appropriations, and Pre-Approved Encumbrances for the County Board Staff Committee, second by Supervisor Mawhinney. ADOPTED.

Resolutions.

Requesting the State Legislature to Take Steps to Enact a Constitutional Amendment Regarding Unfunded Mandates

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors in session this _____ day of _____, 2016 that they encourage the Wisconsin State Legislature to take steps to adopt a constitutional amendment to restrict the power of the legislature to mandate requirements upon local governments.

BE IT FURTHER RESOLVED that a provision similar to the following be proposed as a state constitutional amendment:

No bill enacted by the legislature on or after January 1, 2016, requiring a local government to establish, expand or modify a duty or activity that requires the expenditure of revenue by the local government shall be effective until and unless the legislature appropriates or otherwise provides for the payment or reimbursement, from a source other than the revenue of the local government, for the costs incurred for the biennium by the local government in complying with this requirement.

BE IT FURTHER RESOLVED that for the purposes of this constitutional amendment, local government would include county, city, town, village, technical college or school districts.

BE IT FURTHER RESOLVED that a copy of this resolution be sent to all Rock County state legislators and the Government of the State of Wisconsin.”

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

Supervisor Kraft handed around three prior resolutions (90-8A-072, 03-3A-198 and 11-3A-307) for the Committee to look at. The Committee discussed these resolutions with Supervisor Richard.

Supervisor Brill moved to table the above resolution to have the Wisconsin Counties Association added to line 40 and sent to them by May 1, 2016, second by Supervisor Thomas.
TABLED.

Merit Pay for Non-Represented Employees

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors that it hereby directs the Rock County Administrator and the Rock County Human Resources Director to conduct a merit pay study and develop a merit pay proposal for Rock County’s non-represented employees and to present such a proposal to the appropriate committees and to the Rock County Board in the third and fourth quarters of 2016.”

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

The Committee discussed the overall philosophy of the higher/lower performers; to try to increase morale; to be able to keep good employees; being fair to all employees; how to fund; if the employees want this; training for supervisors; and that this would be a multi-year process.

Supervisor Sweeney moved to amend line 22 – 24 to read “. . . conduct a performance evaluation and merit pay study for Rock County’s non-represented employees. . .”, second by Supervisor Mawhinney. ADOPTED.

Ms. Mikula voiced her concern on a timeline because of the job evaluation and pay compensation study being done this year, which is slated to be a seven month process.

Supervisor Mawhinney moved to delete line 24 “in the third and fourth quarters of 2016”, second by Supervisor Arnold. ADOPTED.

Supervisor Sweeney asked for opinions on the resolution as amended.

Mr. Kuglitsch said he does not see a problem from a legal standpoint as long as it is consistent across the County.

Ms. Mikula said the system is not set up for this and would need some measurable goals and training for managers and supervisors.

Supervisor Bussie asked when Ms. Mikula felt they would be able to start on this study. Ms. Mikula said she felt by the end of 2016 she would be able to report back to the Committee.

ADOPTED.

Approving Agreement for the Maintenance of the Newville Park-and-Ride Lot between Rock County and the State of Wisconsin

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 does hereby approve an agreement for the maintenance of the Newville Park-and-Ride between Rock County and the State of Wisconsin.”

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

Recognizing Betty Rowley for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 does hereby

recognize Betty Rowley for her 28 years, 8 months of service and extend their best wishes to her in her future endeavors; and

BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of this resolution to Betty Rowley.”

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

Recognizing Matt Fosmoen for Service to Rock Haven

“**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 does hereby recognize Matt Fosmoen for his 21 years, 4 months of service and extend their best wishes to him in his future endeavors; and

BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of this resolution to Matt Fosmoen.”

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

Recognizing Lorelei White for Service to Rock Haven

“**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 does hereby recognize Lorelei White for her 38 years, 5 months of service and extend their best wishes to her in her future endeavors; and

BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of this resolution to Lorelei White.”

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

Amending the County’s Personnel Ordinance

“**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016, does hereby amend Chapter XVIII, the County’s Personnel Ordinance as follows:

CHAPTER XVIII
PERSONNEL ORDINANCE

18.626 Travel

The County shall reimburse employees for actual necessary and reasonable itemized travel costs incurred while on official authorized County business. Commuting expenses between an employee's residence and normal place of employment are not reimbursable. All travel must be authorized by the Department Head in order to be eligible for reimbursement. Department Heads shall inform the County Administrator of any out of County travel plans. There will be no reimbursement for meals within the County, except as authorized by the Board Chair or Vice Chair. Out of County meals will be reimbursed at the IRS allowed rates. Receipts are required for all meals. Employees shall receive mileage reimbursement at the IRS allowed rate for all authorized travel in their personal automobile. Employees shall be required to complete an expense voucher before reimbursement will be made. All automobile allowances in all County departments shall be paid in a manner similar to that in which salaries are paid. Receipts are also required for air, train, bus or taxi travel, hotels or motels, ~~meals~~, conference registration and all other items (except tolls) in excess of five dollars. Clerical employees who are required to return to work to take minutes at evening meetings shall be reimbursed for mileage to and from their residence. (This reimbursement is taxable to the employee.)

~~Meals allowed while in travel status:~~

- ~~• Breakfast — up to \$8.00 including tip, may be claimed when the employee is out of the County prior to 7:00 a.m. on county business. The breakfast rate will be paid for meals prior to 10:30 a.m.~~
- ~~• Lunch — up to \$10.00 including tip, may be claimed when the employee is out of the County between 10:30 a.m. and 2:30 p.m. on county business.~~
- ~~• Dinner — up to \$20.00 including tip, may be claimed when the employee is out of the County after 6:00 p.m. on county business. The dinner rate will be paid for meals after 2:30 p.m.~~

~~The above are maximums and it is not the intent that the employees should always spend the maximum allowed.~~

~~Meals are allowed when an employee is on County business out of Roek County. An itemized receipt from the point of purchase showing the details for what was purchased shall be required for reimbursement for all meals. No reimbursement shall be authorized for alcoholic beverages.”~~

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

Ms. Oja went over the proposed changes with the Committee.

Supervisor Kraft said she can see the County could be taken advantage of by some employees as proposed. She suggested a review of these changes in a year to see if there are any

areas of abuse. Ms. Oja said the employee would still need to answer to their supervisor, and that her staff is working on a tracking system on how to track abuse.

ADOPTED.

Creating 4.0 FTE Children, Youth and Families Division Case Manager Positions and Creating 1.0 FTE Youth Services Center Youth Specialist Position and Amending the 2016 HSD Budget

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 does hereby authorize the creation of 4.0 FTE CYF Case Managers and funds 1.0 FTE Youth Specialist through the balance of 2016.

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

...”

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

Mr. Smith, Ms. Klyve and Mr. Horozewski explained that, with the coming of Family Care, some changes are needed to ensure a smooth transition.

ADOPTED.

Creating 4.0 FTE Children’s Long Term Support Services Case Manager Positions and Amending the 2016 HSD Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 does hereby approve creating the 4.0 FTE Case Manager positions.

BE IT FURTHER RESOLVED, that the 2016 HSD budget be amended as follows:

...”

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

Mr. Smith and Ms. Flanagan explained that, with the coming of Family Care, some changes are needed to ensure a smooth transition. Ms. Flanagan said these positions will assume the current Catholic Charities cases, will fully integrate the Human Services Department Children’s Long Term Support Program, and is funded by Medicaid.

ADOPTED.

Creating 1.0 FTE Information & Assistance Specialist for the ADRC and 1.0 FTE Adult Protective Services/WATTS Position and Amending the 2016 HSD Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 does hereby approve creating the 1.0 FTE Information and Assistance Specialist for the ADRC and 1.0 FTE Adult Protective Services/WATTS position.

BE IT FURTHER RESOLVED, that the 2016 HSD budget be amended as follows:

...”

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

Mr. Smith and Ms. Klyve explained that, with the coming of Family Care, some changes are needed to ensure a smooth transition.

Ms. Klyve said the cost of these positions will be covered by state and federal funds.

ADOPTED.

Discussion and Possible Action on Use of County Seal – Employee Pins. Mr. Kuglitsch said the Employee Appreciation Committee members created a pin and are requesting permission to use the County Seal on it.

Mr. Terronez said each year the Committee tries to give each employee an inexpensive gift to show appreciation.

Supervisor Brill said he did not see a problem as long as it stays within the County system and the pin clearly shows the seal.

Supervisor Mawhinney moved approval for the Employee Appreciation Committee to use the County Seal for these pins, second by Supervisor Brill. ADOPTED.

Discussion of 2016 Compensation Plan Study. Mr. Smith explained that the County is required to do a study every three years and would also encompass all former union members. He said they will come back at a later date with more information, which they will be asking for input on along the way.

Ms. Mikula said Rock County wants to make sure we are positioned within the market so when we go out to recruit we can be competitive and able to keep staff. She added that whatever is created through this process needs to be substantial, equitable, and have internal equality. She added that we need to be able to meet the needs of the task force and still remain fiscally

responsible to the taxpayers. We need to be able to protect positions that take a great deal of training so we don't lose them after they are trained to another county.

Review and Possible Action on Changes to the Rock County Administrative Policy and Procedure Manual. Ms. Brown said she would like to have deposits to her office one half hour earlier to ensure they are able to process the deposits and get them to the bank to maximize interest on the funds even during the busy tax times.

Supervisor Arnold moved approval to move up the time of daily balancing and time the departments need to have their deposits to the Treasurer's Office up by one half hour, second by Supervisor Mawhinney. ADOPTED.

Ms. Oja explained the changes to the Travel and Meal Reimbursement Policy (2.16). (Attached)

Supervisor Mawhinney moved approval of the changes to Policy 2.16, Travel and Meals Reimbursement, second by Supervisor Kraft. ADOPTED.

Adjournment. Supervisor Peer moved adjournment at 5:35 P.M., second by Supervisor Arnold. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

Travel and Meal Reimbursement

The County will reimburse employees for actual and reasonable itemized travel costs incurred while on official County business.

GENERAL GUIDELINES

1. All travel must be authorized by the Department Head and submitted on the official County travel voucher form in order to be reimbursed. The voucher form can be found on the Intranet. *Handwritten voucher forms will not be accepted.*
2. Department Heads shall inform the County Administrator of any out-of-County travel.
3. Original **itemized** receipts are required for air, train, bus, or taxi travel, hotels/motels, conference registration, and meals.

MILEAGE

1. Mileage when traveling by personal automobile on official County business shall be reimbursed at the IRS allowed rate. Section 18.626 of the Personnel Ordinance requires mileage reimbursement be paid through the payroll system. Parking and tolls may also be reimbursed through the payroll system on a non-taxable basis. Employees are encouraged to obtain receipts where possible.
2. Commuting expenses between an employee's residence and his/her normal place of employment is not reimbursable. This includes reporting to the work site on a non-scheduled day of work.
3. Department Heads and supervisors who have an office in Beloit and Janesville shall **not** be reimbursed for mileage from one of those offices to their residence.
4. If an employee is directed to a work site other than their "normal" site for a period of days (more than 1 day), then that employee will not be eligible for mileage. In this case, the employee was transferred, albeit for a short period of time. That short-term transfer means that the new work site becomes their "normal" work place.

5. When traveling out-of-County (i.e., conference in Madison, etc), mileage will be computed from the employee's residence or normal work site, whichever is the shortest distance. If there is a question on this, the County will use MapQuest to determine the shortest distance.
6. Internal Revenue Service Regulations require substantiated reimbursable expenses must be adequately accounted for within a reasonable amount of time to be considered under the Accountable Plan rules. Amounts paid under an Accountable Plan are not wages and are not subject to taxes. A reasonable amount of time depends on the facts and circumstances. Generally, it is considered reasonable if employees adequately account for the expenses within 60 days after the expenses were paid or incurred. Reimbursement requests for county business expenses, such as mileage or meals, that are not accounted for within the 60 days "reasonable time" limitations will be included in the employee's taxable wages. In addition, the county will be required to pay the employer's share of FICA taxes (currently at 7.65%). Employees are expected to turn in substantiated reimbursable expenses within the reasonable time limits established by the IRS.
7. If an employee is out in the field at the end of their workday, they are to only submit mileage either back to the work site or their residence – whichever is the shortest distance.
8. For departments that have motor pool cars, employees are required to follow department policy regarding the use of these vehicles prior to using their own personal automobile.

MEALS

1. Meals are allowed when you are on County business out of Rock County. Out of County meals will be reimbursed at the IRS M&IE allowed rates. IRS M&IE allowed rates can be found at www.gsa.gov/perdiem. Original receipts are required for all meals. Please refer to the Personnel Ordinance, Section 18.626 for the maximums allowed. It is not the intent that employees should always spend the maximum allowed.
2. Maximum meal reimbursements include tips. Tips shall not exceed 20% of the total cost of the meal and non-alcoholic drink. Tips exceeding the 20% maximum shall be at the employee's expense.
3. Only employee meals are reimbursable.
4. No reimbursement shall be authorized for alcoholic beverages.

5. There is no reimbursement for meals within Rock County, unless the meal expense is covered as part of a registration fee, or except as authorized by the Board Chair or Vice Chair.
6. Travel expenses are reimbursed through the County payroll system and must be submitted on proper forms with ~~the~~ original receipts attached. The voucher form can be found on the Intranet. Handwritten voucher forms will not be accepted.
7. Refer to **the Taxability of Meal Reimbursement Policy No. 2.14** as to the taxability of employee meal reimbursement. This procedure was initiated to give written guidelines for the inclusion or exclusion of meal cost reimbursement in County employees' taxable wages. This procedure gives specific examples; however, does not address all situations.

AIR TRAVEL

1. Reimbursement for commercial air travel shall be limited to the least costly coach fare that uses a regularly scheduled commercial carrier and that prohibits preference for any airline, type of aircraft and connecting airports. Flights shall be purchased far enough in advance so as to achieve the lowest possible fares.
2. The additional cost of premium class (first class or business class) travel is not reimbursable. If a situation should arise where premium class travel is the only alternative available, such travel must be cleared by the Finance Director prior to booking the flight.
3. No other upgrades will be reimbursed. Fees such as for advanced boarding or seat assignments will not be reimbursed.
4. Flight/travel insurance will not be reimbursed.