

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Brent Sutherland –
Director of Facilities Management
DRAFTED BY

November 9, 2021
DATE DRAFTED

Authorizing Approval to Double Fill Rock Haven Administrative Assistant Position for Facilities Management

- 1 **WHEREAS**, Delores Smith Administrative Assistant at Rock Haven announced on November
- 2 3, 2021 she is retiring effective February 25, 2022, and;
- 3
- 4 **WHEREAS**, her last day of work is January 31, 2022, and;
- 5
- 6 **WHEREAS**, Delores started at Rock County on Sept 10, 1990, and;
- 7
- 8 **WHEREAS**, Delores has worked for Rock County for the past 31 years, and;
- 9
- 10 **WHEREAS**, Delores manages the State required documentation of the Rock Haven Facilities
- 11 Management Department, and;
- 12
- 13 **WHEREAS**, Delores also serves many roles for the entire Rock Haven facilities, and;
- 14
- 15 **WHEREAS**, there is a training need to overlap Delores with the new Administrative Assistant for
- 16 30 days, and;
- 17
- 18 **WHEREAS**, there will be enough funds in 2022 employee wages to cover this additional cost.
- 19
- 20 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 21 assembled this 18th day of November, 2021 does hereby approve and authorize double filling
- 22 the Administrative Assistant position for Rock Haven.

Respectfully Submitted,

GENERAL SERVICES COMMITTEE

Absent
Robert Potter, Chair

/s/Tom Brien
Tom Brien, Vice Chair

Absent
Brent Fox

/s/David Homan
David Homan

/s/William Wilson
William Wilson

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COUNTY BOARD STAFF COMMITTEE

/s/Richard Bostwick
Richard Bostwick, Chair

/s/Wes Davis
Wes Davis, Vice Chair

/s/Tom Brien
Tom Brien

Absent
Kevin Leavy

Absent
Louis Peer

/s/J. Russell Podzilni
J. Russell Podzilni

Absent
Bob Yeomans

/s/Alan Sweeney
Alan Sweeney

/s/Mary Beaver
Mary Beaver

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.

s/Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

FISCAL NOTE:

The 30 day overlap will cost approximately \$3,300. If the overlap cannot be covered by vacancies, a transfer may be needed.

/s/Sherry Oja

Sherry Oja
Finance Director

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545

General Services
Facilities Management
(608)757-5518



Executive Summary

Requesting to Double Fill the Administrative Assistant Position at Rock Haven Facilities Management Department

Rock Haven, Administrative Assistant, Delores Smith announced her retirement effective February 25, 2022 after 31 years of service. Her last day of work will be January 31, 2022. I am requesting approval to double fill this position for 30 days to allow for training. Delores manages many functions for Rock Haven Care complex. There are enough funds in the 2022 employee wages to cover this additional cost.