

COUNTY BOARD STAFF COMMITTEE
Minutes – November 12, 2013

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, Bussie, Jensen (4:10 P.M.), Mawhinney, Peer and Yankee.

Committee Members Absent: Supervisor Brill.

Staff Members Present: Craig Knutson, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Jeff Kuglitsch, Corporation Counsel; Dave O’Connell, Human Resources Director; Sherry Oja, Finance Director; Amy Spoden, Human Resources Manager; Colin Byrnes, Acting Planning Director; David Somppi, Senior Planner.

Others Present: None.

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

Approval of Minutes. Supervisor Mawhinney moved approval of the minutes of October 22, 2013 as presented, second by Supervisor Peer. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Bills/Encumbrances.

General Fund	\$ 25.00
Corporation Counsel	606.00
Human Resources	6,293.65
Employee Recognition	899.20

Supervisor Mawhinney moved approval of the above Bills and Encumbrances for the County Board Staff Committee, second by Supervisor Peer. ADOPTED.

Transfer None.

Pre-Approved Encumbrances None.

Resolution.

**Authorizing Property Purchase through Community Development Block Grant –
Emergency Assistance Program**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013, hereby approves and authorizes the purchase by the County of Rock of the two (2) subject properties

using Community Development Block Grant – Emergency Assistance Program funds from the State of Wisconsin; and,

BE IT FURTHER RESOLVED, that the Rock County Board of Supervisors authorizes the County Board Chair and County Clerk to sign the respective documents on behalf of the County of Rock; and,

BE IT FURTHER RESOLVED, that authority is hereby granted to the Rock County Planning & Development Committee and Rock County Board Staff Committee to take the necessary steps to develop proposals and enter into agreements needed to purchase and dispose of the structures on the site and to determine the final disposition of the property.”

Mr. Byrnes sent around aerial photos of the property during the 2008 flood year and from 2011 and answered questions.

Mr. Somppi said the property has flooded three times in the past five years.

Discussion on what the property could be used for.

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

Review and Possible Action on Personnel Ordinance. Mr. O’Connell went over the changes to the Personnel Ordinance as follows:

Page 4 – 18.109 – changing the retirement benefits for the Sheriff’s Command Staff.

Pages 10-11 – 18.206 – an employee can be placed in any higher step on reallocation to give more flexibility to management with the approval of the Human Resources Director and the County Administrator.

Page 16 – 18.306 – update language, in “unusual circumstances” an exception to the general policy that probationary employees will not be permitted to apply for other positions until they have completed six months of employment.

Page 19 – 18.408 – this documents in writing how we currently handle an employee going from non-regular to regular status.

Page 21 – 18.501 – this takes away the additional day a Youth Services Center Supervisor currently earns when they work a holiday. They are still paid time and one half for working the holiday.

Page 25 – 18.506 (p) – this would allow employees to use vacation time in half hour increments, instead of the one hour increments currently allowed.

Page 29 – 18.513 – changes the current 10 days allowed for military reserve leave annually to 15 days – this is federal law.

Page 30 - 31 – 18.515 (5) – this changes some of the language in describing how a supervisor should handle an ongoing problem with an employee’s use of sick leave.

Page 35 - 36 – 18.608 – to add language on the grounds for disciplinary action.

Page 38 – 18.614 – to add a new section to reflect and document our current practice regarding combining breaks and lunches.

Page 38 – 18.618 – rewriting the language on outside employment to make it clear that when an employee gives us notice that they have outside employment that does not imply that we are agreeing to the outside employment. The County reserves the right to make a decision about outside employment at the time any conflict arises.

Pages 41 - 42 – 18.626 – a rewrite to the meals section under traveling outside the County so employees on second and third shifts can submit their breakfast and dinner meals.

Page 45 - 46 – 18.806 – when the grievance procedure was previously written work days were used and this should be calendar days.

Pages 56 – 18.1050 - change to travel status definition to match change in the meals section of travel.

Supervisor Peer moved to support the changes and send through to County Board to have the first reading on November 21st and second reading on December 12th, second by Supervisor Arnold. ADOPTED.

Review and Possible Action on Amendment to the Rock County Administrative Policy and Procedural Manual. Mr. O’Connell said the same process was used this year as had been used for the past two years, Human Resources has been keeping track of any issues that came to their attention. He went over the changes as follows:

Pages 1-2 – Policy 1.01 – these are administrative cleanup items to the introduction to the policy manual.

Page 4 – Policy 2.06 – this change allows employees the option to use direct deposit of their payroll check into two different accounts. Previously it had been just one account.

Page 5 – Policy 2.08 – this change includes some cleanup language on our current policy that pay checks or check stubs may not be released to employees until the Friday pay day. It also fixes a mistake in the last revision regarding Rock Haven where checks or check stubs are distributed at 6:45 A.M.

Pages 7 - 15 – Policy 3.02 – this is a new policy on AED, First Aid and First Responders. The policy is recommended by the Rock County Safety Committee.

Page 16 – Policy 5.02 – this new language covers the situation where an employee is using their own car to transport a client and the client causes some sort of damage to the interior of the car, which requires the interior of the car to be cleaned extensively.

Pages 19, 20, 22 – Policy 5.12 – cleans up the language on FMLA to require employees to apply for and report FMLA absences and the failure to apply for and report FMLA absences may subject employees to discipline.

Pages 30 – 31 – Policy 5.15 – these changes are to be more reflective of the state of the law and is taken directly from the federal government’s web site

Page 34 – Policy 5.17 – this continues the practice put in place last year requiring documentation to have dependents covered by our health insurance plan.

Page 37 – Policy 5.18 – beginning January 1, 2014 all employees will have a holiday bank capped at 72 hours with any hours over these 72 hours being paid out in cash.

Pages 42 - 45 - Policy 5.20 - this is cleanup language to describe how the missed time can be accounted for by employees who are unable to come to work or must leave early. The employees considered “essential” and must work even though the County closes is amended to include HSD crisis workers and on call workers assigned in CPS.

Page 46 – Policy 5.22 – this change is necessitated by the proposed change to Policy 5.42.

Page 49 – Policy 5.31 – this removes the requirement of unilateral Public Works supervisors to receive time and one half when operating snow removal equipment.

Page 49 – Policy 5.31 – this provision was added earlier this year to meet a temporary shortage of HSD supervisors who were taking after hours calls. This situation will be corrected by January 1, 2014 and there will no longer be a need for this provision.

Page 51 – Policy 5.31 – this provision recognizes that correctional officers who take specialized training will be paid straight time for all hours of training, unless the total number of hours worked in a week requires them to be paid overtime under the FLSA.

Page 53 – Policy 5.31 – this new language replaces the current “flexible schedule” and “emergency” language and recognizes that as part of their job HSD staff may have to report to work before or stay after their normally scheduled hours to meet with a client in certain situations.

Page 57 – Policy 5.37 – this change reflects the name change to Youth Services Center.

Page 59 – Policy 5.39 – this change adds the prohibition of using chewing tobacco in County owned buildings, vehicles and other items covered by the County’s smoking ordinance.

Page 61 – Policy 5.40 – gives examples of how step progression is handled in promotion situations. Also gives examples covering voluntary or involuntary demotion. These are our current procedures.

Page 62 – Policy 5.42 – this is a new procedure to help expedite the hiring process.

Page 62 – Policy 5.42 – (AMHS-HSD) this documents the current lateral transfer process in HSD division for AMHS workers.

Page 63 – Policy 5.45 – this documents an agreement adding ESW workers to the list of employees at Rock Haven who get a yearly uniform allowance of \$50.

Page 65 – Policy 5.46 – this is new language to pay union officers straight time for doing union business, but this time shall not count towards hours worked for overtime calculation purposes.

Pages 67 - 68 – Policy 5.47 – the first change adds the AMHS-HSD unit to the list of units with the same vacation schedule; the second change allows the use of vacation in 30 minutes increments; and the final change gives the SEIU Public Health Nurses a maximum of 25 days vacation after 30 years.

Page 70-71 – Policy 5.51 – requires supervisors investigate a worker's compensation claim within 24 hours of injury notification; gives a better definition of transitional work assignments; and sets up a 90 day review schedule to re-evaluate the employee and the assignment on a regular basis.

Page 78 – Policy 5.52 – adds the definitions for “grant funded positions” and “project employees”.

Supervisor Arnold moved approval of these changes effective January 1, 2014, second by Supervisor Yankee. ADOPTED.

Executive Session: Supervisors Mawhinney and Kraft moved to go into Executive Session at 5:10 P.M. per Section 19.85(1)(e) Wis. Stats. Update on Collective Bargaining. ADOPTED on a roll call vote with the following: Ayes – Supervisors Arnold, Bussie, Jensen, Kraft, Mawhinney, Peer, Podzilni and Yankee. Absent – Supervisor Brill.

Chair Podzilni announced that the Committee would meet in closed session per Section 19.85(1)(e) Wis. Stats. for an Update on Collective Bargaining.

Supervisor Mawhinney moved to go out of Executive Session at 5:22 P.M., second by Supervisor Arnold. ADOPTED.

Adjournment. Supervisor Arnold moved adjournment at 5:22 P.M., second by Supervisor Peer. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.