



**COUNTY BOARD STAFF COMMITTEE**  
**Minutes – July 9, 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 Peer.

**Committee Members Excused:** Supervisor Yeomans.

**Staff Members Present:** Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator; Annette Mikula, Human Resources Director; Richard Greenlee, Corporation Counsel; Bridget Laurent, Deputy Corporation Counsel; James Sandvig, Information Technology Director; Clayton Kalmon, Nursing Home Administrator.

**Others Present:** None.

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

**Citizen Participation, Communications and Announcements.** Supervisor Bussie informed the Committee the Public Works Committee will be meeting at the Airport for the Highway meetings and at Turtle Creek Parkway for the Parks meetings for the next few months while the Public Works office area is under renovation.

Supervisor Bostwick asked if there other ways to handle the grievance process and if this could be looked into. Chair Podzilni said this is being reviewed to see what changes could be made.

**Approval of Minutes – June 25, 2019.** Supervisor Bussie moved approval of the minutes of June 25, 2019 as presented, second by Supervisor Peer. ADOPTED.

**Transfers.** None.

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

**Resolutions.**

**Recognizing Theresa Fletcher for Service to Rock Haven**

**“NOW, THEREFORE, BE IT RESOLVED,** that the Rock County Board of Supervisors duly assembled on this \_\_\_\_ day of \_\_\_\_\_,

2019 does hereby recognize Theresa Fletcher for her 20 years, 4 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 Mawhinney. ADOPTED.

**Recognizing Deputy Craig C. Keller**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2019, does hereby recognize Deputy Craig C. Keller for his 18 years of faithful service and recommends that a sincere expression of appreciation be given to Deputy Craig C. Keller along with best wishes for the future.”

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

**Reclassification of the Telecom/Network Position to Network Technician in the Information Technology Department**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_ day of \_\_\_\_\_, 2019 does hereby approve the reclassification of the Network/Technician position to Network Technician and compensation reallocation from pay range 19 step 5 to pay range 23 step 3.”

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

Mr. Sandvig explained there will be a number of changes that have come from the Baker Tilly audit, a review of the department, some retirements, and the determination we are thousands of hours understaffed in certain areas. He added that this position has expanded over the years and this is more in line with the job duties.

ADOPTED.

**Eliminating One Help Desk Position and Adding One User Support Position in the Information Technology Department**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2019 does hereby approve the elimination of one Help Desk position at pay range 13 and the creation of one User Support position at pay range 18.”

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

Mr. Sandvig said this is a lower level position and feels moving it up would help manage help issues more. Mr. Smith added that the Executive Summary shows further needs for this change.

ADOPTED.

**Creating an Additional Network Support Administrator Position in the Information Technology Department**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2019 does hereby approve the addition of one Network Support Administrator position for the I.T. department at pay range 26.”

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

Mr. Sandvig said this is one of the areas of deficiency found and, as listed in the Executive Summary, this will help with the increased workload.

ADOPTED.

**Eliminating One Programmer Analyst II Position and Adding a Project Manager Position in the Information Technology Department**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_ day of \_\_\_\_\_, 2019 does hereby approve the elimination of one Programmer Analyst II position at pay range 26 and the creation of one Project Manager position at pay range 26.”

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

Mr. Sandvig said this was pointed out in the Baker Tilly audit, will help in the management of projects, and help prevent duplication of efforts.

ADOPTED.

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

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

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

...”

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

Ms. Mikula explained they will be partnering with Blackhawk Technical College to develop and deliver a comprehensive training program to build critical skills for our lead workers and supervisors.

ADOPTED.

**Creating a 1.0 FTE Financial Office Manager Position and Deleting a 1.0 FTE Accountant 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 1.0 FTE Financial Office Manager position and the deletion of a 1.0 FTE Accountant position in the Rock Haven Nursing Home budget.”

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

Mr. Kalmon said they have been working with a consultant to evaluate the financial office and this change was recommended to help improve efficiency.

ADOPTED.

**Committee Action, Updates and Possible Action.**

**Change Job Title from Public Safety Manager to IT Customer Service Manager** Supervisor Sweeney moved approval of the title change, second by Supervisor Bostwick.

Mr. Sandvig said this was also part of the suggested changes from the Baker Tilly audit and will help put a re-emphasis on customer service as a whole.

ADOPTED.

**Adjournment.** Supervisor Sweeney moved adjournment at 4:33 P.M., second by Supervisor Bostwick. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Office Coordinator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**