

# ROCK COUNTY, WISCONSIN

**NOTE: This is a Teleconference**



## COUNTY BOARD STAFF COMMITTEE

**MONDAY, June 7, 2021 – 4:30 P.M.**

**CALL: 1-312-626-6799**

**MEETING ID: 834 3984 1687**

**PASSCODE: 774976**

Join Zoom Meeting

<https://us02web.zoom.us/j/83439841687?pwd=SDh6bGd3bmFok2dRUngyc01pZ0lBQT09>

Meeting ID: 834 3984 1687

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One tap mobile

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Join by Skype for Business

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If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Monday, June 7, 2021. To submit a public comment, use the following email: [countyadmin@co.rock.wi.us](mailto:countyadmin@co.rock.wi.us).

### Join from a telephone:

- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.
- Supervisors: Please identify yourself by name
- Please mute your phone when you are not speaking to minimize background noises
- We are new at holding meetings this way, so please be patient

Instructions for the hearing impaired –

<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>

Please contact Haley at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

**COUNTY BOARD STAFF COMMITTEE**  
**MONDAY, JUNE 7, 2021 – 4:30 P.M.**

**Agenda**

1. Call to Order
2. Approve Agenda
3. Public Comment
4. Approval of Minutes May 24, 2021
5. Transfers
6. Review of Payments
7. Resolutions and Committee Action
  - a. Approving Contract with HueLife, LLC To Conduct Organizational Systems Review
  - b. Recognizing Susan Balog for Service to Rock County
  - c. Recognizing Jodi Millis for Service to Rock County
  - d. Recognizing Lynn Heimann for Service to Rock County
8. Review, Discussion and Possible Action
9. **EXECUTIVE SESSION:** Per Wis. Stat. § 19.85(1)(g), to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
10. Adjournment

<p>The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail <a href="mailto:countyadmin@co.rock.wi.us">countyadmin@co.rock.wi.us</a> at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.</p>
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Please contact Haley at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.



**COUNTY BOARD STAFF COMMITTEE**  
**Minutes – May 24, 2021**

**Call to Order.** Chair Bostwick called the meeting of the County Board Staff Committee to order at 4:30 P.M. via telephone conference.

**Committee Members Present:** Supervisors Beaver, Brien, Richard Bostwick, Peer, Podzilni, Sweeney, Davis and Yeomans (arrived at 4:33 p.m.).

**Committee Members Absent:** Leavy.

**Staff Members Present via Phone:** Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; David O’Leary, District Attorney, Richard Greenlee, Corporation Counsel; Bridget Laurent, Assistant Corporation Counsel; Annette Mikula, Human Resources Director; and Terri Carlson, Risk Manager.

**Others Present:** None.

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

**Public Comment.** None.

**Approval of Minutes of May 10, 2021.** Supervisor Davis moved approval of the minutes of May 10, 2021, second by Supervisor Podzilni. ADOPTED.

**Transfers.** None.

**Resolutions and Committee Action.**

**Recognizing Rock County Assistant District Attorney Mark Janke**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does hereby recognize Mark Jahnke for his years of faithful service and recommends that a sincere expression of appreciation be given to him along with best wishes for the future.

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to Rock County Assistant District Attorney Mark Jahnke.”

Supervisor Beaver moved approval of the above resolution, second by Supervisor Brien. ADOPTED. District Attorney O’Leary spoke on the contributions of Mr. Jahnke over

the years. The Office has 3 attorney openings which will be difficult to fill in today's environment.

**Adjournment.** Supervisor Brien moved adjournment at 4:35 P.M., second by Supervisor Yeomans. ADOPTED.

Respectfully submitted,

Randy Terronez  
Assistant to the County Administrator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**

ROCK COUNTY

COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF MAY 2021

06/01/2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
06-1620-0000-63202	Law Books					
		P2100003	05/27/2021	STATE BAR OF WISCONSIN	LAW BOOKS	58.50
		P2100007	05/20/2021	US BANK	LAW BOOKS	300.30
					Corporation Counsel PROG TOTAL	358.80

I have reviewed the preceding payments in the total amount of **\$358.80**

Date:

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

CBS 6/7/2021

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF MAY 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-61925	Background/Test	P2100307	05/20/2021	US BANK	BACKGROUND AND TESTING	46.00
		P2100317	05/20/2021	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING-HR	1,785.43
		P2100320	05/20/2021	MERCY HEALTH SYSTEM	BAT-BREATH ALCOHOL TEST-DOT	10.00
		P2100323	05/20/2021	FIELDPRINT INC	FINGERPRINTING	15.50
08-1420-0000-63100	Office&Misc Exp	P2100319	05/13/2021	OFFICE PRO INC	PAPER SHREDDING SERVICE	12.69
		P2101263	05/06/2021	HUMAN RESOURCES PETTY CASH	REIMBURSEMENT FOR RANDY	23.20
08-1420-0000-63200	Pubs/Subs/Dues	P2100307	05/20/2021	US BANK	SHRM RENEW-ANNETTE	219.00
08-1420-0000-64215	Recruitment	P2100307	05/20/2021	US BANK	JOB POSTING CLOUD SERVICES	255.00
		P2100324	05/06/2021	DEPARTMENT OF ADMINISTRATION	ADVERTISE 3 POSITIONS ANALYST	525.00
08-1420-0000-64417	RH Expenses	P2100317	05/20/2021	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING-RH	315.07
		P2100325	05/13/2021	ADAMS PUBLISHING GROUP OF SOUT	2021 JOB POSTINGS	350.00
		P2101303	05/13/2021	LEADINGAGE WISCONSIN	JOB POSTING-DIRECTOR OF NURSIN	50.00
Human Resources PROG TOTAL						3,606.89

I have reviewed the preceding payments in the total amount of **\$3,606.89**

Date: \_\_\_\_\_ Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

COUNTY BOARD STAFF  
COMMITTEE  
INITIATED BY

BLUE RIBBON COMMISSION ON  
ORGANIZATIONAL EXCELLENCE  
SUBMITTED BY



Randy Terronez, Asst. to the Co.  
Admin.  
DRAFTED BY

June 1, 2021  
DATE DRAFTED

**APPROVING CONTRACT WITH HUELIFE, LLC TO CONDUCT  
ORGANIZATIONAL SYSTEMS REVIEW**

- 1 **WHEREAS**, the Blue-Ribbon Commission on Organizational Excellence was established in late  
2 summer of 2019 to oversee a consultant’s development of a report and recommendations regarding the  
3 County’s human resources functions; and,  
4  
5 **WHEREAS**, Resolution 19-9B-237 created the body consisting of five County Board members and two  
6 members of the public to provide overall guidance: and,  
7  
8 **WHEREAS**, \$30,000 has been budgeted for this project; and,  
9  
10 **WHEREAS**, a request for proposal was developed. One proposal was received from HueLife, LLC.  
11 After interviewing the consultant, the Commission recommends contracting with HueLife, LLC to  
12 undertake the project; and,  
13  
14 **WHEREAS**, HueLife will partner with Rock County in preparing a plan to continue to perform as an  
15 organization of excellence and enhance its reputation in the community as an employer of choice.  
16 Ultimately the report recommendations will assist Rock County in enhancing its' journey as an  
17 organization of excellence by creating a highly diverse, inclusive work environment that positively  
18 impacts employees who, in turn, will deliver optimal service to the community.
- 19 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors, in session this  
20 \_\_\_\_ day of \_\_\_\_\_, 2021, that the County contract with HueLife, LLC to conduct an organizational  
21 systems review in the amount of \$30,000.

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Rich Bostwick, Chair

\_\_\_\_\_  
Wes Davis, Vice Chair

\_\_\_\_\_  
Tom Brien

\_\_\_\_\_  
Kevin Leavy

\_\_\_\_\_  
Lou Peer

\_\_\_\_\_  
J. Russell Podzilni

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Bob Yeomans

\_\_\_\_\_  
Mary Beaver

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §§ 59.01 and 59.51, Wis. Stats.  
Professional services are not subject to bidding requirements of § 59.52(29), Wis. Stats.

s/Richard Greenlee

Richard Greenlee  
Corporation Counsel

FISCAL NOTE:

Funds were carried over from 2020 for the cost of this project. This project is being funded by tax  
levy.

/s/Sherry Oja

Sherry Oja

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator



**EXECUTIVE SUMMARY**  
**APPROVING CONTRACT WITH HUELIFE, LLC TO CONDUCT ORGANIZATIONAL SYSTEMS REVIEW**

The Blue-Ribbon Commission on Organizational Excellence was established in late summer of 2019 to oversee a consultant’s development of a report and recommendations regarding the County’s human resources functions. Resolution 19-9B-237 created the body consisting of five County Board members and two members of the public. \$30,000 has been budgeted for this project.

Due to the pandemic, the Commission began discussions in October of 2020. A request for proposal was developed and bid out. One bid was received from HueLife, LLC. After interviewing the consultant, the Commission recommends contracting with HueLife, LLC to undertake the project.

Under the proposal, HueLife will partner with Rock County in preparing a plan to continue to perform as an organization of excellence and enhance its reputation in the community as an employer of choice. Ultimately the report recommendations will assist Rock County in enhancing its' journey as an organization of excellence by creating a highly diverse, inclusive work environment that positively impacts employees who, in turn, will deliver optimal service to the community.

It is expected that a report will be presented to the County Board in the fall of this year.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY

Finance Committee  
SUBMITTED BY



Sherry Oja, Finance Director  
DRAFTED BY

5/28/2021  
DATE DRAFTED

**Recognizing Susan Balog for Service to Rock County**

1 **WHEREAS**, Susan Balog has served the citizens of Rock County for nearly 25 years as a dedicated and  
2 valued employee; and,  
3  
4 **WHEREAS**, Susan Balog began her career with Rock County as the Finance Office Manager for the  
5 Sheriff’s Office on December 5, 1995; and,  
6  
7 **WHEREAS**, Susan Balog accepted the Controller position in the Finance Department on September 10,  
8 2007, was promoted to Assistant Finance Director on March 5, 2012 and worked tirelessly in that  
9 position until her retirement on September 11, 2020 and,  
10  
11 **WHEREAS**, Susan Balog was always willing to go above and beyond. She was committed to  
12 continuous improvement of procedures and processes. She was integral in bringing the Finance  
13 department into the electronic age. Sue’s tremendous wealth of knowledge and leadership will be greatly  
14 missed.  
15  
16 **WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County wishes to  
17 recognize Susan Balog for her significant contributions to the County and to thank her for her many  
18 years of dedicated and faithful service.  
19  
20 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
21 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does hereby recognize Susan Balog for her  
22 nearly 25 years of service and extends best wishes to her in her future endeavors.

Respectfully submitted,

**FINANCE COMMITTEE**

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Wes Davis, Vice Chair

\_\_\_\_\_  
Stephanie Aegerter

\_\_\_\_\_  
Rich Bostwick

\_\_\_\_\_  
Brent Fox

**COUNTY BOARD STAFF COMMITTEE**

\_\_\_\_\_  
Rich Bostwick, Chair

\_\_\_\_\_  
Wes Davis, Vice Chair

\_\_\_\_\_  
Mary Beaver

\_\_\_\_\_  
Tom Brien

\_\_\_\_\_  
Kevin Leavy

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
J. Russell Podzilni

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Bob Yeomans

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY

Finance Committee  
SUBMITTED BY



Sherry Oja, Finance Director  
DRAFTED BY

5/28/2021  
DATE DRAFTED

**Recognizing Jodi Millis for Service to Rock County**

**WHEREAS**, Jodi Millis has served the citizens of Rock County for over 31 years as a dedicated and valued employee; and,

**WHEREAS**, Jodi Millis began her career with Rock County as a Senior Buyer on January 1, 1988; and,

**WHEREAS**, Jodi Millis accepted the Purchasing Manager position on January 1, 1999; and worked tirelessly in that position until her retirement on May 4, 2021; and,

**WHEREAS**, Jodi Millis was committed to serving Rock County’s interests. She held great respect among co-workers, other County departments and vendors. She will be greatly missed.

**WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County wishes to recognize Jodi Millis for her significant contributions to the County and to thank her for her many years of dedicated and faithful service.

**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does hereby recognize Jodi Millis for her over 31 years of service and extends best wishes to her in her future endeavors.

Respectfully submitted,

**FINANCE COMMITTEE**

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Wes Davis, Vice Chair

\_\_\_\_\_  
Stephanie Aegerter

\_\_\_\_\_  
Rich Bostwick

\_\_\_\_\_  
Brent Fox

**COUNTY BOARD STAFF COMMITTEE**

\_\_\_\_\_  
Rich Bostwick, Chair

\_\_\_\_\_  
Wes Davis, Vice Chair

\_\_\_\_\_  
Mary Beaver

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Tom Brien

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Kevin Leavy

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
J. Russell Podzilni

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Bob Yeomans

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY

Finance Committee  
SUBMITTED BY



Sherry Oja, Finance Director  
DRAFTED BY

5/28/2021  
DATE DRAFTED

**Recognizing Lynn Heimann for Service to Rock County**

1 **WHEREAS**, Lynn Heimann has served the citizens of Rock County for nearly 28 years as a dedicated  
2 and valued employee; and,  
3  
4 **WHEREAS**, Lynn Heimann began her career with Rock County as an Economic Support Specialist in  
5 the Human Services Department on March 8, 1993, moved to an Account Clerk HSD position on August  
6 14, 2000 and was promoted to Account Clerk III on January 7, 2007 ; and,  
7  
8 **WHEREAS**, Lynn Heimann accepted the position of Accountant in the Finance Department on January  
9 24, 2011, was promoted to Application Support Specialist in the Finance Department on March 5, 2011  
10 and worked tirelessly in that position until her retirement on January 4, 2021; and,  
11  
12 **WHEREAS**, Lynn Heimann’s love for challenges and willingness to take on any special project or  
13 ‘other duties as assigned’ will be greatly missed.  
14  
15 **WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County wishes to  
16 recognize Lynn Heimann for her significant contributions to the County and to thank her for her many  
17 years of dedicated and faithful service.  
18  
19 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
20 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does hereby recognize Lynn Heimann for her  
21 nearly 28 years of service and extends best wishes to her in her future endeavors.

Respectfully submitted,

**FINANCE COMMITTEE**

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Wes Davis, Vice Chair

\_\_\_\_\_  
Stephanie Aegerter

\_\_\_\_\_  
Rich Bostwick

\_\_\_\_\_  
Brent Fox

**COUNTY BOARD STAFF COMMITTEE**

\_\_\_\_\_  
Rich Bostwick, Chair

\_\_\_\_\_  
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Mary Beaver

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Tom Brien

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Kevin Leavy

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Louis Peer

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J. Russell Podzilni

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Alan Sweeney

\_\_\_\_\_  
Bob Yeomans