



**COUNTY BOARD STAFF COMMITTEE
TUESDAY – JANUARY 10, 2017 – 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order & Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Approval of Minutes – December 13, 2016
4. Transfers
5. Review of Payments
6. Resolutions
 - A. Recognizing Patricia Nixon
 - B. Recognizing Vehicle Maintenance Technician Michael Natter
7. Presentation by Humane Society of Southern Wisconsin Regarding Request for County Property
8. Discussion and Possible Action on Human Services Department Request to Use County Seal to Sponsor YES! (Youth Emotional Stability) Summit
9. Review and Possible Action on Updates to the Administrative Policy & Procedure Manual
10. Semi-Annual Training and Conference Reports
 - A. Corporation Counsel
 - B. County Administrator
 - C. Human Resources
11. Adjournment

COMMITTEE REVIEW REPORT
FOR THE MONTH OF DECEMBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-17000	PREPAID BUDGET I	P1601673	12/31/2016	MINUTE MEN HR MANAGEMENT OF WI	3,000.00
GENERAL FUND PROG TOTAL					3,000.00

I have reviewed the preceding payments in the total **\$3,000.00**

Date: _____ Dept _____
Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF DECEMBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
01-1320-0000-63100	OFC SUPP & EXP	P1600800	12/05/2016	JP MORGAN CHASE BANK NA	8.80
COUNTY ADMINISTRATOR PROG TOTAL					8.80

I have reviewed the preceding payments in the total **\$8.80**

Date: _____ Dept _____
Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF DECEMBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
03-1110-0000-63107	PUBL & LEGAL				
		P1600217	11/15/2016	JANESVILLE GAZETTE INC	356.81
03-1110-0000-64904	SUNDRY EXPENSE				
		P1600800	12/05/2016	JP MORGAN CHASE BANK NA	14.17
		P1603193	11/02/2016	SULLIVAN SIGNS INC	55.00
		P1603319	11/30/2016	JANESVILLE GAZETTE INC	186.00
		P1603369	12/09/2016	UNIVERSITY OF WISCONSIN COLLEG	197.50
COUNTY BOARD PROG TOTAL					809.48

I have reviewed the preceding payments in the total **\$809.48**

Date: _____ Dept _____

Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF DECEMBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
06-1620-0000-63202	LAW BOOKS				
		P1600201	11/22/2016	STATE BAR OF WISCONSIN	18.75
		P1600202	12/04/2016	THOMSON REUTERS WEST	1,501.50
CORPORATION COUNSEL PROG TOTAL					1,520.25

I have reviewed the preceding payments in the total **\$1,520.25**

Date: _____ Dept _____

Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF DECEMBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-61920	PHYSICALS				
		P1603341	12/03/2016	WISCONSIN CHIEFS OF POLICE ASS	631.63
08-1420-0000-63100	OFC SUPP & EXP				
		P1600012	12/05/2016	JP MORGAN CHASE BANK NA	76.40
		P1601832	12/05/2016	OFFICE PRO INC	13.72
		P1603072	11/30/2016	HENRICKSEN	303.48
08-1420-0000-63107	PUBL & LEGAL				
		P1600185	11/30/2016	BELOIT DAILY NEWS	220.75
		P1600186	11/30/2016	JANESVILLE GAZETTE INC	264.60
		P1600188	10/31/2016	WISCONSIN DEPARTMENT OF JUSTIC	933.75
08-1420-0000-63200	PUBL/SUBCR/DUES				
		P1600012	12/05/2016	JP MORGAN CHASE BANK NA	195.00
08-1420-0000-64200	TRAINING EXP				
		P1600012	12/05/2016	JP MORGAN CHASE BANK NA	26.59
		P1602930	10/14/2016	BLACKHAWK TECHNICAL COLLEGE	743.00
		P1603196	11/14/2016	COMPSYCH	161.89
08-1420-0000-64215	RECRUITMENT				
		P1603252	11/17/2016	STATE BAR OF WISCONSIN	200.00
08-1420-0000-64417	RH EXPENSES				
			11/22/2016	ILLINOIS STATE POLICE	16.00
		P1600188	10/31/2016	WISCONSIN DEPARTMENT OF JUSTIC	161.25
HUMAN RESOURCES PROG TOTAL					3,948.06

COMMITTEE REVIEW REPORT
FOR THE MONTH OF DECEMBER 2016

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Inv Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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I have reviewed the preceding payments in the total **\$3,948.06**

Date: Dept _____

Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF DECEMBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
14-1411-0000-64604	PROGRAM EXPENSE	P1600800	12/05/2016	JP MORGAN CHASE BANK NA	972.21
				ELECTIONS PROG TOTAL	972.21

I have reviewed the preceding payments in the total \$972.21

Date: _____ Dept _____
Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF DECEMBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
19-1932-0000-64904	SUNDRY EXPENSE				
		P1600013	12/05/2016	JP MORGAN CHASE BANK NA	96.55
		P1603198	11/15/2016	ROTARY GARDENS	300.00
		P1603267	11/28/2016	OLD FASHION BAKERY	243.00
EMPLOYEE RECOGNITION ACTIVITY PROG TOTAL					639.55

I have reviewed the preceding payments in the total **\$639.55**

Date: _____ Dept _____
Committee _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Flanagan
INITIATED BY



April Heim
DRAFTED BY

Human Service Board
SUBMITTED BY

December 19, 2016
DATE DRAFTED

RECOGNIZING PATRICIA NIXON

1 **WHEREAS**, Patricia Nixon has served the citizens of Rock County for over twenty-two (22)
2 years as a dedicated and valued employee of Rock County; and,
3

4 **WHEREAS**, Patricia Nixon began her career on July 18, 1994 as a Public Safety Utility
5 Clerk for the Sheriff's office. On November 21st, 1994 Ms. Nixon transferred to the Human
6 Services Department, as an Account Clerk II, and on January 16, 1995 Ms. Nixon took a
7 position at the Courthouse as the Deputy Clerk of Court; and,
8

9 **WHEREAS**, In October of 2002, Ms. Nixon returned to Human Services in the Economic
10 Support Division as an Economic Support Specialist/caseworker, where she handled new and
11 ongoing W2, Medicaid, and Food Stamp/FoodShare cases for just over six years. Ms. Nixon
12 then was promoted to the Child Care Coordinator on January 5th, 2009, where she certified
13 and monitored Child Care providers for Rock County and monitored the WI Shares Child
14 Care Assistance program. On January 1st, 2013 Ms. Nixon become an Economic Support
15 Supervisor overseeing Economic Support staff as well as working with the Southern
16 Consortium. On February 17th, 2014 Ms. Nixon took on the challenging role of ES Division
17 Lead Economic Support Supervisor. In July, 2014 she stepped in and served as Interim ES
18 Division Manager until February, 2015 whereupon she resumed her duties as the Lead
19 Economic Support Supervisor; and,
20

21 **WHEREAS**, Ms. Nixon's extensive background and experience in Economic Support made
22 her uniquely qualified to lead the work of the Division and ensure a smooth transition of
23 duties and responsibilities to the new ES Division manager; and,
24

25 **WHEREAS**, Patricia Nixon proved herself to be a no-nonsense, down-to-earth leader who
26 focused on getting the job done with good customer service in mind while showing empathy
27 and giving advocacy to the Job Center reception staff, ES workers and program participants;
28 and,
29

30 **WHEREAS**, Ms. Nixon will be retiring from Rock County Human Services on January 7,
31 2017; and,
32

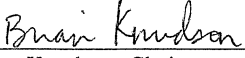
33 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock
34 County, wishes to recognize Patricia Nixon for her significant contributions to Rock County
35 and the Human Services Department and her long and faithful service.
36

37 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,
38 duly assembled this _____ day of _____, 2017, does hereby recognize Patricia
39 Nixon for her twenty-two (22) years of service and extend best wishes to her in her future
40 endeavors; and,
41

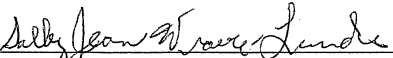
42 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish
43 a copy of this resolution to Patricia Nixon.

Respectfully Submitted,

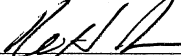
ROCK COUNTY HUMAN SERVICES BOARD




Brian Knudson, Chair



Sally Jean Weaver-Landers, Vice Chair




Karl Dommershausen




Terry Fell



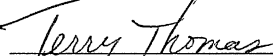
Linda Garrett



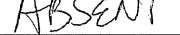
Ashley Kleven



Kathy Schultz



Terry Thomas



Shirley Williams

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Chief Deputy Barbara J. Tillman
DRAFTED BY

Public Safety & Justice Committee
SUBMITTED BY

December 13, 2016
DATE DRAFTED

RECOGNIZING VEHICLE MAINTENANCE TECHNICIAN MICHAEL NATTER

- 1 **WHEREAS**, Michael Natter began his employment as a Vehicle Maintenance Technician at the Rock County
- 2 Sheriff's Office on February 5, 2001; and,
- 3
- 4 **WHEREAS**, Michael Natter was assigned to the Rock County Sheriff's Office Maintenance Garage; and has
- 5 diligently worked on maintaining the Rock County Sheriff's Office vehicle fleet by keeping them in top notch
- 6 condition; and,
- 7
- 8 **WHEREAS**, he has diligently served the citizens of Rock County as a dedicated and valued employee of the
- 9 Rock County Sheriff's Office over the past 15 years; and,
- 10
- 11 **WHEREAS**, Michael Natter resigned from public service, effective November 28, 2016.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this
- 14 ____ day of _____, 2016, does hereby recognize Vehicle Maintenance Technician Michael Natter for his
- 15 over 15 years of faithful service and recommends that a sincere expression of appreciation be given to Michael
- 16 Natter along with best wishes for the future.
- 17
- 18 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 19 resolution to Michael Natter.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

J. Russell Podzilni, Chair

Henry Brill, Vice Chair

Sandra Kraft, Vice Chair

Terry Fell

Eva Arnold

Brian Knudson

Henry Brill

Phil Owens

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

-
- A. Medical Insurance. A group comprehensive and major medical insurance plan shall be in force for all employees that enroll for such coverage. Regularly scheduled part-time employees shall be covered by said medical insurance, provided the employee is normally scheduled to work eighty-five hours or more per month.

The County will pay 90% of the premium for health insurance and the Employee will pay 10% of the premium, based on the terms of participation in the 2016 Healthy Employee Incentive Program (See section B. below.)

The premium shall be established annually by the County. Premiums shall be determined for the following four categories:

- Employee
- Employee Plus Spouse
- Employee Plus Child(ren)
- Family

- B. Healthy Employee Incentive Program. ~~Rock County's wellness program is called the Healthy Employee Incentive Program (HEIP). The County will give a 10% premium incentive towards the cost of the health insurance premium for satisfactory completion of all parts of the HEIP.~~

~~The HEIP shall include all of the following:~~

- ~~1) Completion of a Clinical Health Risk Assessment as provided by the County, at no cost to the employee, (but paid 100% as a claim through the health plan) through a third party. A spouse may participate (without cost to the employee) in the Clinical Health Risk Assessment (CHRA), but family members are not required to participate, and~~
- ~~2) Meeting the required number of points for health and wellness activities as established by the Rock County Points Committee for the appropriate category.~~
 - ~~• Employee/Employee+Child(ren) must earn 125 points annually~~
 - ~~• Employee Plus Spouse/Family must earn 250 points annually~~
 - ~~• Employee Plus Child(ren) must earn 145 points annually~~
 - ~~• Family must earn 270 points annually~~

~~Employees failing to satisfactorily complete any part of the HEIP, or who voluntarily choose not to participate, shall not receive the 10% premium incentive.~~

~~If an employee fails to reach his or her required point's goal he or she shall begin paying the 10% premium in the 2nd quarter of each year and will continue paying until he or she has satisfactorily met the requirements of the program.~~

~~For example, if by the end of the second quarter the Employee earns a total of two-thirds (66%) of the following year's required points, the incentive shall be awarded for the third quarter of the year. Or, if by the end of the third quarter the Employee earns one hundred percent (100%) of the following year's required points, the incentive shall be awarded for the remainder of the year.~~

- C. Premium while on approved leave of absence. Any employee on a leave of absence for more than thirty continuous calendar days shall be allowed to continue their health, dental, and life insurance coverage provided they reimburse the County for the premium. In the case of an FMLA absence or approved medical leave of absence-Non FMLA, the County will continue to pay health, dental, and life insurance premiums for no more than three months.
- A. Effective Date. Health and dental insurance for new hires will become effective on the first of the month following the employee's hire date. To enroll eligible dependents on the health, dental, or vision insurance, new hires will be required to provide proper documentation.
- B. End Date. Health insurance for will end at Midnight of the employees last paid day for resigning/terminated employees. Dental and Vision Insurance will end on the last day of the month for resigning/terminated employees. Health, Vision and dental insurance will end on the last day of the month for employees who qualify for the County's retirement benefit.
- E. Retirement. An employee who retires from County employment (immediately draws an annuity from the Wisconsin retirement system), or spouse thereof, shall be allowed to remain in the County's Group Insurance Plan, provided they submit the required monthly premium to the County Financial Accounting Office, made payable to the County Treasurer.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreement on December 31, 2011:

F. (AFSCME 1258)

For part-time employees with hire dates after May 1, 2002, the County shall pay a pro-rated share of the premium as follows:

Rock County will provide single coverage health insurance to all employee that are scheduled for at least 0.5 FTE. If the employee chooses to select employee and spouse, employee and child, or family coverage, the employee will pay a pro-rated share of the premium difference between single coverage and the coverage of their choice. During the initial period of employment, the employee must be scheduled for at least 0.5 FTE and the employee's premium share will be based upon the employee's scheduled FTE rounded to the nearest 10%. For example, if the employee is scheduled for a 0.7 position, the employee's premium share will be 30% of the cost difference between single coverage and the coverage of their choice. The employee will pay the 30% until the first day of the quarter following one full calendar quarter of employment. At that point, the employee's premium share will be based upon the employee's total paid hours during the previous calendar quarter as a percent of full-time and rounded to the nearest 10%. For example, if the employee is paid for 416 hours during the calendar quarter, the employee will pay 20% of the premium during the following calendar quarter. For the purposes of this section, paid hours will include workers compensation time, State and Federal FMLA and all overtime. An employee who's scheduled FTE is below 0.5 will be eligible for insurance by accumulating paid hours above 0.5 during a calendar quarter.



MEMORANDUM

TO: County Board Staff Committee

FROM: Jeffrey S. Kuglitsch
Corporation Counsel *JK*

DATE: December 30, 2016

RE: Out-of-State Training and Conferences

Resolution No. 06-9A-087 requires each department head to report semi-annually all instances of attendances at all training, conventions and conferences that exceed costs of \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that no one from my department has attended or will attend any training, conventions and conferences that exceed costs of \$1,000 per event, per employee during the last six months of 2016.


cc: Josh Smith



MEMORANDUM

DATE: January 3, 2017

TO: County Board Staff Committee

FROM: Josh Smith, County Administrator 

SUBJECT: Out-of-State Training and Conferences

As required by Resolution #06-9A-087, which requires each department head to report semi-annually all instances of attendances at all training, conventions and conferences that exceed \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that the County Administrator's Office did not have any employee who attended a conference that exceeded \$1,000 per event, per employee during the second six months of 2016.

JS/mb

MEM.OUT-OF-STATE

ROCK COUNTY, WISCONSIN



Human Resources Dept.
Rock County Courthouse
51 South Main Street
Janesville, WI 53545
Phone: (608)757-5520
FAX: (608)757-5512

January 4, 2016

To: County Board Staff Committee

From: Annette Mikula, Human Resources Director

Re: Semi-Annual Report of Training Costs Exceeding \$1,000 per Employee per Event

In accordance with Resolution 06-9A-087, adopted September 14, 2006, below is the Human Resource Department's semi-annual report of training costs exceeding \$1,000 per event for the period of July 1, 2016 through December 31, 2016.

SHRM Diversity and Inclusion Conference & Exposition
Austin, Texas
October 24, 2016 through October 27, 2016

Attendee	Registration	Travel	Lodging	Meals	Total
Annette Mikula Human Resources Director	\$1,250	\$574.94	\$1,197.64	\$205.76	\$3,228.34

Cc: Josh Smith