



**COUNTY BOARD STAFF COMMITTEE  
Minutes – May 24, 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 N1 on the fifth floor of the Rock County Courthouse-East.

**Committee Members Present:** Supervisors Podzilni, Kraft, Bussie, Sweeney, Thomas, Arnold, Mawhinney and Peer.

**Committee Members Excused:** Supervisor Brill.

**Staff Members Present:** Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Jodi Timmerman, Deputy Corporation Counsel; Annette Mikula, Human Resources Director; Sherry Oja, Finance Director; Ben Coopman, Public Works Director; Phil Boutwell, Human Services Deputy Director; and Vicki Brown, County Treasurer.

**Others Present:** None.

**Approval of Agenda.** Chair Podzilni stated that Supervisor Richard will not be in attendance to discuss item 6.I. The committee agreed to remove this item from the agenda and place on a future agenda when Supervisor Richard can attend. Supervisor Arnold moved approval of the agenda as amended, second by Supervisor Thomas. ADOPTED.

**Citizen Participation, Communications and Announcements.** None.

**Approval of Minutes – May 10, 2016.** Supervisor Peer moved approval of the minutes of May 10, 2016 as presented, second by Supervisor Mawhinney. ADOPTED.

**Review of Payments.** None.

**Transfers.**

**Human Resources**

**FROM**

<u>Account#</u>	<u>Amount</u>
19-1922-0000-64904	\$10,000
Contingency Fund	

**TO**

<u>Account#</u>	<u>Amount</u>
08-1420-0000-64216	\$10,000
Cultural Competency	

Supervisor Peer moved approval of the above Transfer for the County Board Staff Committee, second by Supervisor Kraft. Ms. Mikula passed out results of the Workforce Diversity Survey. The committee reviewed the hand out. These funds will be used to improve our Diversity efforts. Additionally, Ms. Brown passed out an invitation for the

YWCA Rock County Racial Justice Conference on Thursday, Nov. 10, 2016 at the Holiday Inn Express. ADOPTED.

**Resolutions.**

**Confirmation of Appointment of Facilities Management Director**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this \_\_\_ day of \_\_\_\_\_, 2016 confirms the appointment of Brent Sutherland, as Facilities Management Director in accordance with the attached conditions of employment.”

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

**Confirmation of Appointment of Human Services Director**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2016 confirms the appointment of Katherine Flanagan, as Human Services Director in accordance with the attached conditions of employment.”

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

**To Recognize Lee Peterson**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2016 does hereby recognize Lee Peterson for her 18 years of service and extend 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 Lee Peterson.”

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

**Recognizing Michele McMahon**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2016 does hereby recognize Michele McMahon for her twenty-two (22) years of service and wishes to express their sincere appreciation on behalf of Rock County along with best wishes for the future.”

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

**To Recognize Micaela Broetzmann**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2016 does hereby recognize Micaela Broetzmann for her 15 years of service and extend 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 Micaela Broetzmann.”

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

**Amending the 2016 HSD Budget to Accept CLTS Funds and Create 2.0 FTE Social Worker Positions**

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2016 does hereby approve the creation of 2.0 FTE Social Worker positions for the CLTS Program; and,

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

....”

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

**Transferring Central Duplicating and Mail Functions and Staff from the Facilities Management Department to the Finance Department and Amending the 2016 Budget**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2016 does hereby approve the transfer of the central duplicating and mail operation functions from the Facilities Management Department to the Finance Department effective June 6, 2016.

BE IT FURTHER RESOLVED, that 1.0 FTE Administrative Assistant and 0.4 FTE Printing Services Coordinator be transferred from the Facilities Management Department to the Finance Department.

**BE IT FINALLY RESOLVED**, that the Facilities Management Department and Finance Department 2016 Budgets be amended as follows:  
.....”

Supervisor Mawhinney moved approval of the above resolution, second by Supervisor Kraft. Supervisor Bussie requested a report back from each department in a few months to see how this change is working. ADOPTED.

**Authorizing Accounting Office Position Changes for the Department of Public Works**

“**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2016 does hereby authorize creation of a Cost Allocation Specialist and deletion of the current Account Clerk II position at DPW; and,

**BE IT FURTHER RESOLVED**, that the Department may hire sufficient temporary staff to accomplish the work of the accounting office until such time as the processes and duties are being reconfigured and a new employee is hired.”

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

Supervisor Mawhinney asked what the timeline is for the new time keeping software. Mr. Coopman said 90 days. Supervisor Mawhinney moved to postpone the resolution for 90 days with provision to allow additional temporary help for data entry. FAILED due to lack of second.

Supervisor Kraft stated that this is a complex resolution. Waiting 90 days won't make it any simpler. Mr. Smith said that essentially this is a two part resolution. One being the creation of the Cost Allocation Specialist with deletion of the Account Clerk II position. Second being hiring temporary staff to accomplish the work of the accounting office. Mr. Smith reminded the committee that a resolution is not required to assign temporary help. Supervisor Bussie stated that we have to trust Mr. Coopman and Mr. Smith with the job at hand. Supervisor Mawhinney would like an update at the end of June. As this is only a few weeks away, Mr. Coopman suggested an update by the end of July and if done sooner he will have this placed on the agenda. ADOPTED.

**Discussion of Buck Property.** There has been no recent discussion on how we would like to proceed with the property. Mr. Coopman would like the committee to consider dispositioning the Buck property as a County park. At the last PWC Park's meeting, they discussed resurrecting the boat launch. There is no other public access on that side of the dam. Supervisor Sweeney has no objections to exploring the options. Mr. Coopman said that some funding may be available through the waterways commission. Mr. Coopman will have a rough draft drawn up including costs and return to this

committee in four weeks. Supervisor Kraft would still like to see the property sold to a home builder. It was suggested that the property be listed with two real estate agents simultaneously. Names of real estate agents should be submitted to Mr. Terronez before our next meeting.

**Adjournment.** Supervisor Arnold moved adjournment at 5:27 P.M., second by Supervisor Peer. ADOPTED.

Respectfully submitted,

Tracey VanZandt  
HR Secretary

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**