



**COUNTY BOARD STAFF COMMITTEE**  
**Minutes – September 10, 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, Brill, Bostwick, Bussie, Peer, Sweeney and Thomas.

**Committee Members Excused:** Supervisors Mawhinney and Yeomans.

**Staff Members Present:** Josh Smith, County Administrator; Annette Mikula, Human Resources Director; Richard Greenlee, Corporation Counsel; Bridget Laurent, Deputy Corporation Counsel; Sherry Oja, Finance Director; Terri Carlson, Risk Manager; Jodie Surber, Analyst, County Administrator's Office; Robert Buchanan, Public Works Department; Carla Quirk, Child Support Office.

**Others Present:** Supervisor Tom Brien; Barry Irmey, Medical Examiner Director of Operations.

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

**Citizen Participation, Communications and Announcements.** Mr. Buchanan, here on behalf of AFSCME 1077, said he was here regarding the resolution on "Just Cause" and hoped they would move it on to the County Board as they feel this will bring things in the open more.

Ms. Quirk said she had great feedback on the health insurance meetings and thanked the Committee.

Chair Podzilni said the 7.F. resolution, Amending Section 18.607 of the Rock County Personnel Ordinance, will be on the September 26th County Board meeting.

Mr. Smith introduced Jodie Surber as the new Analyst and gave a brief history of her background.

Supervisor Thomas handed around a flyer on some upcoming meeting regarding Council on Aging and ADRC programs. Chair Podzilni suggested having copies handed out at the September 12<sup>th</sup> County Board meeting,

**Approval of Minutes – August 27, 2019.** Supervisor Bussie moved approval of the minutes of August 27, 2019 as presented, second by Supervisor Peer. ADOPTED.

**Transfers.** None.

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

**Resolutions.**

**To Recognize Stacey Speich for Service to the Human Services Department**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this \_\_\_ day of \_\_\_\_\_, 2019 does hereby recognize Stacey Speich for her over 33 years of service and extend best wishes to her in her future endeavors.”

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

**Recognizing Mary Olsen 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 Mary Olsen for her 34 years, 5 months of service and extend their best wishes to her in her future endeavors.”

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

**Recognizing Anne Jester 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 Anne Jester for her 33 years, 10 months of service and extend their best wishes to her in her future endeavors.”

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

**Authorizing Overlap of Payroll Manager Position and Amending the 2019 Financial Services Budget**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_ day of \_\_\_\_\_, 2019 does hereby authorize temporarily overlapping the Payroll Manager position, not to exceed two months, and amends the Financial Services budget as follows:

...”

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

**Creating a 0.4 FTE Administrative Assistant Position and Deleting a 0.4 FTE Medical Examiner’s Office Clerical Worker 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 a 0.4 FTE Administrative Assistant position and deletion of a 0.4 FTE Medical Examiner’s Office Clerical Worker position in the Rock County Medical Examiner’s Office budget.”

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

Mr. Irmen and Mr. Smith explained the need to fill this position before the budget process.

ADOPTED.

**Amending Section 18.607 of the Rock County Personnel Ordinance (Adding “Just Cause” as the Standard for Discipline)**

“The County Board Supervisors of the County of Rock does ordain as follows:

1. Chapter 18, Section 6 of the Rock County Ordinances shall be amended to read as follows (new language underscored, ~~deleted language struck through~~):

**18.607 – Discipline/Investigations**

The purpose of discipline is correcting job behavior and performance problems of employees. Employees shall be informed of standards of conduct and performance. All staff must notify their immediate supervisor within twenty-four (24) hours of all arrests and convictions for any ordinance (other than minor traffic violations), misdemeanor or felony violations that may impact their ability to complete the essential functions of their position.

No disciplinary action will be taken until a thorough investigation has been completed. Employees under investigation shall have the right to representation during the investigatory process. The employee will be allowed to have a representative of their choice who is not a supervisor or manager within Rock County. The representative will be limited to listening and advising

the employee but will not be allowed to speak in place of the employee. Unilateral employees other than Department Heads shall be allowed to have a representative of their choice who has equal or less authority than they do.

Employees may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules and standards shall be consistently applied. Penalties shall be uniform and shall match the infraction. Persons administering corrective discipline shall systematically document the case.

Records of written reprimands, suspensions, demotions and terminations shall be provided to Human Resources and kept in the employee's personnel file. Written reprimands will remain in effect for a period not to exceed one year, and at the end of such period shall be removed from the active Employee's personnel file. Records of suspension shall remain in the active Employee's personnel file for a period of two years and at the end of such period shall be removed from the Employee's personnel file. ~~(This section does not necessarily apply if the employee is represented by an attorney.)~~

Suspensions, demotions, and terminations shall be discussed with the Human Resources Director or the County Administrator before such actions are taken. In the event that the immediate dismissal action is required and the HR Director or the County Administrator cannot be reached, the employee shall be suspended with pay pending investigation.

An employee may only be suspended, demoted, or terminated for just cause. In determining whether just cause exists, the following standards must be applied to the extent applicable:

- (a) Whether the employee could reasonably be expected to have had knowledge of the likely consequences of the alleged conduct
- (b) Whether the rule or order that the employee allegedly violated is reasonable.
- (c) Whether the County made a reasonable effort to investigate and discover whether the employee did in fact violate a rule or order.
- (d) Whether the investigation was fair and objective.
- (e) Whether the County discovered substantial evidence that the employee violated the rule or order
- (f) Whether the County is applying the rule or order fairly and without discrimination against the employee.
- (g) Whether the proposed discipline reasonably relates to the seriousness of the alleged violation and the employee's record of service with the County."

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

Supervisor Brien read the changes and his explanation of these changes. Mr. Greenlee and the Committee asked if he wished to have these explanations added to the resolution. Supervisor Brien replied no, he was just trying to further explain the changes but did not want the explanations in the resolution.

ADOPTED.

**Updates and Possible Action.**

**Proposed Changes to the Rock County Administrative Policy 5.31 Overtime, Flex and After Hours Payments** Ms. Mikula explained that each time there is a vacancy they look at the Policies to see if any changes are needed. In this case, because the Payroll Manager position has supervisory duties it should be a Unilateral C.

Supervisor Sweeney moved approval of the changes to Policy 5.31, second by Supervisor Peer. ADOPTED.

**Executive Session:** Supervisors Bostwick and Sweeney moved to go into Executive Session at 4:34 P.M. per Section 19.85(1)(g), Wis. Stats. – Confer with Legal Counsel Regarding Potential Litigation. ADOPTED on a roll call vote with the following: Ayes – Supervisors Sweeney, Bostwick, Thomas, Bussie, Brill, Peer and Podzilni. Absent – Supervisors Mawhinney and Yeomans.

Supervisor Bussie moved to go out of Executive Session at 4:42 P.M., second by Supervisor Thomas. ADOPTED.

**Adjournment.** Supervisor Brill moved adjournment at 4:42 P.M., second by Supervisor Peer. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Office Coordinator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**