

ROCK COUNTY, WISCONSIN



Board of Supervisors  
51 S. Main Street  
Janesville, WI 53545  
Phone: 608/757-5510  
FAX: 608/757-5511  
www.co.rock.wi.us

**NOTE: This is a Teleconference**

**AMENDED 6/24/20**

**ROCK COUNTY BOARD OF SUPERVISORS' MEETING  
THURSDAY, JUNE 25, 2020 – 6:00 P.M.**

**WATCH VIA YOUTUBE:**

<https://www.youtube.com/channel/UCcGhCAgg7M8721fnSaYU29Q/>

If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Thursday, June 25, 2020. To submit public comment use the following link: <https://www.co.rock.wi.us/public-comment-request>. At this meeting, the County Board will allow live public comment up to 40 minutes.

**Agenda**

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES – June 11, 2020
6. PUBLIC HEARING
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
  - A. Appointment to Behavioral Health Redesign Steering Committee
  - B. Appointment to Village of Clinton TIF Board
  - C. **Confirmation of Appointment of County Conservationist**
9. RECOGNITION OF COUNTY EMPLOYEES OR OTHERS
10. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
11. REPORTS
  - A. Rock County Diversity and Inclusion Workgroup – 2020 Plan Update
  - B. Results of County Board Survey on Returning to In-Person Meetings
12. NEW BUSINESS
  - A. Supplementary Appropriations and Budget Changes - Roll Call
    1. To Create the Position of Public Health Communications Specialist, Create a Class Description, Establish a Pay Range, and Amend the 2020 Budget

**ROCK COUNTY BOARD OF SUPERVISORS**

**JUNE 25, 2020**

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2. Awarding Contract for Installation of Bi-Polar Ionization Units in the Air Handling Systems at the Courthouse and Amending the 2020 Facilities Management Budget
3. Accepting Additional Public Health Consolidated Contract Grant Funds and Amending the 2020 Rock County Public Health Department Budget
4. Accepting Public Health Emergency Preparedness COVID19 Funds and Amending the 2020 Rock County Public Health Department Budget

**B. Contracts – Roll Call**

1. Awarding Contract for Exterior Wall Restoration at the Courthouse
2. Awarding Contract for Exterior Wall Restoration at the Jail

**C. Condemning George Floyd Death, Supporting Peaceful Demonstrations, and Calling for Action on Racial Reconciliation**

**D. Declaring Racism a Public Health Crisis (will be updated prior to meeting)**

**~~E. Support LRB 3342/1 To Increase in State's Minimum Wage~~**

**F. To Support the U.S. Senate Bill 3020 – “Commitment to Veterans Support and Outreach Act” (CVSO Act)**

**G. Authorizing Double Fill of Planning Director Position**

**H. Authorizing Temporary Double-fill of One Lead Worker CPS Position**

**I. Approving Rock County, WI 401(A) Plan as a Complete Restatement of the Prior Plan**

**13. ADJOURNMENT**

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail [countyadmin@co.rock.wi.us](mailto:countyadmin@co.rock.wi.us) at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

COUNTY, WISCONSIN  
Office of the Rock County Clerk  
51 South Main Street  
Janesville, WI 53545



Office: (608) 757-5660  
Fax: (608) 757-5662  
[www.co.rock.wi.us](http://www.co.rock.wi.us)

Lisa Tollefson, Rock County Clerk

PROCEEDINGS OF THE  
ROCK COUNTY BOARD OF SUPERVISORS

Janesville, Wisconsin  
June 11, 2020

The Rock County Board of Supervisors met, pursuant to adjournment on May 28, 2020, at 6:05 p.m. in the Courthouse at Janesville, Wisconsin.

Chair Purviance called the meeting to order. Supervisor Sweeney gave the invocation.

3. Roll Call.

At roll call, Supervisors Aegerter, Beaver, Bomkamp, Pam Bostwick, Rich Bostwick, Brien, Davis, Fox, Gustina, Homan, Knudson, Leavy, Lokrantz, Mawhinney, Mulligan, Peer, Podzilni, Potter, Rashkin, Richard, Rynes, Schulz, Sweeney, Taylor, Wilde, Williams, Yeomans, Zajac and Purviance were present. PRESENT – 29. ABSENT – 0.

QUORUM PRESENT

4. Adoption of Agenda

Supervisors Davis and Rich Bostwick moved the Agenda. Agenda ADOPTED as follows:

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES – May 28, 2020
6. PUBLIC HEARING
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
9. RECOGNITION OF COUNTY EMPLOYEES OR OTHERS
  - A. To Recognize June 15, 2020 as World Elder Abuse Awareness Day
10. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
11. REPORTS
  - A. 2020-2025 Parks, Outdoor, Recreation and Open Space (POROS) Plan
12. NEW BUSINESS
  - A. Supplementary Appropriations and Budget Changes – Roll Call
    - 1) Accepting Public Health Emergency Preparedness Funds and Amending the 2020 Rock County Public Health Department Budget
  - B. Contracts – Roll Call
    - 1) Awarding the Contract for the Construction of the New Department of Public Works Vehicle Storage Building and Salt Shed in Shopiere
    - 2) Awarding the Contract for Sealcoating Rock Haven Drive and Parking Lots
  - C. Adoption of the 2020-2025 Rock County Parks, Outdoor Recreation and Open Space (POROS) Plan
  - D. Authorizing Hazard Pay for COVID-19 Contact Staff
  - E. Approving Release of Deed Restrictions on 1747 Center Ave.
  - F. ~~Extending the Declaration of a Local State of Emergency by an Additional 30 Days~~

~~Due to the COVID-19 Pandemic~~

13. ADJOURNMENT

5. Approval of Minutes – May 28, 2020

Supervisors Brien and Peer moved to approve the minutes as submitted. ADOPTED by acclamation.

7. Citizen Participation, Communications and Announcements

Submitted public comment against extending the Emergency Declaration: Tom Nelson, Joni Punsel, Amanda Hookham, Judi Palmer, Josh Ray, Kath Magee, Tami Goldstein, James P. Stevens, Jason Allen, Jamie Swenson, Isaac Siedentop, Shawn Bersell, Chris Lomoro. Submitted public comment in favor of extending the Emergency Declaration: James Nicholas Foss and Camille Rammer. Submitted public comment in support of banning the confederate flag: Jamie A. Swenson, Cynthia Bloom, Mary Ross, Amber Seefield, Emilie Anderson, William Peyer, Sharon Grover, Barbara Andrew, Terri Mattingly, Susan Neeley, Christie Hoffman, Adam Baldwin, Jon Swenson, Kris Russell, Angela Cardinal, Victoria Flynn, Eileen Juhl, Shannon Tollersrud, Camille Rammer. Submitted public comment on systemic racism: Meagan Baldwin, Lisa Dambach and Jenn Owens. Tom Edwards wrote against extending order, isolation center at Craig Center and hazard pay. Shannon Tollefsrud wrote in support of Public Health Department. Camille Rammer wrote in support of mandatory face coverings. Public comment submitted against Hazard Pay: Misty Jenson, Ann Redmer, Brad Kirk and Kurt Birkett. Chair Purviance spoke on opt out or donation of supervisor meeting per diem and/or mileage. Supervisor Aegerter spoke on the Farmers Market. Administrator Smith gave information on supervisor orientation.

9.A. To Recognize June 15, 2020 as World Elder Abuse Awareness Day

Resolution No. 20-6A-022

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this 11th day of June, 2020, does hereby recognize June 15, 2020 as World Elder Abuse Awareness Day. BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to the Rock County Adult Protective Services Unit for their dedication to the health and safety of Rock County elders who may be victims of abuse.

Supervisors Knudson and Rynes moved the above resolution. ADOPTED by acclamation.

10. Supervisor Beaver introduced resolution – *Condemning George Floyd Death, Support Demonstrations and Call for action on Racial Reconciliation.*

11.A. 2020-2025 Parks, Outdoor, Recreation and Open Space (POROS) Plan presented by John Traynor and Benjamin Rohr.

12.A.1. Accepting Public Health Emergency Preparedness Funds and Amending the 2020 Rock County Public Health Department Budget Resolution No. 20-6A-023

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this 11th day of June, 2020, does hereby authorize the Rock County Public Health Department to accept these additional grant funds in the amount of \$9,250 and amend the 2020 Rock County Public Health Department Budget as follows:

<u>Account/Description</u>	<u>Budget</u> <u>1/1/20</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
<u>Source of Funds</u>			
31-3026-0000-42100 Federal Aid	\$95,007	\$9,250	\$104,257
<u>Use of Funds</u>			
31-3026-0000-64200 Training	\$ -0-	\$9,250	\$9,250

Supervisors Peer and Rynes moved the above resolution. ADOPTED on the following roll call vote. Supervisors Aegerter, Beaver, Bomkamp, Pam Bostwick, Rich Bostwick, Brien, Davis, Fox, Gustina, Homan, Knudson, Leavy, Lokrantz, Mawhinney, Mulligan, Peer, Podzilni, Potter, Rashkin, Richard,

Rynes, Schulz, Sweeney, Taylor, Wilde, Williams, Yeomans, Zajac and Purviance voted in favor. AYES – 29. NOES – 0. ABSENT – 0.

12.B.1. Awarding the Contract for the Construction of the New Department of Public Works Vehicle Storage Building and Salt Shed in Shopiere Resolution No. 20-6A-024

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this 11th day of June, 2020 does hereby approve and authorize awarding a contract in the amount of \$4,241,600.00 to Corporate Contractors Inc. of Beloit, WI, for DPW vehicle storage building base bid plus Alternate #1 salt storage shed.

BE IT FURTHER RESOLVED, a contingency fund of \$250,000 be established to cover any unforeseeable issues that arise.

Supervisors Zajac and Mawhinney moved the above resolution. ADOPTED on the following roll call vote. Supervisors Aegerter, Beaver, Bomkamp, Pam Bostwick, Rich Bostwick, Brien, Davis, Gustina, Homan, Knudson, Leavy, Lokrantz, Mawhinney, Mulligan, Peer, Podzilni, Potter, Rashkin, Richard, Rynes, Schulz, Sweeney, Taylor, Wilde, Williams, Yeomans, Zajac and Purviance voted in favor. Supervisor Fox abstained. AYES – 28. NOES – 0. ABSENT – 0. ABSTAIN – 1.

12.B.2. Awarding the Contract for Sealcoating Rock Haven Drive and Parking Lots Resolution No. 20-6A-025

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this 11th day of June, 2020 does hereby approve and authorize awarding a contract in the amount of \$20,431.50 to Thunder Road LLC. Of Genesee, WI, for sealcoating drive and parking lots at Rock Haven. Supervisors Zajac and Brien moved the above resolution. ADOPTED on the following roll call vote.

Supervisors Beaver, Bomkamp, Pam Bostwick, Rich Bostwick, Brien, Davis, Fox, Gustina, Homan, Knudson, Leavy, Lokrantz, Mawhinney, Mulligan, Peer, Podzilni, Potter, Rashkin, Richard, Rynes, Schulz, Sweeney, Taylor, Wilde, Williams, Yeomans, Zajac and Purviance voted in favor. Supervisor Aegerter abstained. AYES – 28. NOES – 0. ABSENT – 0. ABSTAIN – 1.

12.C.1. Adoption of the 2020-2025 Rock County Parks, Outdoor Recreation and Open Space (POROS) Plan Resolution No. 20-6A-026

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this 11th day of June, 2020, hereby adopts the 2020-2025 Rock County Parks, Outdoor Recreation, and Open Space (POROS) Plan, to serve as the County's updated POROS plan and chapter twelve of the Rock County Comprehensive Plan 2035.

Supervisors Richard and Mawhinney moved the above resolution. ADOPTED by acclamation.

12.D.1. Authorizing Hazard Pay for COVID-19 Contact Staff Risk Resolution No. 20-6A-027

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this 11th day of June, 2020, does hereby authorize payment of \$500 for all employees of the Sheriff's Office, Rock Haven and Youth Services Center who have worked on site between March 24, 2020 and the date this Resolution is approved. Said hazard pay would be disbursed as a single lump sum at an approximate cost of \$225,500 with funds to come from the General Fund Balance.

BE IT FURTHER RESOLVED that County staff provide a budget reconciliation/budget amendment resolution of the funds expended no later than the end of December, 2020.

Supervisors Rich Bostwick and Taylor moved the above resolution. Supervisor Wilde and Zajac moved to amend the resolution title and add wording as noted above. Supervisor Wilde and Bomkamp moved to end debate. Ending debate on amendment approved by acclamation. Amendment approved on the following roll call vote. Supervisors Aegerter, Beaver, Bomkamp, Rich Bostwick, Brien, Davis, Homan, Leavy, Lokrantz, Mulligan, Peer, Potter, Rashkin, Rynes, Schulz, Sweeney, Taylor, Wilde, Williams, Zajac and Purviance voted in favor. Supervisors Pam Bostwick, Fox, Gustina, Knudson, Mawhinney, Podzilni, Richard and Yeomans voted against. AYES - 21. NOES – 8.

Resolution as AMENDED APPROVED on the following roll call vote. Supervisors Aegerter, Bomkamp, Rich Bostwick, Brien, Davis, Homan, Leavy, Lokrantz, Potter, Rashkin, Rynes, Schulz, Sweeney, Taylor, Wilde, Zajac and Purviance voted in favor. Supervisors Beaver, Pam Bostwick, Fox, Gustina, Knudson, Mawhinney, Mulligan, Peer, Podzilni, Richard, Yeomans and Williams. AYES – 17. NOES – 12. ABSENT – 0.

12.E.1. Approving Release of Deed Restrictions on 1747 Center Ave Resolution No. 20-6A-028  
NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this  
11th day of June, 2020 does authorize the release of all deed restrictions entered on the parcel located at  
1747 Center Avenue and authorizes the Chair of the Board of Supervisors, and the County Clerk, to sign  
all necessary agreements to execute such release.  
Supervisors Mawhinney and Brien moved the above resolution. ADOPTED by acclamation.

13. Adjournment  
Supervisors Potter and Homan moved to adjourn at 7:49 p.m. to Thursday. Approved by acclamation.



Prepared by Lisa Tollefson, County Clerk  
NOT OFFICIAL UNTIL APPROVED BY THE COUNTY BOARD.

*This is a condensed version of the minutes. For the full summary,  
visit <http://www.co.rock.wi.us/county-board-agendas-minutes>.*

**APPOINTMENTS TO THE BEHAVIORAL HEALTH REDESIGN STEERING  
COMMITTEE**

**POSITION:** Members of the Behavioral Health Redesign  
Steering Committee

**AUTHORITY:** County Board Resolution 12-3A-608

**TERM:** Unexpired Term Ending April 30, 2023

**PER DIEM:** For County Board Supervisors Only  
(Per Board Rule IV.J.)

Tim Perry  
Kate Luster  
Samantha Palan

Ian Hedges  
Dr. Ken Robbins

**CONFIRMATION:** Yes, by County Board of Supervisors

**APPOINTMENT:**

Tim Perry  
Crossroads Counseling Center  
17 S. River St., Suite 254  
Janesville, WI 53548

Ian Hedges  
HealthNet Rock County  
23 W. Milwaukee St.  
Janesville, WI 53548

Kate Luster  
Human Services Director

Dr. Ken Robbins  
Human Svc Medical Dir.

Samantha Palan  
Harper's Place  
203 W. Sunny Lane Road  
Janesville, WI 53546

**EFFECTIVE DATE:** June 25, 2020

**APPOINTMENT TO THE VILLAGE OF CLINTON JOINT REVIEW BOARD**

**POSITION:** Member of Village of Clinton Joint Review Board

**AUTHORITY:** Wis. Stats. 66.1105(4) and Wisconsin Act 257

**TERM:** Indefinite

**PER DIEM:** Yes, Per Board Rule IV.J.

**CONFIRMATION:** Yes, by County Board of Supervisors

**CURRENT APPOINTMENT:** Henry Brill

**NEW APPOINTMENT:** Mike Mulligan  
1318 S. Jones Road  
Janesville, WI 53546

**EFFECTIVE DATE:** June 25, 2020



**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Land Conservation Committee  
INITIATED BY

Land Conservation Committee  
SUBMITTED BY



Amy Spoden, Asst. HR Director  
DRAFTED BY

June 22, 2020  
DATE DRAFTED

**CONFIRMATION OF APPOINTMENT OF  
COUNTY CONSERVATIONIST**

- 1 **WHEREAS**, Tom Sweeney, County Conservationist, has announced his intent to retire effective September 4,
- 2 2020; and,
- 3
- 4 **WHEREAS**, his last day in the office will be June 26, 2020, with benefit time continuing until the date of
- 5 retirement; and,
- 6
- 7 **WHEREAS**, the County has conducted a recruitment effort to fill the job of County Conservationist; and,
- 8
- 9 **WHEREAS**, the candidates were screened with the most qualified being interviewed; and,
- 10
- 11 **WHEREAS**, the County Administrator has appointed Andrew M. Baker; and,
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
- 14 \_\_\_\_\_ day of \_\_\_\_\_, 2020, confirms the appointment of Andrew M. Baker, as County Conservationist
- 15 in accordance with the attached conditions of employment.

Respectfully Submitted,

LAND CONSERVATION COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Richard Bostwick, Chair

\_\_\_\_\_  
Kara Purviance, Chair

\_\_\_\_\_  
Alan Sweeney, Vice Chair

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

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

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

\_\_\_\_\_  
Wes Davis

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

\_\_\_\_\_  
Kaelyn Lokrantz

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

\_\_\_\_\_  
Mike Mulligan

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

\_\_\_\_\_  
Jeremy Zajac

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

\_\_\_\_\_  
James Quade

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

\_\_\_\_\_  
Jeremy Zajac

CONFIRMATION OF APPOINTMENT OF COUNTY CONSERVATIONIST  
Page 2

FISCAL NOTE:

This is a funded position in the 2020 budget.

/s/ Sherry Oja

Sherry L. Oja  
Finance Director

LEGAL NOTE:

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

/s/ Richard Greenlee

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith  
County Administrator

1 COUNTY OF ROCK, WISCONSIN

2  
3 Employment Services Agreement

4  
5 THIS AGREEMENT, made and entered into by and between the County of Rock (hereinafter  
6 referred to as "EMPLOYER") and Andrew Baker (hereinafter, "EMPLOYEE"),  
7

8 WITNESSETH:

9  
10 WHEREAS EMPLOYER whose address is c/o County Administrator, 51 South Main Street,  
11 Janesville, WI 53545, desires to obtain the services of Andrew Baker to serve as County  
12 Conservationist,  
13

14 WHEREAS EMPLOYEE, whose current address is is  
15 able and willing to serve as County Conservationist;  
16

17 NOW, THEREFORE, in consideration of the promises and the mutual covenants of the parties  
18 hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself,  
19 EMPLOYER and EMPLOYEE do agree as follows:  
20

21 1. CONDITIONS OF EMPLOYMENT; GENERAL PROVISIONS. Employment of EMPLOYEE  
22 is subject to the general supervision and shall be conducted pursuant to the orders, advice and  
23 direction of the County Administrator and be governed by the terms and conditions of Chapter 18 of  
24 the Rock County Ordinance, except as to the terms and conditions that are herein modified.  
25 Employment is further subject to EMPLOYEE's compliance with and implementation of policies  
26 established from time to time by EMPLOYER in the exercise of its lawful authority. EMPLOYEE  
27 shall perform such other duties as are customarily performed by one holding the same or similar  
28 positions in other governmental organizations or businesses which provide similar services.  
29 EMPLOYER reserves to the County Administrator the right to require EMPLOYEE to render such  
30 other and unrelated services and duties as may be assigned from time to time by the County  
31 Administrator.  
32

33 2. DUTIES OF EMPLOYEE; GENERAL PROVISIONS. EMPLOYEE agrees to perform  
34 lawfully, faithfully, industriously, competently, dutifully and to the best of EMPLOYEE's ability, all of  
35 the duties that may be required of EMPLOYEE pursuant to the express or implied terms of this  
36 agreement, to the level of satisfaction that the County Administrator may reasonably require.  
37

38 3. DUTIES OF EMPLOYEE; JOB DESCRIPTION. The duties of EMPLOYEE shall include but  
39 not be limited to those expressly stated or implied in the job description for the position, as may be  
40 revised from time to time by EMPLOYER as circumstances change, and as set forth in applicable  
41 state statutes. This paragraph is further subject to the right of assignment reserved to the County  
42 Administrator, as set forth in paragraph 1 hereof.  
43

44 4. DUTIES OF EMPLOYEE; OFFICIAL ACTS OF COUNTY BOARD. The duties of  
45 EMPLOYEE shall also include but not be limited to those expressly stated or implied in the  
46 ordinances, resolutions or motions of EMPLOYER's county board or any of its committees acting  
47 within the scope of their lawful authority.  
48

49 5. DUTIES OF EMPLOYEE; DIRECTIVES OF COUNTY ADMINISTRATOR. The duties of  
50 EMPLOYEE shall also include but not be limited to those expressly stated or implied in orders,  
51 directives, or rules of the County Administrator.  
52

53 6. TERM OF AGREEMENT. The term of this agreement shall be a period of 1 year,  
54 commencing at 8:00 a.m., Monday, June 29, 2020, and expiring as of Midnight, June 28, 2021,  
55 unless earlier terminated under other provisions of this agreement or by operation of law.  
56

57 7. NONRENEWAL OF AGREEMENT. At its expiration this agreement shall not be considered  
58 renewed unless extended in writing by mutual agreement of the parties. If it is the County  
59 Administrator's intention not to renew this agreement, the County Administrator will attempt to give  
60 EMPLOYEE three (3) months advance written notice of the intent not to renew this agreement,  
61 provided, however, that failure to give such notice shall create no obligation on EMPLOYER to  
62 continue EMPLOYEE's employment beyond the expiration date of this agreement. The County  
63 Administrator may extend EMPLOYEE's employment on a month-to-month basis for a period not to  
64 exceed 3 months, pending renewal of this agreement.  
65

66 8. EMPLOYEE'S RESPONSIBILITIES; ETHICAL CONSIDERATIONS. EMPLOYEE shall at  
67 all times observe and comply with all ethical obligations imposed or required by constitution, statute,  
68 ordinance or other provision of law and shall at all times conduct EMPLOYEE's personal affairs in  
69 such a manner as to avoid a conflict of interest or appearance of conflict and in accordance with the  
70 duties and responsibilities of public officials. During normal work hours EMPLOYEE shall at all times  
71 devote all of EMPLOYEE's time, attention, knowledge and skills solely to the interests of the  
72 EMPLOYER, and EMPLOYEE shall never use EMPLOYEE's position or confidential information  
73 gained in such work position for EMPLOYEE's personal gain, either directly or indirectly.  
74

75 9. EMPLOYEE'S RESPONSIBILITIES; CONFIDENTIAL INFORMATION. EMPLOYEE shall  
76 not at any time or in any manner, either during the term of this agreement or thereafter, either directly  
77 or indirectly divulge, disclose or communicate to any person any confidential information gained in  
78 the performance of EMPLOYEE's duties except as otherwise required or compelled by law.  
79

80 10. EMPLOYEE'S RESPONSIBILITIES; EXCLUSIVE EMPLOYMENT. EMPLOYEE agrees to  
81 remain in the exclusive employ of EMPLOYER throughout the term of this agreement. The term  
82 "exclusive employ" shall not be construed to prohibit occasional teaching, writing or consulting which  
83 is performed on EMPLOYEE's time off and which does not affect EMPLOYEE's job performance,  
84 subject to prior approval of the County Administrator.  
85

86 11. HOURS OF WORK. The usual and customary hours of business of EMPLOYER are from  
87 8:00 a.m. to 5:00 p.m., Monday through Friday, however, as a managerial employee, EMPLOYEE  
88 shall have as a condition of employment a job to perform and shall work such hours as are  
89 necessary to accomplish the tasks assigned to EMPLOYEE.  
90

91 12. EVALUATION AND GOALS. At least annually, the County Administrator or his or her  
92 designee shall meet with EMPLOYEE to discuss job performance and to define goals and objectives  
93 for both EMPLOYEE and EMPLOYER.  
94

95 13. EMPLOYEE'S DUTIES; LIMITED CONTRACTING AUTHORITY. EMPLOYEE shall not  
96 have the right to make contracts or commitments for or on behalf of EMPLOYER except as expressly  
97 authorized in advance by statute, ordinance, or express written consent of EMPLOYER.  
98

99 14. COMPENSATION OF EMPLOYEE; BASE COMPENSATION. EMPLOYER shall pay  
100 EMPLOYEE, and EMPLOYEE shall accept from EMPLOYER in payment for EMPLOYEE's services,  
101 direct compensation at a rate provided for in the Unilateral Pay Plan for the position occupied by the  
102 EMPLOYEE.  
103

104 15. COMPENSATION OF EMPLOYEE; COMPENSATION FOR EXPENSES. EMPLOYER  
105 shall reimburse EMPLOYEE for all necessary expenses incurred in the service of EMPLOYER, in  
106 accordance with Rock County ordinances and regulations on reimbursement of expenses, provided  
107 that EMPLOYEE complies with all applicable provisions of law and Rock County ordinances and  
108 procedures prior to incurring or claiming reimbursement for such expenses. It is expressly

109 understood that prior approval of the County Administrator is required for attendance at conferences  
110 held outside of Wisconsin and that attendance is further subject to the rules, regulations and  
111 ordinances applicable to managerial employees employed by the EMPLOYER.  
112

113 16. COMPENSATION OF EMPLOYEE; FRINGE BENEFITS. Except as otherwise set forth in  
114 this agreement, and in addition to the monetary compensation set forth above EMPLOYEE shall  
115 receive fringe benefits as are enumerated from time to time in resolutions and general ordinances of  
116 EMPLOYER, on the same terms as these are made available to non-represented managerial and  
117 professional employees of EMPLOYER.  
118

119 17. VACATION. EMPLOYEE shall receive twenty five (25) days of vacation annually on  
120 anniversary date, April 12. Carry-over of unused vacation shall be allowed under such conditions as  
121 are contained in the Rock County Personnel Policy.  
122

123 18. COMPENSATION OF EMPLOYEE; TREATMENT OF DIRECT COMPENSATION FOR  
124 TAX PURPOSES. The direct financial compensation paid EMPLOYEE under this Agreement shall  
125 be treated as wages for federal and state tax purposes and for purposes of allowing EMPLOYEE to  
126 participate in the Wisconsin retirement system. EMPLOYEE recognizes that EMPLOYER will  
127 withhold taxes, Social Security and the like from direct compensation. EMPLOYEE shall be allowed  
128 to participate in EMPLOYER's deferred compensation program(s) and Section 125 Flexible  
129 Spending Account, at EMPLOYEE's option and to the extent permitted by law.  
130

131 19. TERMINATION OF AGREEMENT BY EMPLOYEE; NOTICE REQUIRED FOR  
132 RESIGNATION. This agreement may be terminated by EMPLOYEE on 30-days' written notice to  
133 the County Administrator. Any such notice, once accepted by the County Administrator, may not be  
134 withdrawn or rescinded. The fact that the County Administrator has asked EMPLOYEE for  
135 EMPLOYEE's resignation shall not invalidate any such resignation once tendered to, and accepted  
136 by, the County Administrator. Accrued but unused vacation and holiday time shall be paid out to  
137 EMPLOYEE upon resignation, provided sufficient notice as required above is received.  
138

139 20. TERMINATION OF AGREEMENT BY EMPLOYER; EMPLOYER'S RIGHT TO  
140 TERMINATE AT WILL. This agreement may be terminated, or any obligation of EMPLOYER under  
141 this agreement may be suspended, by the County Administrator at any time during its term, in the  
142 sole discretion of the County Administrator. EMPLOYEE shall be deemed to be an at-will employee  
143 of EMPLOYER who shall have no remedy or recourse in the event of disciplinary action, up to and  
144 including discharge.  
145

146 21. TERMINATION OF AGREEMENT BY EMPLOYER; DISCIPLINARY ACTION;  
147 PROCEDURE FOR DISCIPLINARY ACTION. All disciplinary action shall originate from the County  
148 Administrator and be accomplished by the County Administrator.  
149

150 22. EMPLOYER TO INDEMNIFY AND DEFEND EMPLOYEE FOR OFFICIAL ACTS.  
151 EMPLOYER shall indemnify, defend and hold harmless EMPLOYEE, in accordance with the  
152 requirements of s. 895.46, Wis. Stats. EMPLOYER reserves the right to compromise or settle any  
153 such litigation in any fashion deemed advantageous to EMPLOYER, regardless of whether  
154 EMPLOYEE consents thereto.  
155

156 23. CONSTRUCTION OF AGREEMENT; NO ASSIGNMENT. EMPLOYEE shall not assign or  
157 transfer any interest or obligation in this Agreement, whether by assignment or novation. It is  
158 expressly understood EMPLOYER will not consent to any assignment of EMPLOYEE's duties and  
159 obligations.  
160

161 24. CONSTRUCTION OF AGREEMENT; SEVERABILITY. All parts of this agreement are  
162 severable from all other parts and invalidity of any part shall not operate to invalidate any other part.  
163



Administrative Policy &amp; Procedure Manual

Section: Introduction

Policy: Mission Statement

Policy No: 1.03

Effective 9/14/17

Revising: 7/1/2009

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**Rock County Mission Statement**

To enhance the quality of life, health, safety, and trust of all citizens by providing top quality public services through a creative and responsive team committed to excellence, integrity, accountability, and respect.

**Core Values**

Honesty - Integrity - Respect

**Vision**

- **SERVICE** to the public is our fundamental reason for being. We strive to treat citizens with courtesy and as valued customers.
- **COOPERATION** among our staff and departments creates a smooth running organization. These collaborative attitudes and efforts are reflected in our working relationships with other public entities, the business community, nonprofit organizations, and citizens.
- **DILIGENCE** is the foundation of our work ethic. We challenge and inspire all staff to be efficient and effective in carrying out day-to-day tasks and activities.
- **ACCOUNTABILITY** is vital to maintaining public trust. We ensure accountability for our actions by adopting and enforcing policies, procedures, and processes that withstand the test of public review and scrutiny.
- **FISCAL RESPONSIBILITY** is fundamental to the way we conduct business. We maximize our human, physical, and financial resources in order to provide effective stewardship of public funds.
- **COMMUNICATION** and an informed citizenry are essential to the democratic process. We are committed to providing citizens with relevant, accurate, and timely information about our goals, services, and the decisions that will affect the public.
- **INNOVATION** and creativity shape our future. We encourage staff to challenge the status quo and discover new ideas or better methods. We foster staff development in order to respond to changing needs in our community.

- **SAFETY** is critical to a high standard of living. We protect the citizenry through prevention, early intervention, treatment services, and enforcement of the law.
- **ENVIRONMENT** is central to our community. Preservation of our natural environment ensures that generations to come will enjoy the resources we value and preserve. Caring for our social environment ensures that community remains a vital part of our culture.
- **DIVERSITY & INCLUSION** - Rock County commits to a diverse workforce that increases creativity and provides a safe, inclusive, and motivating environment for all employees, citizens, and those we serve. Rock County promotes a workplace that provides respect, fairness, and work-life balance; maintains opportunities for all to excel in their careers; and is void of discrimination and prejudice.



Administrative Policy & Procedure Manual  
Section: Introduction  
Policy: Workplace Inclusion and Diversity  
Policy No: 1.05  
Effective 1/1/2020  
Revising: New

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Rock County is committed to a workforce and culture that seeks out and celebrates the diversity of our County residents and employees. We strive to create an inclusive workplace where we treat others the way they want to be treated, instead of the way in which we want to be treated. We recognize the positive attributes of diversity and value the differences in people and communities. By valuing diversity and focusing on the mutual respect for employee job related differences, we encourage employees to work towards a common goal of serving our citizens where they are at. Our focus on inclusion positively affects client outcomes.

Rock County has woven diversity and inclusion into the mission, vision, and values of the County by incorporating diversity in job recruitment, onboarding, training, transfer, promotion, separation, compensation, and benefits. We do this through inclusion in order to retain and grow our diverse workforce. We are able to achieve positive outcome through embracing a culturally inclusive workforce.

Employees will receive annual training on diversity and inclusion. Rock County is committed to making a good faith effort toward achieving our diversity and inclusion objectives and fostering a culturally competent and inclusive workplace.

Administrative Policy & Procedure Manual

Section: Human Resources

Policy: New Employee Orientation

Policy No: 5.28

Effective: 1/1/2020

Revising: 1/1/2018

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All new employees with Rock County are required to attend general orientation on their first day of employment with the Human Resources Department. General orientation is held on Monday, following payday. The purpose of general orientation is to have the new employee sign the necessary employment papers and to educate them about Rock County policies and procedures as well as to notify them of available benefits and the time frame in either accepting or rejecting those benefits.

All new employees and their supervisors commit to following the onboarding process.

Onboarding is the process of welcoming a new employee into Rock County and familiarizing them with their new job duties, co-workers, policies, and day to day operations in a manner that is engaging, well thought out, and not overwhelming.

[Link to Onboarding Tool Kit \(SharePoint on intranet\).](#)

## DIVERSITY & INCLUSION WORK GROUP (5-14-2020)

	NAME	DEPT./DIV.	JOB TITLE
1	Maria Delgado	HSD/Economic Support Division	Lead ES Supervisor
2	Dannie Evans	HSD/Children, Youth & Families-Ongoing	HS Supervisor I
3	Kathy Sukus	Communications Center	Director
4	Amy Edwards	Clerk of Court	Coll./Acct. Spec.
5	Shena Kohler	Sheriff's Office	Sgt. Emrg. Mgmt. Div.
6	Anissa Welch	HSD/Children, Youth & Families-Ongoing	HS Prof. I
7	Susan Oberman	Child Support Services	CS Reimb. Spec.
8	Laurie Kilian	Child Support Services	CS Reimb. Spec.
9	Annetie Mikula	Human Resources	Director
10	Josh Smith	Co. Administration	Co. Admin.
11	Randy Ferronez	Co. Administration	Asst. to the Co. Adm.
12	Rich Greenlee	Corporation Counsel	Corp. Counsel
13	Noel Sandoval	Public Health	Health Officer
14	Terrell Hanson	HSD/Youth Services Center	Lead Floor Supervisor
15	Mark Swinehart	Dept. of Public Works	Highway Worker
16	Melissa Wittwer	Child Support Services	Director
17	Katarina Liptrot-Ploch	HSD/Child Protection Services-On Going	HS Prof. III
18	Haleigh Thomas	HSD/Child Protection Services- On Going	HS Prof. III
19	Craig Strouse	Sheriff's Office	Chief Deputy
20	Travia Foy	Human Resources	HR Secretary
<b>Other</b>			
	Marc Perry	Comm. Action	Dir. Of Comm. Prog.s

Total 2019

Department	Total # of Applications	Total # of Diverse Applicants	% of Diverse Applicants	New Hires through 2019	Diverse Hires through 2019	Diverse Hires 2019 %	Terms through 2019	Diverse Terms through 2019	Diverse Terms 2019 %	Current staff in Department effective 12/30/2019	Current # of Diverse staff in Department	Diversity % of Department workers
Administrator	78	11	14.10%	1	0	0.00%	1	0	0.00%	5	1	20.00%
Airport	82	7	8.54%	0	0	0.00%	0	0	0.00%	6	0	0.00%
Child Support Enforcement	465	84	18.06%	3	1	33.33%	5	1	20.00%	33	3	9.09%
Circuit Court	602	92	15.28%	7	0	0.00%	4	1	25.00%	56	3	5.36%
Communications (911)	539	98	18.18%	11	1	9.09%	9	1	11.11%	45	2	4.44%
Medical Examiner's Office	119	16	13.45%	5	1	20.00%	2	0	0.00%	11	0	0.00%
Corporation Counsel	32	7	21.88%	2	0	0.00%	0	0	0.00%	11	0	0.00%
Council on Aging	40	6	15.00%	2	0	0.00%	2	0	0.00%	10	0	0.00%
County Clerk	0	0	0.00%	1	0	0.00%	0	0	0.00%	3	0	0.00%
District Attorney	119	15	12.61%	1	0	0.00%	2	0	0.00%	29	3	10.34%
Financial Services	29	3	10.34%	1	0	0.00%	1	0	0.00%	13	2	15.38%
Facilities Management	69	5	7.25%	3	0	0.00%	3	0	0.00%	21	0	0.00%
Human Resources	177	19	10.73%	1	1	100.00%	1	0	0.00%	7	1	14.29%
Human Services Department	2653	562	21.18%	76	12	15.79%	49	3	6.12%	415	51	12.29%
IT	152	26	17.11%	6	1	16.67%	3	0	0.00%	24	1	4.17%
Land Conservation	111	11	9.91%	1	0	0.00%	1	0	0.00%	7	0	0.00%
Planning and Development	29	3	10.34%	1	0	0.00%	0	0	0.00%	8	0	0.00%
Public Health	190	32	16.84%	6	0	0.00%	11	0	0.00%	28	3	10.71%
Public Works	447	54	12.08%	14	0	0.00%	12	0	0.00%	83	1	1.20%
Real Property Lister	33	2	6.06%	0	0	0.00%	1	0	0.00%	3	0	0.00%
Register of Deeds	0	0	0.00%	0	0	0.00%	0	0	0.00%	7	0	0.00%
Rock Haven (Nursing Home)	422	79	18.72%	62	12	19.35%	66	14	21.21%	204	16	7.84%
Sheriff	1307	228	17.44%	34	8	23.53%	21	2	9.52%	210	20	9.52%
Treasurer	117	19	16.24%	1	0	0.00%	1	0	0.00%	4	0	0.00%
UW Extension	3	0	0.00%	1	0	0.00%	0	0	0.00%	2	0	0.00%
Veterans Affairs	0	0	0.00%	0	0	0.00%	0	0	0.00%	4	1	25.00%
<b>TOTAL</b>	<b>7815</b>	<b>1379</b>	<b>17.65%</b>	<b>240</b>	<b>37</b>	<b>15.42%</b>	<b>195</b>	<b>22</b>	<b>11.28%</b>	<b>1249</b>	<b>108</b>	<b>8.65%</b>

Labor Force %

Under/(Over) Utilization Rate

6/24/2020

9.40%

91.99%

1st Quarter 2020

Department	Total # of Applications	Total # of Diverse Applicants	% of Diverse Applicants	New Hires through 3/31/2020	Diverse Hires through 3/31/2020	Diverse Hires 2020 %	Terms through 3/31/2020	Diverse Terms through 3/31/20	Diverse Terms 2020 %	Current staff in Department effective 3/31/2020	Current # of Diverse staff in Department	Diversity % of Department workers
Administrator	0	0	0.00%	0	0	0.00%	0	0	0.00%	5	1	20.00%
Airport	0	0	0.00%	1	0	0.00%	0	0	0.00%	6	0	0.00%
Child Support Enforcement	235	42	17.87%	1	0	0.00%	2	1	50.00%	32	2	6.25%
Circuit Court	51	6	11.76%	2	0	0.00%	1	0	0.00%	56	3	5.36%
Communications (911)	270	53	19.63%	3	2	66.67%	3	1	33.33%	45	3	6.67%
Medical Examiner's Office	32	8	25.00%	1	0	0.00%	1	0	0.00%	11	0	0.00%
Corporation Counsel	0	0	0.00%	0	0	0.00%	0	0	0.00%	11	0	0.00%
Council on Aging	13	1	7.69%	0	0	0.00%	0	0	0.00%	10	0	0.00%
County Clerk	183	30	16.39%	7	0	0.00%	0	0	0.00%	10	0	0.00%
District Attorney	106	14	13.21%	1	0	0.00%	2	0	0.00%	30	3	10.00%
Financial Services	1	0	0.00%	1	0	0.00%	0	0	0.00%	14	2	14.29%
Facilities Management	54	3	5.56%	0	0	0.00%	1	0	0.00%	21	0	0.00%
Human Resources	0	0	0.00%	0	0	0.00%	0	0	0.00%	7	1	14.29%
Human Services Department	701	120	17.12%	12	3	25.00%	16	2	12.50%	412	52	12.62%
IT	19	2	10.53%	2	0	0.00%	0	0	0.00%	28	1	3.57%
Land Conservation	0	0	0.00%	1	0	0.00%	0	0	0.00%	7	0	0.00%
Planning and Development	0	0	0.00%	0	0	0.00%	0	0	0.00%	8	0	0.00%
Public Health	80	15	18.75%	3	0	0.00%	1	0	0.00%	29	3	10.34%
Public Works	132	16	12.12%	2	0	0.00%	1	0	0.00%	84	1	1.19%
Real Property Lister	10	2	20.00%	0	0	0.00%	0	0	0.00%	3	0	0.00%
Register of Deeds	0	0	0.00%	0	0	0.00%	0	0	0.00%	7	0	0.00%
Rock Haven (Nursing Home)	241	32	13.28%	15	1	6.67%	6	0	0.00%	213	18	8.45%
Sheriff	204	38	18.63%	17	0	0.00%	7	0	0.00%	222	20	9.01%
Treasurer	0	0	0.00%	0	0	0.00%	0	0	0.00%	5	0	0.00%
UW Extension	0	0	0.00%	0	0	0.00%	0	0	0.00%	2	0	0.00%
Veterans Affairs	0	0	0.00%	0	0	0.00%	0	0	0.00%	4	1	25.00%
<b>TOTAL</b>	<b>2,332</b>	<b>382</b>	<b>16.38%</b>	<b>69</b>	<b>6</b>	<b>8.70%</b>	<b>41</b>	<b>4</b>	<b>9.76%</b>	<b>1,282</b>	<b>111</b>	<b>8.66%</b>

Labor Force %

Under/Over Utilization Rate

9.40%

92.11%

# Work Plan/Timeline

Work Period: January 2020 – January 2025

Situation: Recruitment

## Outcomes and Indicators

1. Increase overall county applications by 10% within 5 years.
2. Increase diversity of applicant pool by 5% within 5 years.
3. Increase selection rate to reflect county/client demographics within 5 years.
4. Increase retention rate to reflect county/client demographics within 5 years.

PRIORITIZED OBJECTIVES WITH ACTION STEPS	TIMEFRAME Beginning and End Dates	RESPONSIBLE STAFF	PROGRESS TOWARDS OBJECTIVES AND ACTION STEPS
1. Validate job descriptions. <ul style="list-style-type: none"> <li>• Job Descriptions &amp; Job Titles:                             <ul style="list-style-type: none"> <li>*Less jargon/acronyms</li> <li>*KSAs should reflect actual components of job duties</li> <li>*Modification of qualifications (licensing, degrees, etc.)</li> <li>* Working title updated to reflect actual position requirements. If changing job title, must go through HR &amp; County Board Staff Committee</li> </ul> </li> </ul>	Annually	Dept. Head/Supervisor initiates  HR reviews & uploads	
2. Ensure competitive wages & highlight job security/benefits to motivate applicants. <ul style="list-style-type: none"> <li>• Competitive pay/fair market compensation                             <ul style="list-style-type: none"> <li>*Compare wages with adjacent counties that compete with us &amp; customize labor market to more realistically reflect applicant pool</li> </ul> </li> <li>• Communicate fringe benefits better (e.g. Facebook):                             <ul style="list-style-type: none"> <li>*Health Insurance-no premium</li> <li>*Education incentives</li> </ul> </li> </ul>	---TBD  ---2 – 3m	County Admin  HR	

<ul style="list-style-type: none"> <li>*Bilingual incentives</li> <li>*Flexible schedules</li> </ul>			
<p>3. Improve application process.</p> <ul style="list-style-type: none"> <li>• Make more user friendly</li> <li>• Mandatory fields so applications are complete</li> <li>• Questions added on application to track data better</li> </ul>	6m – 3y	<p>HR &amp; Neogov</p> <p>Subcommittee to review NeoGov application fields and determine if still relevant and discuss adding other questions.</p>	
<p>4. Improve knowledge of job requirements and create awareness in under-represented groups about job opportunities.</p> <ul style="list-style-type: none"> <li>• Advertising: <ul style="list-style-type: none"> <li>*Highlight diversity in county workforce</li> <li>*Post on Facebook</li> <li>*Ads on billboards</li> <li>*City bus/county vehicle wraps</li> <li>*Create recruitment videos</li> <li>*Work with Veteran Affairs</li> </ul> </li> <li>• Use minority media publications (church bulletins, radio, print)</li> <li>• Host county job fairs @ work sites/schools</li> <li>• Partner w/other employers for job postings-share posts</li> <li>• Citizen academies/internships</li> </ul>	3 – 9m	<p>HR assists where support is needed, but will not coordinate</p> <p>Dept. Head budgets for paid advertising</p> <p>Subcommittee to review posting list</p>	
<p>6. Provide opportunities for potential applicants to connect with HR recruiters.</p>	1 – 3m	All Staff	
<p>7. Create assessment report with findings.</p> <ul style="list-style-type: none"> <li>• Expand hiring analysis to other under-represented groups – optional question/won't be 100%</li> <li>• Improve data tracking – hiring process <ul style="list-style-type: none"> <li>*What attracted them to position? (pay, benefits, etc.)</li> <li>*By demographics (minority/age)</li> <li>*How many applied/how many screened out?</li> <li>*How many invited for testing?</li> <li>*How many showed up for testing?</li> <li>*How many for interview?</li> <li>*How many showed up for interview?</li> </ul> </li> </ul>	3 – 6m	<p>HR/Neogov/Diversity Data Workgroup</p> <p>*Data can be retrieved, but aggregate results would be a manual task. Subcommittee to identify sample positions for HR to supply data for Subcommittee to analyze</p>	

Updated 2/19/20

## Work Plan/Timeline

Work Period:  July 2019-December 2019

Situation:  Onboarding New Employees

### Outcomes and Indicators

1. New Employee – 100% of new employees will receive with onboarding procedures to their new positions
2. Onboarding Tool Kit – Departments will commit to utilizing an onboarding tool kit to help with training and orientating new employee
3. Mentor – Will report to new employee for assistance in office protocols

OBJECTIVES WITH ACTION STEPS	TIMEFRAME Beginning and End Dates	RESPONSIBLE STAFF	PROGRESS TOWARDS OBJECTIVES AND ACTION STEPS
1. Will be included with new employee orientation with Rock County. a. Will become part of each new employees orientation b. Every department will commit to utilizing some sort of tool kit for new employee c. Do you need to implement a policy or employee ordinance change regarding onboarding d. Produce wording for possible policy or ordinance change	July 2019 – December 2019	Diversity and Inclusion Onboarding sub-committee/HR	1. Annette completed wording for new employee policy change.
2. Onboarding Program a. Program description	July 2019 – October 2019		

11.A.(7)



<ul style="list-style-type: none"> <li>b. Tool Kit</li> <li>c. Reach out to multiple departments for ideas/templates/share ideas</li> <li>d. Have resources available through Share Point on Management intranet</li> </ul>		<ul style="list-style-type: none"> <li>a. IT/Annette</li> <li>b. Subcommittee</li> <li>c. Maria\</li> <li>d. Annette</li> </ul>	<p>2b Maria completed discussions with other departments and has copies of their templates.</p>
<ul style="list-style-type: none"> <li>2. Mentor <ul style="list-style-type: none"> <li>a. Definition/description of roles and responsibilities of mentor</li> <li>b. Training/funds to provide</li> <li>c. Volunteers/criteria of designating individuals</li> <li>d. Mentor guide/language</li> </ul> </li> </ul>	<p>July 2019 – October 2019</p>	<p>Diversity and Inclusion Onboarding/sub-committee</p>	<p>3 Annette has completed New employee mentor definition and description.</p>

## Work Plan/Timeline

Work Period:       July 2019-December 2020      

Situation:           Work Environment/Professional Development          

### Outcomes and Indicators

1. Reduce turnover/attrition rate of employees of color by 10% within 18-24 months
2. 75% of supervisors and managers will report following training that they are more aware of implicit bias in their work environment/how it impacts daily work.
3. 75% of all county employees will report following training that they are more aware of implicit bias in their work environment/how it impacts daily work.
4. All employees and the subset of employees of color will both report a 5% increase on annual survey in a number of employees who agree or strongly agree that “My work environment is welcoming to diverse staff.”
5. 50% of departments engage in a department-specific (or non-Countywide) inclusion initiative within 12 months.

OBJECTIVES WITH ACTION STEPS	TIMEFRAME Beginning and End Dates	RESPONSIBLE STAFF	PROGRESS TOWARDS OBJECTIVES AND ACTION STEPS
Create a mandatory program for employee participation in D&I programs with specific benchmarks for participation (e.g. hours, # of sessions). Invite County Board members. <ol style="list-style-type: none"> <li>1. Menu of options:               <ul style="list-style-type: none"> <li>-Racial Justice Conference</li> <li>-DAT Courageous Conversations</li> <li>-other community programs</li> </ul> </li> <li>2. Department-specific programs</li> </ol>	January 1, 2020 (possibly retroactive into last quarter 2019)	D&I Committee, workgroup	

3. County-wide speakers/programs 4. Targeted groups-supervisors			
Create policy to implement program	October 2019 (effective by January 1, 2020)	D&I Committee, Human Resources	
Add D&I element to County department head/supervisor/employee performance evaluation	January 1, 2020	Human Resources	
Conduct annual D&I survey of all employees to measure organizational culture.	April 2020	D&I Committee, Human Resources	
Conduct a review of policies and procedures for bias	October 2020	D&I Committee, County Administrator's Office, Human Resources, Corporation Counsel	

RESOLUTION: 20-6B-030

AGENDA: 12.A.1.(1)



Board of Health  
INITIATED BY

Marie-Noel Sandoval, Health Officer  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

6/16/2020  
DATE DRAFTED

**CREATE THE POSITION OF PUBLIC HEALTH COMMUNICATIONS SPECIALIST, CREATE A CLASS DESCRIPTION, ESTABLISH A PAY RANGE, AND AMEND THE 2020 BUDGET**

- 1 **WHEREAS**, the COVID-19 pandemic has shown that promoting health and protecting the public
- 2 requires both sound science and effective public health communication; and,
- 3
- 4 **WHEREAS**, public health communication plays a key role in the health and well-being of Rock
- 5 County's population; and,
- 6
- 7 **WHEREAS**, the reach and impact of public health communication has never been greater; and,
- 8
- 9 **WHEREAS**, over the past 3 months, the task of providing continuous, timely, and accurate public health
- 10 information to our partners, the public, and the media has fallen on the shoulders of public health staff
- 11 who have other job responsibilities; and,
- 12
- 13 **WHEREAS**, these public health staff need to get back to conducting their regular duties and no longer
- 14 have capacity to continue fulfilling both roles; and,
- 15
- 16 **WHEREAS**, the Rock County Public Health Department requests that a 1.0 FTE Public Health
- 17 Communications Specialist position be created; and,
- 18
- 19 **WHEREAS**, this position will be grant funded for a minimum of 12 months; and,
- 20
- 21 **WHEREAS**, this will allow us the capacity to develop, coordinate, and disseminate timely information,
- 22 alerts, warnings, notifications to community partners and the public; and,
- 23
- 24 **WHEREAS**, this will allow us the capacity to develop new systems or utilize existing systems to rapidly
- 25 report public health data; and,
- 26
- 27 **WHEREAS**, this will ensure platforms are in place for pushing out messages and information regarding
- 28 risk of disease transmission and protective measures; and,
- 29
- 30 **WHEREAS**, this will enable us to monitor local news stories and social media postings to determine if
- 31 information is accurate, identify messaging gaps, and make adjustments to communications as needed;
- 32 and,
- 33
- 34 **WHEREAS**, this will allow us to have a dedicated Public Information Officer (PIO) to communicate
- 35 directly with the media; and,
- 36
- 37 **WHEREAS**, this will also align with strategic planning goals and objectives and enable the Rock County
- 38 Public Health Department to effectively conduct information sharing with community partners and the
- 39 public; and,
- 40
- 41 **WHEREAS**, by promoting these initiatives, the Rock County Public Health Department can improve the
- 42 level of health knowledge and health behaviors of the community, thereby improving the health status of
- 43 Rock County residents, thereby making Rock County a healthier place in which to live, play, work, and
- 44 learn; and,
- 45
- 46 **WHEREAS**, it is fair, just, and timely to create this very much needed and important public health
- 47 position.
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**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020 moves to create the position of a 1.0 Public Health Communications Specialist, create the class description, and establish Pay Range 19 (\$55,311.12 - \$67,150.08) effective June 25, 2020.

**BE IT FURTHER RESOLVED**, that the 2020 Rock County Public Health Department budget be amended as follows:

<u>Account/Description</u>	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>1/1/20</u>	<u>(Decrease)</u>	<u>Budget</u>
31-3000-0000-68000			
Federal Aid	\$ 319,760	\$ 84,075	\$404,035
<u>Use of Funds</u>			
31-3000-61100      Wages	\$ 2,068,069	\$58,088	\$2,126,157
31-3000-61400      FICA	\$ 159,531	\$ 4,444	\$ 163,975
31-3000-61510      Retirement	\$ 138,710	\$ 3,921	\$ 142,631
31-3000-61610      Health Insurance	\$ 686,266	\$16,975	\$ 703,241
31-3000-61620      Dental	\$ 19,639	\$ 647	\$ 20,286

Respectfully submitted,

**BOARD OF HEALTH**

\_\_\_\_\_  
Lou Peer, Chair

\_\_\_\_\_  
Connie Winter, DDS, Vice Chair

\_\_\_\_\_  
Doug Wilde

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Danette Rynes

\_\_\_\_\_  
Dr. Kaitlyn Meyers, DVM, MPH

\_\_\_\_\_  
Dr. Vijaya Somaraju, MD, MPH, FACP

\_\_\_\_\_  
Debra Kolste

\_\_\_\_\_  
Eric Gresens, R.Ph

FINANCE COMMITTEE ENDORSEMENT:  
Reviewed and Approved on a vote of \_\_\_\_\_

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

**COUNTY BOARD STAFF COMMITTEE**

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Kara Purviance, Chair

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Rich Bostwick, Vice Chair

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Tom Brien

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Kevin Leavy

---

Louis Peer

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J. Russell Podzilni

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Alan Sweeney

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Jeremy Zajac

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Bob Yeomans

TO CREATE THE POSITION OF PUBLIC HEALTH COMMUNICATIONS SPECIALIST  
Page 4

FISCAL NOTE:

This resolution authorizes the creation of a grant funded position. No County matching funds are required.

/s/Sherry Oja

Sherry Oja  
Finance Director

LEGAL NOTE:

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

s/ Richard Greenlee

Richard Greenlee  
Corporate Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

**Executive Summary**

Years from now, we may remember 2020 as not only one of the most traumatic periods in our country's history, but also when public health became visible throughout society. As the country grapples with fears of COVID-19, the American public is learning that the health and security of our nation depend heavily on a robust public health system. An additional revelation from this turbulent time is the critical role of strategic, timely, and effective communication in public health. Both science and communication are essential to promoting and protecting the health of the public. The discipline of communication has until recently operated at the periphery of public health. Perceived as more skill than science, communication has been equated only with dissemination of findings and it was assumed that public health information could "speak for itself." The COVID-19 situation has shown that promoting health and protecting the public requires both sound science and effective public health communication.

Public Health communications specialists create and disseminate messages that help both individuals and groups understand health and illness. They are charged with representing an organization as its public face. Communications specialists build relationships with the media and the public. They are mediators in the world of communications and media and play a big role in shaping how the public hears and speaks about health issues. The reach and impact of public health communication has never been greater. Over the coming months and years, public health will be changed and improved to its very core and the discipline of public health communication will continue to grow, develop, and play a major role in public health.

Public health communication plays a key role in the health and well-being of Rock County's population. The Rock County Public Health Department has advocated for the creation of such a position over the past several years. Due to budget and other constraints, this role has not been fulfilled. Over the past 3 months, the task of providing continuous, timely, and accurate public health information to our partners, the public and the media has fallen on the shoulders of public health staff who have other job responsibilities. During this very turbulent time, the staff have stepped up and filled that communication need. Our current staff do not have the capacity to continue fulfilling both roles. It is fair, just, and timely to create this very much needed and important public health position. We have identified grant monies to fund this position for a minimum of 12 months and will continue to seek grant funding until this position can be incorporated into the annual budget.

We intend to utilize funds from the PHEP-COVID-19 grant 31-3204-0000 and the PHEP grant 31-3026-0000 to fund salary and benefits for a full time Public Health Communications Specialist position for 12 months at a cost of \$84,075. We are proposing a minimum appointment of 12 months for this position to enable us to successfully recruit for this position. The Public Health communications Specialist position will be placed in Range 19 of the Unilateral Pay Grid.



<b>POSITION DESCRIPTION</b>	1. Position Control #	2. Department, Division and Unit (if applicable) <b>Public Health</b>
3. Name of Employee	4. Unit, Work Address	
5. Classification Title of Position <b>Public Health Communications Specialist</b>	7. Name and Class of Former Incumbent	
6. Class Title Option (to be filled out by Human Resources)	<b>na</b>	
8. Department Working Title of Position	9. Name and Class of Employees Performing Similar Duties <b>na</b>	
10. Name and Class of First-Line Supervisor <b>Kelsey Cordova, CHEC</b>	11. From Approximately What Date Has The Employee Performed the Work Described Below? <b>new</b>	
12. Does This Position Supervise Subordinate Employees in Permanent Positions? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<p>13. Position Summary - Please Describe Below the Major Goals of This Position</p> <p>The Public Health Communications Specialist performs activities within the framework of the Rock County Public Health Department's provision of the core functions and ten essential services of public health to create and maintain conditions that promote health, improve health outcomes, reduce disparities and foster health equity for populations. The focus of the agency is on promoting environmental, system and policy changes, and population-based interventions which:</p> <ul style="list-style-type: none"> <li>-focus on entire populations possessing similar characteristics,</li> <li>-are guided by an assessment of the population health status,</li> <li>-consider the broad determinants of health, and</li> <li>-consider all levels of prevention, with an emphasis on primary prevention.</li> </ul> <p>The Public Health Communication Specialist promotes public health communications related to the foundational areas of communicable disease prevention and control, environmental health, injury and premature death prevention, maternal and child health, and access/linkage to clinical care. In addition, the Comm Specialist will be expected to develop their personal knowledge, skills and abilities related to the foundational capabilities; assessment/surveillance, emergency preparedness and response, policy development and support, communications, community partnership development, organizational administrative competencies, and accountability/performance management.</p> <p>Work also includes the formulation, review and revision of policies and procedures relating to communications and compliance with local public health statutes and administrative rules.</p> <p>Additionally, their work should strive to meet or be in alignment with "National PH Performance Standards":</p> <p><b>Standard 3.1:</b> Provide Health Education and Health Promotion Policies, Programs, Processes, and Interventions to Support Prevention and Wellness</p> <p><b>Standard 3.2:</b> Provide Information on Public Health Issues and Public Health Functions Through Multiple Methods to a Variety of Audiences</p> <p>This position is responsible for creating, maintaining and executing comprehensive communications &amp; marketing strategies that advance the Rock County Public Health Department's community visibility. Strategies includes: media relationships, social media, and direct relationships with community partners, advocates and residents, and marketing initiatives development, including graphic design content. This position supports staff and department programs to enhance efforts of health promotion and disease prevention. This position will also represent the department as Public Information Officer (PIO) as requested in public health crisis, emergency response, or routine programming and creates messaging and plans for such events.</p>		

14. Describe the Goals and Worker Activities of this Position

- Goals: Describe the major achievements, outputs or results of this position. Prioritize and list them in descending order of importance (A, B, C, D, etc.) Estimate the percentage of time spent on each goal.
- Worker Activities: Under each goal, list the worker activities performed to meet that goal (1., 2., 3., etc.)

Time %	Priority	Goals / Worker Activities
60%	A	<p>Develops, maintains and updates communications content of the public health department, not limited to: program promotional materials, websites, social media accounts, online messaging and presence, intranet and file tree.</p> <ol style="list-style-type: none"> <li>1. Builds relationships with local media, community agencies and members who are committed to improving the health of the community; serves as a member and possible facilitator of local collaborative groups; participates as a member of local and state public health committees.</li> <li>2. Use of the internet and other forms of mass media to educate the public about various health issues to encourage civic participation and feedback on policy.</li> <li>3. Presents public health information to local, state, and national public health officials and groups; communicates public health stories to the media as assigned.</li> <li>4. Collects, analyzes, summarizes, and develops written reports and visual presentations of health data and trends relevant to RCHD. Contributes to the development and preparation of proposals for funding from external sources for health promotion and disease prevention initiatives and programs.</li> </ol>
35%	B	<p>Coordinates with staff on the marketing and communications aspects of department planning and project development to promote community participation and feedback. Work closely with leadership to refine messages and presentations.</p> <ol style="list-style-type: none"> <li>1. Develop and implement marketing plan to promote public health</li> <li>2. Coordinates a consistent organizational brand for all communication materials. Train RCHD staff on brand standards and make templates available for department consistency.</li> <li>3. Coordinates in service training and continuing education for departmental staff; coordinates student experiences within the department.</li> <li>3. Confer with staff regarding pamphlets, posters, and other educational materials.</li> <li>4. Develop and/or modify existing media presentations.</li> </ol>
	C	<p>Monitors the media for issues relevant to health department activity, concern or influence and develops a plan of reaction.</p> <ol style="list-style-type: none"> <li>1. Issues press releases about emergencies or about crisis related issues within the community.</li> <li>2. Participates in public health emergency response training and drills and serves as a</li> </ol>

Time %	Priority	Goals / Worker Activities
		reserve Public Information Officer (PIO) in cases of need for Rock County.
5%	<b>D</b>	Perform related work as required. <ol style="list-style-type: none"> <li>1. Participates in improving agency performance, processes, programs, and interventions through continuous quality improvement.</li> <li>2. Reports to work as called in 24/7 in a public health crisis or emergency and performs public health emergency response duties as assigned and consistent with training provided.</li> <li>3. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and workgroups and contributing to a work environment where continual improvements in practice are pursued.</li> <li>4. Performs other duties as assigned.</li> </ol>

15. Knowledge, Skills and Abilities (KSAs)

**4. KNOWLEDGE, SKILLS, AND ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Strong understanding of targeted, culturally appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations, and local code.
2. Strong understanding of marketing theory, social media tools and optimizing exposure.
3. Website management experience, including basic knowledge of html code and content management systems highly preferred.
4. Possess strong writing skills with understanding of content strategy. Strong understanding of scientific/technical information.
5. Translate scientific content into information for the public through talking points and/or FAQs.
6. Demonstrate a high level of creativity and be able to adjust tactics to achieve desired results.
7. Knowledge of community health assessment and planning models, methods, tools, and techniques.
8. Knowledge of authorship and publication policies and requirements.
9. Knowledge of teaching methods and techniques for presenting material and engaging a wide variety of audiences in learning experiences including but not limited to group process and facilitation; print and electronic educational materials; and formal presentations using a wide range of audio visual equipment.
10. Knowledge of: population health, public health programs and functions, basic biology and microbiology, basic chemistry, behavioral change, civics, advocacy, and public policy.
11. Demonstrates ability to effectively present data to address scientific, political, ethical, and social public health issues.
12. Advanced computer skills: demonstrates ability to use office software, graphic design software (Photoshop, Illustrator, etc.), social media software, and internet searches.

13. Ability to research new communication tools and advise RCHD staff on best practices.
14. Ability to work independently in a variety of situations; work on several major projects simultaneously and under pressure to meet deadlines; follow through on tasks with minimal supervision.
15. Knowledge of public health theory, human psychology, social sciences, behavior change theory, social marketing theory, and principals of health education
16. Ability to apply time-management skills, exercise independent judgment, and prioritize workload.
17. Ability to accommodate flexible scheduling to address program needs.
18. Ability to effectively collaborate with community partners, co-workers, and representatives of other government agencies.
19. Knowledge and ability to coordinate and facilitate community meetings.
20. Possess a strong interest in improving human health, especially interested in working with diverse populations and broad categories of health concerns
21. Ability to work under limited supervision.

16. Job Requirements

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's Degree in Communications, Journalism, Health Education or closely related field from an accredited college or university, plus two years professional work experience within a public health setting, OR equivalent combination of closely related education and experience that provides equivalent knowledge, skill, and abilities. Masters in Public Health (MPH) a plus.
- Valid driver's license
- Motor vehicle in working order
- Bi-lingual (Spanish) preferred.

17. Essential Job Functions (physical elements, equipment use and working conditions)

The demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

- Work involves walking, sitting, standing, bending, twisting, turning, carrying, pushing, pulling, grasping, reaching, and driving.
- Lifting and carrying up to 25 pounds is not uncommon.
- Work related to public health emergencies may require availability 24 hours a day, seven days a week.
- Work hours may include some evenings and/or weekends to accommodate community events.
- Working conditions may vary in relation to heat, cold, fatigue, etc.
- Maintain prompt and regular attendance.

18. Supervisory Section - To Be Completed By the First-Line Supervisor of this Position

- a. The supervision, direction and review of the work of this position by the supervisor is  close  general  minimal
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the positions.

Signature of First-Line Supervisor \_\_\_\_\_ Date \_\_\_\_\_

19. Employee Section - To Be Completed By the Incumbent of this Position

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (Please initial and date attachments.)

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

20. Signature of Human Resources Manager \_\_\_\_\_ Date \_\_\_\_\_

21. Distribute Copies of Signed Form to:

- Human Resources Personnel File       Employee       Department File

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee  
INITIATED BY



Brent Sutherland- Director-  
Facilities Management  
DRAFTED BY

The General Services Committee  
SUBMITTED BY

June 15, 2020  
DATE DRAFTED

1

2       **Awarding Contract for Installation of Bi-Polar Ionization Units in the Air**  
3       **Handling Systems at the Courthouse and Amending the**  
4       **2020 Facilities Management Capital Budget**

5  
6       **WHEREAS**, due to the COVID-19 Pandemic, the courts are not able to resume in-person court  
7       proceeding until Rock County develops a plan, and has it approved by the District Courts, to  
8       address air purification to help prevent the spread of the virus, and;

9  
10       **WHEREAS**, several options were reviewed, and a Bi-Polar Ionization System was shown to have  
11       the best coverage for reducing the risk of the spread of the virus along with removing pollen and  
12       mold spores as well as Volatile Organic Compounds, and;

13  
14       **WHEREAS**, a pin point Bi-Polar Ionization System changes the ion levels in the supply air which  
15       attaches to any virus and begins to kill the virus immediately, and;

16  
17       **WHEREAS**, this system will be installed in each of the thirteen (13) air handling units (AHU) and  
18       will also be integrated into our building controls to continuously monitor the ion levels in the  
19       occupied space, and;

20  
21       **WHEREAS**, Johnson Controls Inc. was awarded the Sourcewell Cooperative Purchasing Contract  
22       for HVAC and building efficiencies (Sourcewell Contract #030817-JHN).

23  
24       **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly  
25       assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020 that a contract be awarded to  
26       Johnson Controls Inc. of Madison, Wisconsin, to supply and install Bi-Polar Ionization units at the  
27       Rock County Courthouse in the amount of \$138,100.

28  
29       **BE IT FURTHER RESOLVED**, a contingency fund of \$13,810 be established to cover any  
30       unforeseeable issues that arise.

31  
32       **BE IT FURTHER RESOLVED**, that the Facilities Management 2020 budget be amended as  
33       follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET</u> <u>6/15/2020</u>	<u>INCREASE/</u> <u>(DECREASE)</u>	<u>AMENDED</u> <u>BUDGET</u>
<u>Source of Funds</u>			
18-1842-0000-47000			
General Fund	0	\$150,000	\$150,000
<u>Use of Funds:</u>			
18-1842-0000-67200	\$1,160,000	\$150,000	\$1,310,000
Capital Improvements			

Respectfully submitted,

GENERAL SERVICES COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

\_\_\_\_\_  
Jeremy Zajac, Chair

Reviewed and approved on a vote of \_\_\_\_\_

\_\_\_\_\_  
Robert Potter, Vice Chair

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

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

\_\_\_\_\_  
David Homan

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

FISCAL NOTE:

This resolution authorizes a \$150,000 transfer from the General Fund. This COVID-19 related expense is unlikely to be reimbursed by state or federal sources.

/s/Sherry Oja

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. Requires the project to be let to the lowest responsible bidder. As an amendment to the adopted 2020 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

s/ Richard Greenlee

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith  
County Administrator

**Rock County, Wisconsin**  
51 South Main Street  
Janesville WI 53545



**General Services**  
Facilities Management  
Maintenance  
(608) 757-5527

## **Executive Summary**

### **Awarding Contract for Installation of Bi-Polar Ionization Units in the Air Handling Systems at the Courthouse and Amending 2020 Facilities Management Capital Budget**

The resolution before you is to contract with Johnson Controls Inc. for the installation of Bi-Polar Ionization Units in all thirteen (13) air handling units at the Courthouse. Due to the Coronavirus Pandemic, Rock County is required to provide air purification in each courtroom prior to holding in-person court.

Facilities Management, along with our building heating, ventilation and air-conditioning (HVAC) controls vendor, Johnson Controls Inc., investigated all options for our situation and deemed this option to be the best fit for the Rock County Courthouse. This system will change the ions in the courtrooms which will kill any virus in the room.

Johnsons Controls was awarded the Sourcewell Cooperative Purchasing Contract for HVAC and building efficiencies under Sourcewell Contract # 030817-JHN.



# INNOVATIVE BIOANALYSIS

creating solutions | getting results

Innovative Bioanalysis  
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Cypress CA, 90630  
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Email: [Albert.Brockman@innovativebioanalysis.com](mailto:Albert.Brockman@innovativebioanalysis.com)

## SARS - CoV - 2 Neutralization by Needlepoint Bipolar Ionization, Powered by GPS

**CLIENT:** ACA/IAE

**PROJECT:** Needlepoint Bipolar Ionization "NPBI™" applied to COVID19

**PRODUCT:** ACA-RN-0001 and ACA4800GU-1, Powered by GPS DM48 - AC NPBI™ Technology

**CAP LIC NO:** 9501843

**CLIA LIC NO:** 05D1064850

**SAMPLE RECEIVED:** 05/21/2020

**START DATE:** 05/27/2020

**REPORT DATE:** 06/02/2020

**CHALLENGE VIRUS:** SARS-CoV-2

### EXPERIMENTAL SUMMARY:

Single RE22 control chambers set on a table stainless steel table with pressure verification seals. Internal working dimensions 16.5"W x 9"H x 12"D for a total cubic footage of 1.031. Under initial observation it was determined to seal the unit completely with no intake or exhaust port. Control ionization counts were performed prior to initial test. Testing and control were conducted in an average ambient temperature of 72.6 degrees Fahrenheit.

A singular fan unit was set up at a 45-degree angle to the two ionization units affixed to the testing chamber. The initial control fan speed was measured at an average of 870 Ft/m. At these airflow speeds the initial ionization saturation counts were taken so adjustment could be made to lower or raise ionization levels depending on the testing parameters needed. Under the original control section, the primary fan was set 10 inches away from ion production unit A and the average air flow speed past the ion producing nodes was 250Ft/m

Under the original control section, the primary fan was set 13 inches away from ion production unit B and the average air flow speed past the ion producing nodes was 240Ft/m. Initial observations indicated large fluctuations of ions throughout the interior of the testing chamber based in the airflow. With unit B running the Ion count fluctuated from 800 thousand ions per cubic centimeter in the center of the testing chamber directly below the ionization unit to 152 thousand ions per cubic centimeter at the exterior edges of the testing chamber.

Initial observations indicated large fluctuations of ions throughout the interior of the testing chamber based in the airflow. With unit A running the Ion count fluctuated from 1.8 million ions per cubic centimeter in the center of the testing chamber directly below the ionization unit to 600 thousand ions per cubic centimeter at the exterior edges of the testing chamber.

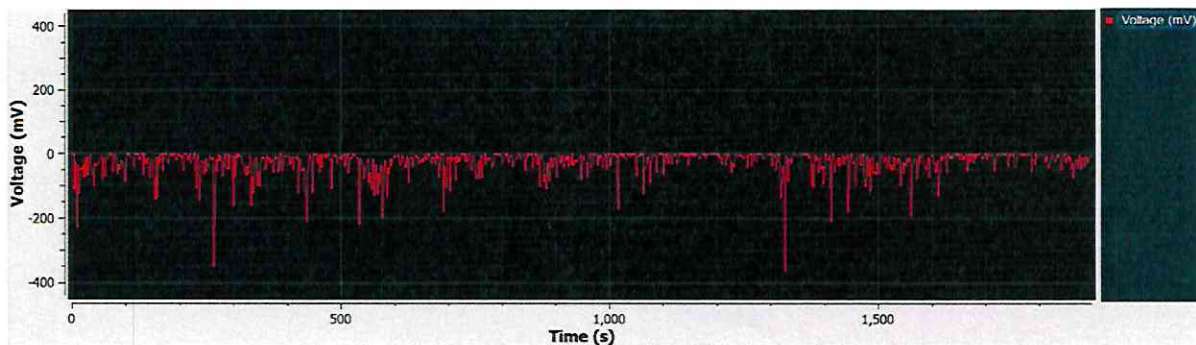
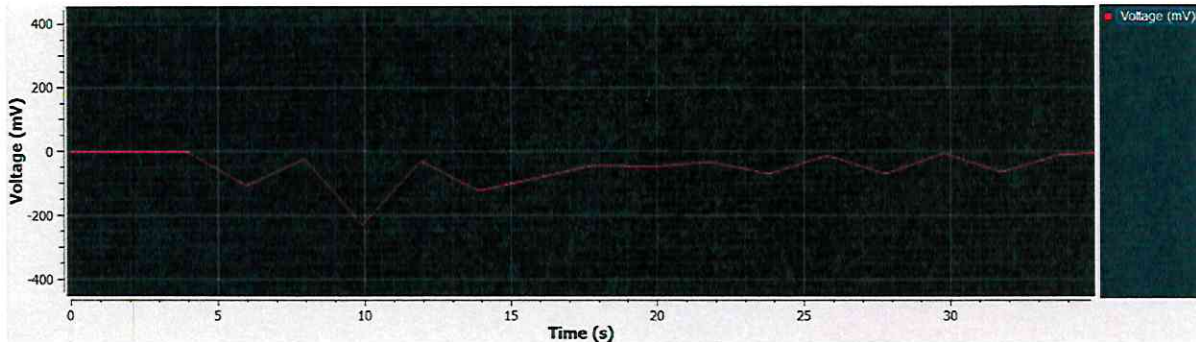
When looking at initial overall Ion situation of an open area with a controlled airflow we observed the below graph range. Ion count recorded in the 100 thousand range when.

	1	2	3
Ft/m	230	330	380
FT	ION	ION	ION
4'	630	1100	1400
7'	250	240	380
11'	92	143	170
15'	21	40	arc
19'	6	24	arc
24'	6	18	9
46'			5

After control samples were completed for saturation levels a slower moving fan was introduced to lessen the airflow across the Ionization nodes to reduce the overall Ion concentration levels to something more similar to conditions found inside a standard aircraft when running the ion cleaning system. Based on historical observations the standard Ion count inside aircrafts was 10,000 – 50,000 ions per cubic centimeter. With the slower fan speed and slightly altered angle the average negative ion count inside the test chamber was reduced to an average of 27 thousand per cubic centimeter for the viral testing phase.

During viral sample testing the viral chamber had one continual ionization sensor document the overall ion counts and logged for the course of the test. The average Ion count within the testing chamber at point of viral placement was -27.2307 (+\_ 10,000) cm3. Viral cultures added to test chamber in independent sealable dishes. The initial test the ionizations units were ran for 30 minutes. Each viral sample was sealed at a pre-determined time. Sample A sealed up after 10 minutes of Ion exposure. Sample B sealed after 15 minutes of ion exposure. Sample C sealed up after 30 min of Ion exposure. After final sample was sealed the samples were removed from testing chamber and transferred to lab staff for further testing.

Attached is the continual time points for test on the minute as well as a constant graph of ion levels in the test chamber. Recommended further testing with various times and concentrations of ion levels in the atmosphere.



Secondary wave of tests recommended aerosol product upon confirmation of safety review.

Upon test results data completion determine safety of using 8x20x8 containment pod for large scale control testing.

#### **PROCEDURE:**

#### **VIRUS: SARS-CoV-2**

Nasopharyngeal swabs were collected on day 4 post symptom onset, placed in 2–3 mL of viral transport medium, used for molecular diagnosis, and frozen. Vero CCL-81 cells were cultured in Dulbecco minimal essential medium (DMEM) supplemented with heat-inactivated fetal bovine serum (5% or 10%) and antibiotics/antimycotics. For isolation, limiting dilution, and passage 1 of the virus, 50  $\mu\text{L}$  of serum-free DMEM was pipetted into columns 2–12 of a 96-well tissue culture plate. Then 100  $\mu\text{L}$  of clinical specimens pipetted into column 1 and serially diluted 2-fold across the plate. Then trypsinized and resuspended Vero cells in DMEM containing 10% fetal bovine serum, 2 $\times$  penicillin/streptomycin, 2 $\times$  antibiotics/antimycotics, and 2 $\times$  amphotericin B at a concentration of  $2.5 \times 10^5$  cells/mL. 100  $\mu\text{L}$  of cell suspension added directly to the clinical specimen dilutions and mixed gently by pipetting. The inoculated cultures were grown in a humidified 37°C incubator in an atmosphere of 5% CO<sub>2</sub> and observed for cytopathic effects (CPEs) daily.

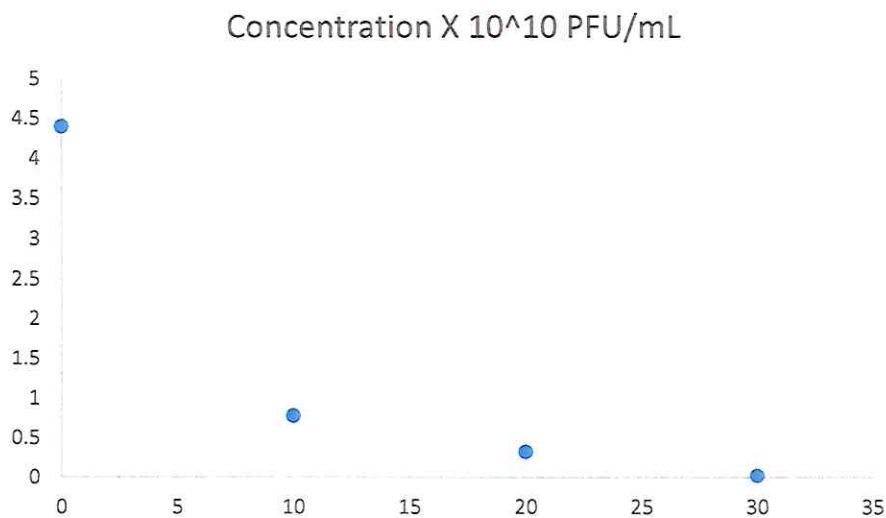


#### INNOCULATION OF THE TEST CARRIER:

Sterile sealable dishes were coated with 1 mL viral suspension containing samples with a viral titer of  $4.4 \times 10^{10}$  PFU/mL crude SARS-CoV-2 virus. Using the Poisson distribution, one would determine the TCID50 value would be equivalent to roughly .7 X PFU/mL or  $3.8 \times 10^{10}$  TCID50/mL

#### EFFICACY TESTING:

Viral media with a known concentration of Plaque Forming Units was applied to a sterile static dish composed of polystyrene plastic and individually sealable and exposed to bipolar ionization for a period of 10, 15, and 30 minutes. Swabs were taken of all plates and cultured by the same means as the original nasopharyngeal swab culture. Based on viral titrations it was determined that at 10 minutes 84.2 % of the virus was inactivated, at 15 minutes 92.6% of the virus was inactivated, and at 30 minutes 99.4% of the virus was inactivated.




**CONCLUSIONS/OBSERVATIONS:**

Based on the results listed above, it can be determine that hydrolysis via positively charged hydrogen ions binding to peplomers of the SARS-CoV-2 virus can render 99.4 % or viral particles are inactivated on a stagnant surface at 30 minutes. The ionization technology allows for the saturation of hemagglutinin with hydroxyl groups effectively inactivating the hemagglutinin receptors and rendering the virus ineffective and eliminating its ability to bind to and infect cells. Initial testing has demonstrated the ionizers ability to neutralize pathogen, namely SARS-CoV-2, on a static surface. Further studies are required for reproducibility testing as well as variation in environment and environmental factors.

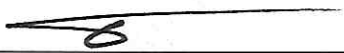
**Disclaimer:**

  
\_\_\_\_\_  
**Dr. Dana Yee M.D Medical Director**

03 JUN 2020  
Date

  
SgPlus1  
06/04/2020 11:57:25 am  
\_\_\_\_\_  
**Sam Kabbani, MS, BS, MT(ASCP), CLS  
Chief Scientific Officer, Innovative Bioanalysis**

06/03/2020  
Date

  
\_\_\_\_\_  
**Albert Brockman  
Director of Biosafety, Lead Biosafety Officer**

6/02/2020  
Date

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health  
INITIATED BY



Marie-Noel Sandoval  
DRAFTED BY

Board of Health  
SUBMITTED BY

June 8, 2020  
DATE DRAFTED

**Accepting Additional Public Health Consolidated Contract Grant Funds and Amending the 2020 Rock County Public Health Department Budget**

1 **WHEREAS**, the Coronavirus Aid, Relief, and Economic Security Act or the CARES Act of 2020, the  
2 Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) program has awarded funds to  
3 Wisconsin for COVID-19 response activities; and,  
4

5 **WHEREAS**, the intention of this funding is to rapidly establish and monitor key activities related to  
6 COVID-19 in the areas of epidemiology, laboratory, and informatics; and,  
7

8 **WHEREAS**, monitoring the indicators associated with these activities are intended to assist State, local,  
9 and territorial governments in making data-driven policy decisions regarding testing, mitigation, and  
10 prevention efforts; and,  
11

12 **WHEREAS**, the Rock County Public Health Department will utilize the funding to enhance ability to  
13 identify cases, conduct contact tracing and follow up and implement recommended containment  
14 measures. Along with improving morbidity and mortality surveillance, enhance reporting capacity, work  
15 with healthcare systems to manage and monitor system capacity and work to improve understanding of  
16 jurisdictional communities with respect to COVID-19 risk.  
17

18 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
19 this \_\_\_\_\_ day of \_\_\_\_\_, 2020 does hereby authorize the Rock County Public Health  
20 Department to accept this funding in the amount of \$1,671,484 and amend the 2020 Rock County Public  
21 Health Department Budget as follows:

<u>Account/Description</u>	<u>Budget</u> <u>1/1/20</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
<u>Source of Funds</u>			
31-3205-0000-42100 Federal Aid	\$-0-	\$38,400	\$38,400
31-3201-0000-42100 Federal Aid	\$-0-	\$225,500	\$225,500
31-3202-0000-42100 Federal Aid	\$-0-	\$30,000	\$30,000
31-3203-0000-42100 Federal Aid	\$-0-	\$1,377,584	\$1,377,584
<u>Use of Funds</u>			
31-3205-0000-63110 Administration Expense	\$-0-	\$38,400	\$38,400
31-3201-0000-63110 Administration Expense	\$-0-	\$225,500	\$225,500
31-3202-0000-63110 Administration Expense	\$-0-	\$30,000	\$30,000
31-3203-0000-63110 Administration Expense	\$-0-	\$1,377,584	\$1,377,584

Accepting Additional Public Health Consolidated Contract Grant Funds and Amending the 2020 Rock County Public Health Department Budget  
Page 2

Respectfully submitted,

**Board of Health**

---

Supervisor Louis Peer, Chair

---

Supervisor Doug Wilde

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Dr. Connie Winter, DDS, Vice Chair

---

Supervisor Danette Rynes

---

Dr. Kaitlyn Meyers, DVM, MPH

---

Debra Kolste

---

Dr. Vijaya Somaraju, MD, MPH, FACP

---

Supervisor Shirley Williams

---

Eric Gresens, R.PH

FINANCE COMMITTEE ENDORSEMENT:  
Reviewed and approved on a vote of \_\_\_\_\_

---

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution accepts and authorizes \$1,671,484 in federal CARES funding for COVID response expenditures.

/s/ Sherry Oja

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2020 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

s/ Richard Greenlee

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

**Executive Summary**

The State of Wisconsin is providing additional funding through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to enhance local COVID-19 activities. This funding is to be used in the areas of planning, local testing coordination, and contact tracing. The specific activities to be completed include updating existing Public Health Preparedness Pandemic Plans for the current pandemic, working with local stakeholders to ensure that adequate testing is being done and access to testing is available for those who need it, and conducting disease investigation, contact tracing, and monitoring.



# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Board of Health  
INITIATED BY



Marie-Noel Sandoval  
DRAFTED BY

Board of Health  
SUBMITTED BY

May 27, 2020  
DATE DRAFTED

### Accepting Public Health Emergency Preparedness COVID19 Funds and Amending the 2020 Rock County Public Health Department Budget

1 **WHEREAS**, the Office of Preparedness and Emergency Health Care (OPEHC), is providing CDC  
2 COVID-19 funding to support Local Public Health Agency activities that align with any prioritized  
3 COVID-19 activities; and,  
4

5 **WHEREAS**, Rock County Public Health Department may use discretion to allocate this funding to address  
6 its highest priority response needs which may include Incident Management for Early Crisis Response,  
7 Jurisdictional Recovery, Information Management, Countermeasures and Mitigation, Surge Management,  
8 and Biosurveillance; and,  
9

10 **WHEREAS**, additional funds of \$95,382 were made available through a contract increase to our 2020  
11 DPH PHEP COVID19 contract; and,  
12

13 **WHEREAS**, this is additional funding to a twelve month grant beginning April 1, 2020 and ending  
14 March 31, 2021.  
15

16 **NOW, THEREFORE BE IT RESOLVED** that the Rock County Board of Supervisors duly  
17 assembled on this \_\_\_\_\_ day of \_\_\_\_\_, 2020 does hereby authorize the Rock  
18 County Public Health Department to accept these additional grant funds in the amount of \$95,382, and  
19 amend the 2020 Rock County Public Health Department Budget as follows:  
20

<u>Account/Description</u>	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>1/1/20</u>	<u>(Decrease)</u>	<u>Budget</u>
31-3204-0000-42100			
Federal Aid	\$ - 0 -	\$95,382	\$95,382
<u>Use of Funds</u>			
31-3204-0000-63110			
Administration Expense	\$ - 0 -	\$95,382	\$95,382

Respectfully submitted,

**Board of Health**

\_\_\_\_\_  
Supervisor Louis Peer, Chair

\_\_\_\_\_  
Supervisor Doug Wilde

\_\_\_\_\_  
Dr. Connie Winter, DDS, Vice Chair

\_\_\_\_\_  
Supervisor Danette Rynes

\_\_\_\_\_  
Dr. Kaitlyn Meyers, DVM, MPH

\_\_\_\_\_  
Debra Kolste

\_\_\_\_\_  
Dr. Vijaya Somaraju, MD, MPH, FACP

\_\_\_\_\_  
Supervisor Shirley Williams

\_\_\_\_\_  
Eric Gresens, R.PH

FINANCE COMMITTEE ENDORSEMENT:

Reviewed and approved on a vote of \_\_\_\_\_

---

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution accepts and authorizes \$95,382 in federal CDC funds for COVID response expenditures.

/s/ Sherry Oja

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2020 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

s/ Richard Greenlee

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith  
County Administrator

**Executive Summary**

The Office of Preparedness and Emergency Health Care (OPEHC), is providing CDC COVID-19 funding to support local activities in any of the following priority areas: Incident Management for Early Crisis Response, Jurisdictional Recovery, Information Management, Countermeasures and Mitigation, Surge Management, and Biosurveillance. This funding can be used to address highest priority response needs in the identified priority areas.

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee  
INITIATED BY

General Services Committee  
SUBMITTED BY



Brent Sutherland –  
Director of Facilities Management

DRAFTED BY  
June 8, 2020  
DATE DRAFTED

### Awarding the Contract for Exterior Wall Restoration at the Courthouse

- 1 **WHEREAS**, \$200,000 was budgeted in 2020 for the exterior wall restoration at the Courthouse
- 2 building, and;
- 3
- 4 **WHEREAS**, the masonry, tuck-pointing and caulking needs are immediate to prevent further
- 5 structural damage and ongoing water leaks, and;
- 6
- 7 **WHEREAS**, the tuck-pointing for the Courthouse is extensive and is being completed over a
- 8 multi -year budget cycle with 2024 being the final year, and;
- 9
- 10 **WHEREAS**, specifications were drafted and bids solicited with five (5) contractors submitting
- 11 bids, and;
- 12
- 13 **WHEREAS**, the lowest most responsive and responsible bidder is B & B Quality Building
- 14 Restoration.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 17 assembled this \_\_\_\_ day of \_\_\_\_\_, 2020 does hereby approve and authorize
- 18 awarding a contract in the amount of \$145,460 to B & B Quality Building Restoration, out of
- 19 Fitchburg WI, for the exterior wall restorations at the Courthouse.
- 20
- 21 **BE IT FURTHER RESOLVED**, a contingency fund of \$14,000 be established to cover any
- 22 unforeseeable issues that arise.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

\_\_\_\_\_  
Jeremy Zajac, Chair

\_\_\_\_\_  
Robert Potter, Vice Chair

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

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

\_\_\_\_\_  
Dave Homan

FISCAL NOTE:

Funds were included in the 2020 budget for tuck pointing. This project is being funded by sales tax revenue.

/s/Sherry Oja

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

s/ Richard Greenlee

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

**Rock County, Wisconsin**  
51 South Main Street  
Janesville, WI 53545

**Facilities Management**  
Phone (608)757-5527  
Fax (609) 757-5516



## **Executive Summary**

### **Awarding the Contract for Exterior Wall Restoration at the Courthouse**

The resolution before you awards a contract for tuck pointing and caulking of the exterior masonry walls at the Courthouse building. This work is extensive and will be completed over a multi-year budget cycle with a final completion in 2024. This work is necessary to prevent further deterioration caused by water damage behind the wall. There are currently several water leaks due to the failure of existing mortar and caulk joints.

Bids were solicited with five contractors responding Facilities Management is recommending awarding the contract to the lowest, most responsive and responsible bidder, B & B Quality Building Restoration of Fitchburg, Wisconsin, in the amount of \$145,460. The resolution also approves an \$14,000 contingency fund for any unforeseeable issues that may arise.

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee  
INITIATED BY

General Services Committee  
SUBMITTED BY



Brent Sutherland –  
Director of Facilities Management  
DRAFTED BY

June 8, 2020  
DATE DRAFTED

### Awarding the Contract for Exterior Wall Restoration at the Jail

- 1 **WHEREAS**, \$175,000 was budgeted in 2020 for the exterior wall restoration at the Jail, and;
- 2
- 3 **WHEREAS**, the masonry tuck-pointing and calking needs are immediate to prevent further
- 4 structural damage and ongoing water leaks, and;
- 5
- 6 **WHEREAS**, the tuck-pointing for the Jail is extensive and is being completed over a multi -year
- 7 budget cycle with 2023 being the final year, and;
- 8
- 9 **WHEREAS**, specifications were drafted and bids solicited with five (5) contractors submitting
- 10 bids, and;
- 11
- 12 **WHEREAS**, the lowest most responsive and responsible bidder B & B Quality building
- 13 Restoration.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 16 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020 does hereby approve and authorize
- 17 awarding a contract in the amount of \$127,156 to B & B Quality Building Restoration of
- 18 Fitchburg, WI, for the exterior wall restorations at the Jail.
- 19
- 20 **BE IT FURTHER RESOLVED**, a contingency fund of \$12,000 be established to cover any
- 21 unforeseeable issues that arise.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

\_\_\_\_\_  
Jeremy Zajac, Chair

\_\_\_\_\_  
Robert Potter, Vice Chair

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

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

\_\_\_\_\_  
Dave Homan

FISCAL NOTE:

Funds were included in the 2020 budget for tuck pointing. This project is being funded by sales tax revenue.

/s/Sherry Oja

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

s/ Richard Greenlee

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator



**Rock County, Wisconsin**  
51 South Main Street  
Janesville, WI 53545

**Facilities Management**  
Phone (608)757-5527  
Fax (609) 757-5516



## **Executive Summary**

### **Awarding the Contract for Exterior Wall Restoration at the Jail**

The resolution before you awards a contract for tuck pointing and caulking of the exterior masonry walls at the Jail. This work is necessary to prevent further deterioration caused by water damage behind the wall. There are currently several water leaks due to the failure of existing mortar and caulk joints. This work is extensive and is budgeted over a multi-year budgets with a final completion scheduled for 2023.

Bids were solicited with five contractors responding. The Director of Facilities Management and Purchasing Manager recommend awarding the bid to the lowest, most responsive and responsible bidder, B & B Quality Building Restoration out of Fitchburg, Wisconsin in the amount of \$127,156.00 This resolution will also approves a \$12,000 contingency fund for any unforeseeable issues that may arise.

**ORIGINAL**



**BID SUMMARY FORM**

PROJECT NUMBER: #2020-28  
 PROJECT NAME: EXTERIOR WALL RESTORATIONS  
 ROCK COUNTY COURTHOUSE & CORRECTIONAL FACILITY  
 DEPARTMENT: ROCK COUNTY FACILITIES MANAGEMENT  
 BID DUE DATE: JUNE 8, 2020 – 1:30 P.M.

	B&B QUALITY RESTORATION FITCHBURG WI	BERGLUND CONSTRUCTION CHICAGO IL	CUSTOM RESTORATION SUSSEX WI	STATZ RESTORATION MENOMONEE FALLS WI	RD WOODS WEST ALLIS WI
COURTHOUSE	145,460.00	157,500.00	176,310.00	290,000.00	NO BID
CORRECTIONAL FACILITY	127,156.00	157,500.00	198,700.00	160,000.00	162,600.00
ADDENDUM	YES	YES	YES	YES	YES
BID BOND	YES	YES	YES	YES	YES
START DATE	7/15/20	AUGUST 2020	8/1/20	9/1/20	7/20/20
COMPLETION DATE	10/5/20	NOVEMBER 2020	11/1/20	12/15/20	9/11/20

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Nine additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: B & B Quality Restoration for Both Courthouse + Correctional Facility

SIGNATURE: *[Signature]* 6-8-2020  
DATE

GOVERNING COMMITTEE APPROVAL: \_\_\_\_\_  
CHAIR VOTE DATE

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Criminal Justice Coordinating  
Council  
INITIATED BY



Randy Terronez  
DRAFTED BY

Public Safety & Justice Committee  
SUBMITTED BY

June 4, 2020  
DATE DRAFTED

**Condemning George Floyd Death, Supporting Peaceful Demonstrations, and  
Calling for Action on Racial Reconciliation**

1 **WHEREAS**, on May 25, 2020, George Floyd died at the hands of four members of the Minneapolis Police  
2 Department, violating his civil rights and violating his humanity, that was videotaped by concerned  
3 bystanders showing the tragic final minutes of George Floyd’s life; and,  
4

5 **WHEREAS**, George Floyd’s death came shortly after two other highly publicized deaths of Breonna  
6 Taylor and Ahmaud Arbery, which leave our communities overwhelmed with grief, heartsick over the  
7 inhumanity, and represent a blatant disregard for the dignity and sanctity of human life; and,  
8

9 **WHEREAS**, these incidents serve as another example of the ever-present inequality in our country that is  
10 also revealed in the disproportionate impact the COVID-19 epidemic has had on people of color, and the  
11 resulting unemployment-economic hardship on people of color; and,  
12

13 **WHEREAS**, the nation needs a change in race-relations, from a culture that teaches a white woman  
14 walking her dog in Central Park that a racially-motivated call to law enforcement is a weapon she can use  
15 to enforce her own preferred social code, to a culture that values and respects the diverse communities in  
16 our society; and,  
17

18 **WHEREAS**, we support the peaceful demonstrations and protests held in Rock County (and around the  
19 country and the world), and acknowledge the justifiable anger and frustration, that raise awareness of the  
20 Floyd killing and related racial disparity; and,  
21

22 **WHEREAS**, the actions of these four officers do not represent the thousands of men and women that serve  
23 and protect their respective communities with the highest level of professionalism, but their actions do  
24 impact the relationships between those communities and their police departments.  
25

26 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly  
27 assembled this \_\_\_\_ day of \_\_\_\_\_, 2020, does hereby condemn the killing of George Floyd at  
28 the hands of four Minneapolis Police Department officers.  
29

30 **BE IT FURTHER RESOLVED** that the County acknowledges the existence of systemic racism both  
31 nationally and within Rock County, and that the County will hold accountable anyone within the County  
32 systems practicing bias and perpetuating systemic racism.  
33

34 **BE IT FURTHER RESOLVED** that Rock County calls for national law enforcement standards  
35 regarding inappropriate use of force, procedural justice, and implicit bias training, and supports ongoing  
36 dialogue regarding improvements to law enforcement operations that demonstrate the value of human  
37 life and recognize the role of trauma.  
38

39 **BE IT FURTHER RESOLVED** that the County with the Rock County Diversity Action Team,  
40 NAACP Beloit Branch, YWCA Rock County and other interested community organizations actively  
41 participate and promote county-wide dialogue regarding racism and the history of race in the nation in  
42 order to reconcile over 400 years of systemic oppression.  
43

44 **BE IT FURTHER RESOLVED** that the County Clerk be requested to send copies of this resolution to  
45 the County’s state and federal legislative delegation, Governor Evers, and the Wisconsin Counties  
46 Association.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

/s/Mary Beaver  
Mary Beaver, Chair

/s/Brian Knudson  
Brian Knudson, Vice Chair

/s/Jacob Taylor  
Jacob Taylor

/s/Ron Bomkamp  
Ron Bomkamp

/s/Danette Rynes  
Danette Rynes

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Kara Purviance  
INITIATED BY



Marie-Noel Sandoval  
DRAFTED BY

Board of Health  
SUBMITTED BY

June 16, 2020  
DATE DRAFTED

**Declaring Racism a Public Health Crisis**

1 **WHEREAS**, race is a social construction with no biologic basis<sup>1</sup>; and  
2  
3 **WHEREAS**, racism is a social system with multiple dimensions: individual racism is internalized or  
4 interpersonal; and systemic racism is institutional or structural, and is a system of structuring opportunity  
5 and assigning value based on the social interpretation of how one looks, that unfairly disadvantages some  
6 individuals and communities, unfairly advantages other individuals and communities, and saps the  
7 strength of the whole society through the waste of human resources<sup>2,3</sup>; and  
8  
9 **WHEREAS**, racism causes persistent racial discrimination in housing, education, employment and  
10 criminal justice; and an emerging body of research demonstrates that racism is a social determinant of  
11 health<sup>1,4</sup>; and  
12  
13 **WHEREAS**, more than 100 studies have linked racism to worse health outcomes<sup>5</sup>; and  
14  
15 **WHEREAS**, in Wisconsin, the highest excess death rates exist for African American and Native  
16 Americans, at every stage in the life course<sup>6,7</sup>, and our infant mortality rate for infants of non-Hispanic  
17 black women is the highest in the nation<sup>8</sup>; and  
18  
19 **WHEREAS**, in Rock County, several health behaviors and outcomes are worse for African Americans  
20 including infant mortality, breastfeeding rates, premature death rates, and children living in poverty; and,  
21  
22 **WHEREAS**, the American Public Health Association (APHA) launched a National Campaign Against  
23 Racism<sup>3</sup>; and  
24  
25 **WHEREAS**, Healthiest Wisconsin 2020 states that, "Wisconsin must address persistent disparities in  
26 health outcomes, and the social, economic, educational and environmental inequities that contribute to  
27 them"<sup>9</sup>; and  
28  
29 **WHEREAS**, public health's responsibilities to address racism include reshaping our discourse and  
30 agenda so that we all actively engage in racial justice work; and  
31  
32 **WHEREAS**, while there is no epidemiologic definition of "crisis", the health impact of racism clearly  
33 rises to the definition proposed by Galea: "The problem must affect large numbers of people, it must  
34 threaten health over the long-term, and it must require the adoption of largescale solutions".<sup>10</sup>  
35  
36 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
37 this \_\_\_\_\_ day of \_\_\_\_\_, 2020 asserts that racism is a public health crisis affecting our  
38 entire society.  
39  
40 **BE IT FURTHER RESOLVED** that the Rock County Board of Supervisors advocates for policies  
41 that improve health in communities of color, eliminate health and opportunity gaps along racial lines,  
42 and increase the success of all groups by distributing resources justly across all communities.  
43  
44 **BE IT FURTHER RESOLVED** that the Rock County Board of Supervisors will support local, state,  
45 and federal initiatives that advance social justice.  
46

47 **BE IT FURTHER RESOLVED** that the Rock County Board of Supervisors encourages individual  
48 advocacy to dismantle systemic racism and recognizes that every Rock County employee is responsible  
49 for creating and maintaining a culture in which employees respect the diverse values, beliefs, and  
50 behaviors in the workforce and the community they serve.

51  
52 **BE IT FURTHER RESOLVED** that the Rock County Board of Supervisors works to build alliances  
53 and partnerships with other organizations that are confronting racism, commits to engaging  
54 municipalities and institutions within the county to prioritize racial equity to address structural racism  
55 producing disparate population health outcomes, and encourages other local, state and national entities  
56 to recognize racism as a public health crisis.

57

**Declaring Racism a Public Health Crisis**

Page 3

Respectfully submitted,

**Board of Health**

---

Supervisor Louis Peer, Chair

---

Supervisor Doug Wilde

---

Dr. Connie Winter, DDS, Vice Chair

---

Supervisor Danette Rynes

---

Dr. Kaitlyn Meyers, DVM, MPH

---

Debra Kolste

---

Dr. Vijaya Somaraju, MD, MPH, FACP

---

Supervisor Shirley Williams

---

Eric Gresens, R.PH

FISCAL NOTE:

No fiscal impact.

/s/Sherry Oja

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §§ 59.01 and 59.51, Wis. Stats.

s/ Richard Greenlee

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

**Executive Summary**

This resolution acknowledges that racism causes persistent discrimination, is a social determinant of health and is linked to poor health outcomes. The public health community has a responsibility to acknowledge racism, advocate for equitable policies and inform the public discourse. In Rock County, disparities in health outcomes and behaviors for African Americans indicate ongoing racial discrimination. Differences in birth outcomes, death rates due to chronic conditions, and other economic factors are some of the most serious consequences of racism in our society. Therefore it is our responsibility to acknowledge this racism and to work to eliminate and reduce its impacts in Rock County.

**References:**

1. García JJ, Sharif MZ. Black Lives Matter: A Commentary on Race and Racism. *AmJ Public Health*. 2015;105: e27–e30. doi:10.2105/AJPH.2015.302706)
2. Jones CP. Confronting Institutionalized Racism. *Phylon*. 2002;50(1/2):7---22.
3. American Public Health Association. Racism and Health. Available at: <https://www.apha.org/topics-and-issues/health-equity/racism-and-health>. Accessed February 20, 2018.
4. Flynn, A., Holmberg, S., Warren, D., and Wong, F. REWRITE the Racial Rules: Building an Inclusive American Economy. Roosevelt Institute, 2016.
5. Institute of Medicine. Unequal Treatment. <https://www.nap.edu/read/10260/chapter/2#7>. Accessed 3/2/2018.
6. Hatchell K, Handrick L, Pollock EA and Timberlake K. Health of Wisconsin Report Card-2016. University of Wisconsin Population Health Institute, 2016.
7. Healthiest Wisconsin 2020 Baseline and Health Disparities Report. <http://www.dhs.wisconsin.gov/hw2020/>. Accessed 2/23/2018.
8. Mathews, T.J., Ely, D., and Driscoll, A. State Variations in Infant Mortality by Race and Hispanic Origin of Mother, 2013–2015. NCHS Data Brief. No. 295, January 2018
9. Wisconsin Department of Health Services, Division of Public Health, Office of Policy and Practice Alignment. Healthiest Wisconsin 2020: Everyone Living Better, Longer. A State Health Plan to Improve Health Across the Life Span, and Eliminate Health Disparities and Achieve Health Equity. P-00187. July 2010.



RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Sup. Kathy Schulz  
INITIATED BY



Sup. Kathy Schulz  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

February 12, 2020  
DATE DRAFTED

**SUPPORT LRB 3342/1 TO INCREASE IN STATE'S MINIMUM WAGE**

- 1 **WHEREAS**, the current minimum wage in the State of Wisconsin is \$7.25 per hour; and
- 2
- 3 **WHEREAS**, the rate was last increased in 2008 from \$6.50 per hour; and
- 4
- 5 **WHEREAS**, the minimum wage calculates out to \$15,080 per year, based on a 40 hour work week; and
- 6
- 7 **WHEREAS**, the national poverty annual income for a family of two is \$16,020; and
- 8
- 9 **WHEREAS**, the State's minimum wage is 94% of the federal poverty level; and
- 10
- 11 **WHEREAS**, the State's minimum wage is 94% of the federal poverty level; and
- 12
- 13 **WHEREAS**, a majority of states have wage floors higher than the federal minimum wage rate; and
- 14
- 15 **WHEREAS**, 23 states in 2020 will see their minimum wage increase above the federal rate:
  - 16 A. Six states are a result of voter ballot initiatives, including Missouri;
  - 17 B. Seven states are a result of automatic inflation adjustments, including Minnesota, Ohio
  - 18 and South Dakota;
  - 19
- 20 **WHEREAS**, LRB 3342-1 has been introduced in the State Legislature that would:
  - 21 A. Increase the minimum wage over 5 years so that by year 5, the rate would be \$15 per hour,
  - 22 B. Upon reaching the \$15 per hour threshold, the rate would be indexed to the Consumer Price Index,
  - 23 C. Eliminates other lower minimum wage rates for tipped employees.
  - 24 D. Eliminates the requirement that the Department of Workforce Development promulgate rules for
  - 25 tipped employee category, and setting meal/lodging allowances.
  - 26 E. Eliminates lower minimum wage rates for other categories such as: minor employees, opportunity
  - 27 employees, agricultural employees, and provides DWD to establish minimum wage rates by rule.
  - 28 F. Allow local units of government to set minimum wage rates for their political boundaries.
  - 29
- 30 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 31 this \_\_\_\_\_ day of \_\_\_\_\_, 2019 does hereby support LRB 3342-1 that would in part, increase the
- 32 State's minimum wage, gradually increasing over a five-year period to \$15 per hour.
- 33
- 34 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to send a copy of this
- 35 resolution to Governor Evers, the Wisconsin Counties Association and the Rock County Legislative
- 36 Delegation.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Kara Purviance, Chair

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

\_\_\_\_\_  
Richard Bostwick

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

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

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

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

\_\_\_\_\_  
Jeremy Zajac

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

FISCAL NOTE:

No effect on County expenditures in and by itself.

/s/Sherry Oja

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §§ 59.01 and 59.51, Wis. Stats.

s/ Richard Greenlee

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of Policy.

/s/ Josh Smith

Josh Smith  
County Administrator

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Yuri Raskin  
INITIATED BY



Randy Terronez, Assistant to the  
County Administrator  
DRAFTED BY

Education, Veterans and Aging  
Services Committee  
SUBMITTED BY

May 26, 2020  
DATE DRAFTED

**To Support the U.S Senate Bill 3020 - "Commitment to Veterans Support and Outreach Act" (CVSO Act)**

**WHEREAS**, the number of veteran suicides nationwide continues to rise, and approximately 14 of the 20 veterans who die by suicide each day are not receiving care from the Veterans Health Administration. County Veteran Service Officers (CVSOs) are often the first point of contact in the community for veterans and are on the frontlines in this battle against veteran suicides by helping enroll veterans into the VA Health Administration. CVSOs also provide assistance to veterans on a range of benefits and services, including compensation benefits, VA home loans, education benefits and available job placement assistance. However, there is currently no federal funding support directly available for CVSO; and,

**WHEREAS**, there is pending legislation, the "Commitment to Veterans Support and Outreach Act" , Senate Bill 3020, authored by Wisconsin U.S Senator Tammy Baldwin, that authorizes the United States Secretary of Veterans Affairs to enter into contracts with States or to award grants to States to promote health and wellness, prevent suicide, and improve outreach to veterans. The CVSO Act will authorize \$50 million annually for five years to expand and support through County Veteran Service Offices if they exist or similar local entities if they do not exist. States must show that these federal funds do not simply supplant current state or local funding; and,

**WHEREAS**, improved outreach to veterans improves the quality of life and the resources available to veterans and their families in Rock County.

**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020 support pending legislation, known as the "Commitment to Veterans Support and Outreach Act" (CVSO Act) that authorizes the Federal Veterans Affairs Secretary to enter into contracts with States or to award grants to States to promote health and wellness, prevent suicide, and improve outreach to veterans, and

**BE IT FURTHER RESOLVED**, that a copy of this resolution be directed to the attention of the Governor of the State of Wisconsin, Wisconsin Counties Association (WCA), Rock County's Federal Legislators, and the National Association of Counties (NACo).

Respectfully submitted,

EDUCATION, VETERANS AND AGING  
SERVICES COMMITTEE

/s/Yuri Rashkin  
Yuri Rashkin, Chair

/s/Doug Wilde  
Doug Wilde, Vice Chair

/s/Pam Bostwick  
Pam Bostwick

/s/Louis Peer  
Louis Peer

/s/Jacob Taylor  
Jacob Taylor

FISCAL NOTE:

No fiscal impact in and by itself.

*/s/ Sherry Oja*

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action  
Pursuant to secs. 59.01 and 59.51, Wis. Stats.

*/s/Richard Greenlee*

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

*/s/Josh Smith*

Josh Smith  
County Administrator

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Planning and Development Committee  
INITIATED BY

Finance Committee  
SUBMITTED BY



Amy Spoden, Asst. Human Resource Director  
DRAFTED BY

June 12, 2020  
DATE DRAFTED

**AUTHORIZING DOUBLE FILL OF PLANNING DIRECTOR POSITION**

- 1 **WHEREAS**, Colin Byrnes, Director of Planning and Development has announced his intention to retire on
- 2 June 12, 2020; and
- 3
- 4 **WHEREAS**, his last day of work will be July 10, 2020; and
- 5
- 6 **WHEREAS**, he has benefit time that continues to until September 19, 2020; and
- 7
- 8 **WHEREAS**, temporarily appointing an interim will allow Rock County to better evaluate the needs of the
- 9 department and ensure the most qualified person is appointed to the position;
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that Rock County Board of Supervisors duly assembled this
- 12 \_\_\_\_\_ day of \_\_\_\_\_, 2020 does hereby approve and authorize double filling the Director of
- 13 Planning and Development position.

Respectfully Submitted,

PLANNING AND DEVELOPMENT COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Alan Sweeney, Chair

\_\_\_\_\_  
Kara Purviance, Chair

\_\_\_\_\_  
Wayne Gustina, Vice Chair

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

\_\_\_\_\_  
Wes Davis

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

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

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

\_\_\_\_\_  
Robert Potter

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

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

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

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

\_\_\_\_\_  
Jeremy Zajac

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

FISCAL NOTE:

A transfer from the contingency fund may be needed at the end of the year if savings cannot be found within the Planning budget to cover the cost of the double fill.

/s/ Sherry Oja

Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster  
**INITIATED BY**



Tera O'Connor, HSD Deputy Director  
**DRAFTED BY**

Human Services Board  
**SUBMITTED BY**

June 11, 2020  
**DATE DRAFTED**

**AUTHORIZING TEMPORARY DOUBLE FILL OF ONE LEAD WORKER CPS POSITION**

- 1 **WHEREAS**, the Lead Workers in the Child Protective Services area are a necessary resource to
- 2 effectively train new staff; and,
- 3
- 4 **WHEREAS**, HSD currently has one Lead Worker position available to train new CPS Initial Assessment
- 5 staff; and,
- 6
- 7 **WHEREAS**, due to several new staff starting at the same time, the training needs exceed the available
- 8 lead worker resource resulting in significant challenges in the ability to provide adequate training; and,
- 9
- 10 **WHEREAS**, the Human Services Department has identified current staff who are willing to help and
- 11 who are qualified; and,
- 12
- 13 **WHEREAS**, the Human Services Department has sufficient funds in the Child Protective Services
- 14 program account to pay for the overlap position; and,
- 15
- 16 **WHEREAS**, the Human Services Department requests the County Board permit a temporary double-fill
- 17 of a Lead worker position effective June 15, 2020 and extending until new staff training needs are met but
- 18 not to exceed an end date of 11/15/20.
- 19
- 20 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 21 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020 does hereby authorize the temporary backfill of one
- 22 Child Protective Services Human Services Professional into a Lead Worker Role.

**Respectfully submitted,**  
HUMAN SERVICES BOARD

\_\_\_\_\_  
Brian Knudson, Chair

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

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

\_\_\_\_\_  
Angelina Reyes

\_\_\_\_\_  
Pam Bostwick

\_\_\_\_\_  
Kathy Schulz

\_\_\_\_\_  
Ashley Kleven

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Kaelyb Lokrantz

**AUTHORIZING TEMPORARY DOUBLE FILL OF ONE LEAD WORKER CPS POSITION**

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COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Kara Purviance, Chair

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

\_\_\_\_\_  
Richard Bostwick

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

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

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

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

\_\_\_\_\_  
Jeremy Zajac

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

**FISCAL NOTE:**

The cost of the double fill is up to \$1,415, depending on the length of time.  
Funds are available from vacant positions to fund the request.

/s/Sherry Oja

Sherry Oja  
Finance Director

**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



## **Executive Summary**

### **Authorizing Temporary Double-fill of One Lead Worker CPS Position**

This resolution authorizes the Human Services Department to temporarily double-fill a Child Protective Services Lead Worker position in order to accommodate training needs of multiple new staff starting at the same time CPS Initial Assessment. Lead workers are the primary field trainers for new CPS staff and their role is central to new staff's professional development and integration into the teams. The new staff training needs currently exceed the capacity of available lead workers and a temporary double fill from 6/15/20 through no longer than 11/15/20 will resolve the challenge. There is adequate funding the CPS personnel budget to cover the increased cost.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY

Finance Committee  
SUBMITTED BY



Amy Spoden, Asst. Human Resource Director  
DRAFTED BY

June 12, 2020  
DATE DRAFTED

**APPROVING ROCK COUNTY, WI 401(A) PLAN AS A COMPLETE RESTATEMENT OF THE  
PRIOR PLAN**

- 1 **WHEREAS**, Rock County has maintained the Rock County, WI 401(a) Plan (“Plan”) since 1-1-2003 for the
- 2 benefit of eligible employees; and
- 3
- 4 **WHEREAS**, Rock County has decided to amend the Rock County, WI 401 (a) Plan. To accomplish this
- 5 amendment, the above referenced Plan is being completely restated as a new Adoption Agreement; and
- 6
- 7 **WHEREAS**, Section 14.01(b) of the Plan authorizes the Employer to amend the selections under the Adoption
- 8 Agreement; and
- 9
- 10 **WHEREAS**, Rock County has reviewed and evaluated the proposed amendments to the Plan, and;
- 11
- 12 **WHEREAS**, Rock County wished to appoint Pelion Benefits, Inc.-Christine L. Chnupa 888-532-7526
- 13 [www.pelionbenefitsinc.com](http://www.pelionbenefitsinc.com) as Trustee(s) of the Plan, effective 9-1-2019; and
- 14
- 15 **WHEREAS**, Rock County is authorized to execute the restated Plan document and perform any other actions
- 16 necessary to implement the adoption of the Plan restatement. Rock County may designate any other authorized
- 17 person to perform the actions necessary to adopt the Plan restatement. A copy of the Plan shall be retained in
- 18 the business office of Rock County; and
- 19
- 20 **WHEREAS**, Rock County will act as administrator of the Plan and will be responsible for performing all
- 21 actions necessary to carry out the administration of the Plan. Rock County may designate any other person or
- 22 persons to perform the actions necessary to administer the Plan; and
- 23
- 24 **WHEREAS**, Plan participants shall be provided with a summary of the Plan provisions within a reasonable
- 25 period of time following the adoption of the Plan; and
- 26
- 27 **NOW, THEREFORE, BE IT RESOLVED**, that Rock County Board of Supervisors assembled this \_\_\_\_\_
- 28 day of \_\_\_\_\_, 2020 does hereby adopts the Rock County, WI 401(a) Plan as a complete
- 29 restatement of the prior Plan, to be effective 9-1-2019.

Respectfully Submitted,

FINANCE COMMITTEE

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

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

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

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

\_\_\_\_\_  
Kara Purviance

**APPROVING ROCK COUNTY, WI 401(A) PLAN AS A COMPLETE RESTATEMENT OF THE PRIOR PLAN**

Page 2

**FISCAL NOTE:**

The County makes contributions to individual PEHP accounts for eligible employees. The administration of the plan is funded by participant fees charged to the individual accounts by the plan administrator.

/s/Sherry Oja

Sherry Oja  
Finance Director

**LEGAL NOTE:**

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.

/s/ Richard Greenlee

Richard Greenlee  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

## Proposed Post Employment Health Plan Executive Summary

Retirement Plan Advisors (RPA) is an independent financial services firm that specializes in providing 457 deferred compensation plans and Post Employment Health Plans (PEHP) for public sector employers. RPA began working with Rock County in 2011 to administer the Security Benefit PEHP as well as a 457 deferred compensation provider.

The PEHP is funded differently based on the separate employee groups collective bargaining agreements or personnel policies. The employee groups have monthly contributions deposited into their individual accounts and upon retirement, their accumulated unused sick leave also gets contributed to their account. The contributions are tax-free for the county and the employees. The result is a savings of 7.65% FICA cost on the sick leave for the County that would otherwise be paid out as taxable earnings. After separation of service, retirees can then use the funds tax-free to pay for medical expenses or health insurance premiums.

We are proposing to change the administrator of the PEHP from Security Benefit to the PrimeChoice Plan which is administrated by Pelion Benefits Inc. There are three main reasons:

### **1. More flexible use of account balances.**

The new plan would provide more flexibility in how the funds can be used in retirement. Currently, the accumulated sick leave that is funded at retirement can only be used for health insurance premiums – not general medical expenses. The PrimeChoice plan allows for these funds to be used for both health insurance premiums and general medical expenses.

### **2. Accumulated sick leave pay out options.**

The Security Benefit plan requires accumulated sick leave only be used for health insurance premiums. The PrimeChoice plan allows another payout option at retirement for accumulated sick leave. The new plan would provide an optional pay out of the accumulated sick leave into a Special Pay 401(a) plan instead of the PEHP. This is a benefit for a retiree who has health insurance coverage through Medicare, a spouse, or other employer. Since they do not need their accumulated sick leave to pay for health insurance premiums, it can be put into the 401(a) plan. The benefit for the retiree is that he or she can use the funds for any purpose. However, the distributions are taxable to the retiree. The county and retiree still save the 7.65% FICA cost on contributions to the 401(a) plan.

### **3. Participant fees are lower.**

Currently, Security Benefit charges an asset fee of .85% of the participant account balances. For example, a \$10,000 account balance would be charged \$85 over the course of a year. There is also a \$2.50 charge for each claim submitted for reimbursement. The PrimeChoice plan does not charge an asset fee. Instead, they charge a \$2.50 monthly account charge. Once a retiree starts requesting reimbursements, the monthly account charge changes to \$5.50. The reimbursement costs are higher but overall the participant total fees are lower because there is no plan level asset fee.

Thank you for considering this proposal and we would also like to thank you for allowing RPA to partner with you to provide these retirement benefits for your employees.