

ROCK COUNTY, WISCONSIN



**NOTE: This is a Teleconference**

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

**ROCK COUNTY BOARD OF SUPERVISORS' MEETING  
THURSDAY, APRIL 22, 2021 – 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, April 22, 2021. 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 a total of 40 minutes.

**Agenda**

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CONSENT AGENDA
  - A. ADOPTION OF AGENDA
  - B. APPROVAL OF MINUTES – April 8, 2021
  - C. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
    - 1) Appointments to ADRC Advisory Committee
    - 2) Appointment to Rock County Housing Authority
    - 3) Appointments to Parks Advisory Committee
    - 4) Appointments to Local Emergency Planning Committee
    - 5) Appointments to Traffic Safety Commission
  - D. RECOGNITION OF COUNTY EMPLOYEES OR OTHERS
    - 1) Recognizing Andrea “Andi” Edman Jahns
  - E. OTHER
    - 1) Proclaiming Police Officer Week
    - 2) Resolution to Recognize Economic Support Workers
    - 3) Resolution Recognizing Human Services Administrative Professionals
    - 4) Authorizing Application with Wisconsin Department of Natural Resources for Stewardship Local Assistance, Federal Land & Water Conservation Fund & Recreational Trails Program Application Grant Funds
    - 5) Authorizing Application with Wisconsin Department of Natural Resources for Snowmobile Grant Funds
    - 6) Amending The 2021 Council On Aging Budget To Adjust The Following Older Americans Act Programs: TITLE III-B, C1, C2, TITLE III D, AFCSP and 5310 Mobility Management Allocations
5. PUBLIC HEARING
6. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
7. NOMINATIONS, APPOINTMENTS AND CONFIRMATION

# ROCK COUNTY BOARD OF SUPERVISORS

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8. RECOGNITION OF COUNTY EMPLOYEES OR OTHERS
  - A. Recognizing Tracie Peck
  - B. Resolution Designating the Week of April 26 Through April 30, 2021 “Work Zone Safety Awareness Week in Rock County”
  - C. Proclaiming Older Americans Month
9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS
11. NEW BUSINESS
  - A. SUPPLEMENTARY APPROPRIATIONS AND BUDGET CHANGES - ROLL CALL
  - B. CONTRACTS – ROLL CALL
    - 1) Agency Agreement and Federal Block Grant Owner Assurances
    - 2) Petitioning the Secretary of Transportation for Airport Improvement Aid
  - C. Reallocating the Admission Coordinator
  - D. **EXECUTIVE SESSION:** Per Wis. Stat. §§ 19.85(c)&(g), to consider the employment, promotion, compensation or performance evaluation data of any public employee over which the governing body has jurisdiction or exercises responsibility, and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
12. 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  
April 8, 2021

The Rock County Board of Supervisors met, pursuant to adjournment on March 25, 2021, at 6:00 p.m. in the Courthouse at Janesville, Wisconsin.

Chair Rich Bostwick called the teleconference meeting to order. Supervisor Lokrantz gave the invocation.

3. Roll Call.

At roll call, Supervisors Aegerter, Beaver, Bomkamp, Pam Bostwick, Brien, Davis, Fox, Gustina, Homan, Knudson, Leavy, Lokrantz, Mawhinney, Mulligan, Peer, Podzilni, Potter, Rashkin, Rynes, Schulz, Stevens, Sweeney, Taylor, Wilde, Williams, Wilson, Yeomans and Rich Bostwick were present. Supervisor Richard was absent. PRESENT – 28. ABSENT – 1.

QUORUM PRESENT

4. CONSENT AGENDA

A. ADOPTION OF AGENDA

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CONSENT AGENDA
  - A. ADOPTION OF AGENDA
  - B. APPROVAL OF MINUTES – March 25, 2021
  - C. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
    - 1) Appointments to Board of Health  
Position: Member of the Board of Health  
New Appointments: Eric Gresens, R.PH  
Debra Kolste  
Dr. Kaitlyn Meyers, DVM, MPH  
Dr. Vijaya Somaraju, MD, MPH, FACP  
Dr. Connie Winter, DDS

Effective: April 1, 2021

D. RECOGNITION OF COUNTY EMPLOYEES OR OTHERS

- 1) Recognizing Optical Imaging Specialist Linda K. Nash
- 2) Proclaiming Correctional Employees Week

E. OTHER

- 1) Eliminating One I.T. Support Specialist Position and Adding One Administrative Secretary Position in the Information Technology Department

Resolution No. 21-4A-215

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this 8th day of April, 2021 does hereby approve the elimination of one I.T. Support position and the addition of one Administrative Secretary position for the I.T. department at Unilateral pay range 10.

2) Authorizing Purchase of 2021 Avatar Netsmart Licenses for the Rock County Human Services Department Resolution No. 21-4A-216  
 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this 8th day of April, 2021 that a Purchase Order for 10 Avatar RADplus, 10 Identity Manager, and 10 Cache Elite Multi-Server concurrent use licenses, a 1 year subscription for the Diagnosis Content on Demand module, and 10 concurrent use maintenance support agreements for the extra 10 Avatar RADplus, Identity Manager, and Cache Elite licenses be issued to NetSmart Technologies in Philadelphia, PA for an amount not to exceed \$41,090.06.

3) Authorizing Purchase of Hosted Personality Software  
 Resolution No. 21-4A-217  
 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this 8th day of April, 2021 to authorize the purchase of Hosted Personality Software for an amount not to exceed \$94,011.93 per the current contract with NeoGov.

4) Awarding the Contract for Exterior Wall Restoration at the Jail  
 Resolution No. 214A-218  
 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this 8th day of April, 2021 does hereby approve and authorize awarding a contract in the amount of \$92,567 to Corporate Contractors Inc of Beloit, WI, for the exterior wall restorations at the Jail.  
 BE IT FURTHER RESOLVED, a contingency fund of \$9,500 be established to cover any unforeseeable issues that arise.

5) Awarding the Contract for Exterior Wall Restoration at the Courthouse  
 Resolution No. 21-4A-219  
 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this 8th day of April, 2021 does hereby approve and authorize awarding a contract in the amount of \$182,250 to Corporate Contractors Inc, out of Beloit WI for the exterior wall restorations at the Courthouse.  
 BE IT FURTHER RESOLVED, a contingency fund of \$18,250 be established to cover any unforeseeable issues that arise.

6) Authorizing a One-Year Agreement with the City of Janesville for the Hazardous Materials Response Team Resolution No. 21-4A-220  
 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this 8th day of April, 2021 does hereby authorize and direct the Rock County Board Chair and the Rock County Clerk to execute the one-year Rock County Hazmat Response Services Agreement with the City of Janesville in the amount of \$55,350.

5. PUBLIC HEARING
6. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
7. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
8. RECOGNITION OF COUNTY EMPLOYEES OR OTHERS
  - A. Recognizing Carla Buchanan For Service to Rock County
  - B. Proclaiming April 22 – April 25, 2021 as YWCA Stand Against Racism Days
9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS
  - A. Report on 2021 Aging Plan
11. NEW BUSINESS
  - A. Supplementary Appropriations and Budget Changes - Roll Call
    1. Request to Purchase Harris XL-200M Control Station Radios and Amending the

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- 2021 Budget
  - 2. Carryover of 2020 Budget Appropriations to 2021
  - B. Contracts – Roll Call
    - 1. Retaining Commercial Real Estate Broker for the Sale of County Owned Property Located at 1900 Center Ave
  - C. Amended-Adopting Goals for Energy Conservation and Energy Independence
  - ~~D. Directing Rock County Staff to Explore the Feasibility of Creating Programs to Address Nitrate Mitigation in Rock County's Ground Water~~
- 12. ADJOURNMENT

Supervisors Davis and Wilde moved the consent agenda. Chair Rich Bostwick asked for objections and questions on the items on the consent agenda. Supervisor Fox asked to have it noted he is abstaining from items E.4 and E.5 on the Consent Agenda. Item 11.D was removed from the agenda. With no objections, the items on the consent agenda were approved.

6. Citizen Participation, Communications and Announcements  
 Supervisor Aegerter gave information on *The Lasting Effects of Eviction* on April 15, 2021. Administrator Smith gave reminders for National Public Health Week and Tornado/Severe Weather Awareness Week. Chair Bostwick gave information on WCA conference.

10. REPORTS  
 A. Report on 2021 Aging Plan given by Paula Schutt.

11.A.1. Request to Purchase Harris XL-200M Control Station Radios and Amending the 2021 Budget Resolution No. 21-4A-224

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this 8<sup>th</sup> day of April, 2021, authorizes the purchase in the amount of \$39,244.55 to be awarded to General Communications, Inc., of Madison, Wisconsin and approves the budget amendments as follows:

<u>Account/Description</u>	<u>Budget 04/01/2021</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Source of Funds</u>			
23-2400-0000-47010 General Fund Application	-0-	\$39,245	\$39,245
<u>Use of Funds</u>			
23-2400-0000-67120 Capital Assets	\$40,504	\$39,245	\$79,749

Supervisors Beaver and Knudson moved the above resolution. ADOPTED on the following roll call vote. Supervisors Aegerter, Beaver, Bomkamp, Pam Bostwick, Brien, Davis, Fox, Gustina, Homan, Knudson, Leavy, Lokrantz, Mawhinney, Mulligan, Peer, Podzilni, Potter, Rashkin, Schulz, Stevens, Sweeney, Taylor, Wilde, Williams, Wilson, Yeomans and Rich Bostwick voted in favor. Supervisor Richard and Rynes were absent. Supervisor Rynes was not able to be heard during this portion of the meeting. AYES – 27. NOES - 0. ABSENT - 2.

11.A.2. Carryover of 2020 Budget Appropriations to 2021 Resolution No. 21-4A-225  
 NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this 8<sup>th</sup> day of April, 2021 that the 2020 Budget be amended as follows:

<u>DEPARTMENT</u>	<u>BUDGET AT 1/1/21</u>	<u>AMOUNT OF INCREASE</u>	<u>AMENDED BUDGET</u>
<u>Corporation Counsel</u>			
06-1620-0000-64200 Training	10,090	2,500	12,590
06-1620-0000-47013 Supp. Appr. From Pr. Yr. C/O	-0-	2,500	2,500

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**Information Technology**

07-1430-0000-62119	343,881	53,655	397,536
Contracted Services			
07-1430-0000-62400	77,522	34,516	112,038
Repair and Maintenance			
07-1430-0000-62491	1,191,045	12,908	1,203,953
Software Maintenance			
07-1430-0000-64701	43,183	24,765	67,948
Software Purchase			
07-1430-0000-67130	33,940	32,000	65,940
Terminals and PCs			
07-1430-0000-47013	-0-	157,844	157,844
Supp. Appr. From Pr. Yr. C/O			
07-1435-0000-67135	-0-	26,205	26,205
Software Purchase			
07-1435-0000-47013	-0-	26,205	26,205
Supp. Appr. From Pr. Yr. C/O			
07-1444-0000-62119	-0-	4,808	4,808
Contracted Services			
07-1444-0000-62210	-0-	105,331	105,331
CIP Telephone			
07-1444-0000-64701	-0-	33,972	33,972
Software Purchase			
07-1444-0000-67130	-0-	6,455	6,455
Terminals and PCs			
07-1444-0000-67135	241,315	32,107	273,422
Capital Assets			
07-1444-0000-47013	-0-	182,673	182,673
Supp. Appr. From Pr. Yr. C/O			

**Human Resources**

08-1420-0000-62119	-0-	30,000	30,000
Other Contracted Services			
08-1420-0000-47013	-0-	30,000	30,000
Supp. Appr. From Pr. Yr. C/O			

**Land Records**

10-1721-0000-62119	171,038	15,000	186,038
Other Contracted Services			
10-1721-0000-47013	-0-	15,000	15,000
Supp. Appr. From Pr. Yr. C/O			

**Facilities Management**

**Communications Center**

18-1816-0000-67250	-0-	16,150	16,150
R&M Projects			
18-1816-0000-47013	-0-	16,150	16,150
Supp. Appr. From Pr. Yr. C/O			

**Jail**

18-1837-0000-62400	-0-	7,500	7,500
Repair and Maintenance			
18-1837-0000-67120	-0-	15,000	15,000
Capital Assets			
18-1837-0000-67200	175,000	15,000	190,000
Capital Improvements			
18-1837-0000-47013	-0-	37,500	37,500
Supp. Appr. From Pr. Yr. C/O			

**DPW**

18-1824-0000-67125	-0-	84,000	84,000
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Capital Assets			
18-1824-0000-67200	-0-	870,121	870,121
Capital Improvements			
18-1824-0000-67250	120,000	40,700	160,700
R&M Projects			
18-1824-0000-68109	-0-	(994,821)	(994,821)
Allocated Capital			
<u>Fairgrounds</u>			
18-1828-0000-67200	-0-	191,000	191,000
Capital Improvements			
18-1828-0000-47013	-0-	191,000	191,000
Supp. Appr. From Pr. Yr. C/O			
<u>Courthouse</u>			
18-1842-0000-67120	33,000	7,000	40,000
Capital Assets			
18-1842-0000-67200	1,674,000	319,007	1,993,007
Capital Improvements			
18-1842-0000-67250	30,000	5,074	35,074
Repair and Maintenance			
18-1842-0000-47013	-0-	331,081	331,081
Supp. Appr. From Pr. Yr. C/O			
<u>YSC</u>			
18-1850-0000-67200	266,000	94,914	360,914
Capital Improvements			
18-1850-0000-47013	-0-	94,914	94,914
Supp. Appr. From Pr. Yr. C/O			
<b><u>Employee Wellness</u></b>			
19-1933-0000-67120	-0-	4,095	4,095
Capital Improvements			
19-1933-0000-47013	-0-	4,095	4,095
Supp. Appr. From Pr. Yr. C/O			
<b><u>Sheriff's Office</u></b>			
21-2100-0000-62491	116,174	35,005	151,179
Software Maintenance			
21-2100-0000-63409	10,000	1,156	11,156
Crime Scene Supplies			
21-2100-0000-63405	46,700	8,150	54,850
Security Supplies			
21-2100-0000-63900	39,713	12,407	86,677
Ammunition and Range Supplies			
21-2100-0000-63904	81,125	5,553	94,175
Policing Supplies			
21-2100-0000-67120	369,449	26,000	395,449
Capital Assets			
21-2100-0000-47013	-0-	88,271	88,271
Supp. Appr. From Pr. Yr. C/O			
<b><u>Circuit Courts</u></b>			
22-1200-0000-62119	25,000	20,304	45,304
Contracted Services			
22-1200-0000-63100	12,000	900	12,900
Office Supplies			
22-1200-0000-47013	-0-	21,204	21,204
Supp. Appr. From Pr. Yr. C/O			
<b><u>Rock Haven</u></b>			
32-8000-9500-62109	-0-	40,000	40,000
Consulting Services			

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32-8000-9500-47013	-0-	40,000	40,000
Supp. Appr. From Pr. Yr. C/O			
<b>Human Services</b>			
36-3664-0000-67120	-0-	11,388	11,388
Software Purchase			
36-3664-0000-47013	-0-	11,388	11,388
Supp. Appr. From Pr. Yr. C/O			
<b>Public Works:</b>			
<u>Administration</u>			
41-4300-4110-63805	39,000	3,000	42,000
Co Aid for Road Construction			
41-4300-4110-62491	10,253	17,287	27,540
Software Purchase			
41-4300-4110-64200	7,500	4,801	12,301
Training			
41-4300-4110-47013	-0-	25,088	25,088
Supp. Appr. From Pr. Yr. C/O			
<u>County Highway Supervision</u>			
41-4300-4191-64200	5,100	3,665	8,765
Training			
41-4300-4191-47013	-0-	3,655	3,665
Supp. Appr. From Pr. Yr. C/O			
<u>County Highway Bridge Aid</u>			
41-4300-4182-63803	98,200	464,152	562,352
Bridge Aid			
41-4300-4182-47013	-0-	464,152	464,152
Supp. Appr. From Pr. Yr. C/O			
<u>Routine Maintenance</u>			
41-4300-4321-64200	10,000	5,138	15,138
Training			
41-4300-4321-47013	-0-	5,138	5,138
Supp. Appr. From Pr. Yr. C/O			
<u>County Road Construction</u>			
41-4300-4328-63705	3,718,000	1,130,000	4,848,000
Road Construction			
41-4300-4328-47013	-0-	1,130,000	1,130,000
Supp. Appr. From Pr. Yr. C/O			
<u>Federal Aid Projects</u>			
41-4330-4340-62119	468,200	407,692	875,892
Other Contracted Services			
41-4330-4340-47013	-0-	407,692	407,692
Supp. Appr. From Pr. Yr. C/O			
<u>Shop Operations</u>			
41-4350-4230-64200	10,000	4,116	14,116
Training			
41-4350-4230-68110	(980,000)	(4,116)	(984,116)
Expense Allocation			
<u>Building and Grounds Cost Pool</u>			
41-4350-4270-64900	75,000	70,000	145,000
Other Supplies			
41-4350-4270-68106	(367,600)	(70,000)	(437,600)
Allocated Building Expense			
<u>County Highway Capital Asset Cost Pool</u>			
41-4350-4280-67100	3,128,000	885,720	4,013,720
Capital Equipment			
41-4300-4280-68110	(3,128,000)	(885,720)	(4,013,720)

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Allocated Equipment

Parks

41-4592-4800-67200	110,000	10,000	120,000
Capital Improvements			
41-4592-4800-47013	-0-	10,000	10,000
Supp. Appr. From Pr. Yr. C/O			

Airport

43-4453-4110-64200	9,500	4,158	13,658
Training			
43-4453-4110-47013	-0-	4,158	4,158
Supp. Appr. From Pr. Yr. C/O			
43-4453-4454-67200	167,500	510,779	678,279
Capital Improvements			
43-4453-4454-67250	-0-	20,000	20,000
Repair and Maintenance			
43-4453-4454-47013	-0-	530,779	530,779
Supp. Appr. From Pr. Yr. C/O			

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

11.B.1 Retaining Commercial Real Estate Broker for the Sale of County Owned Property Located at 1900 Center Ave Resolution No. 21-4A-226

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this 8<sup>th</sup> day of April, 2021, that a contract for Real Estate Broker services be awarded to Coldwell Banker Commercial McGuire Mears and Associates of Janesville, WI in the amount of 6% sale cost.

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

11.C. Amended- Adopting Goals for Energy Conservation and Energy Independence Resolution No. 21-4A-227

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this 8<sup>th</sup> day of April, 2021, that Rock County is amending resolution 18-2B-461 Adopting Goals for Energy Conservation and Energy Independence to include reviewing opportunities to blend old technologies with new technologies.

BE IT FURTHER RESOLVED, on this date Rock County shall work to be and become carbon neutral by 2050.

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

12. Adjournment

Supervisors Gustina and Potter moved to adjourn at 7:01 p.m. to Thursday, April 22, 2021 at 6:00 p.m. ADOPTED by acclamation.



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

Proceedings of the Rock County Board of Supervisors  
April 8, 2021

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

**APPOINTMENT TO AGING & DISABILITY RESOURCES CENTER (ADRC)  
ADVISORY COMMITTEE**

**POSITION:** Member of the ADRC Advisory Committee

**AUTHORITY:** County Board Resolution #13-8A-388

**TERM:** Term ending April 30, 2022

**PER DIEM:** For County Board Supervisors Only  
Yes, Per Board Rule IV.J.

**PRESENT MEMBER:** Rob Wilkinson

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

**REAPPOINTMENT:** Rob Wilkinson

**DATE:** April 22, 2021

**APPOINTMENT TO AGING & DISABILITY RESOURCES CENTER (ADRC)  
ADVISORY COMMITTEE**

**POSITION:** Member of the ADRC Advisory Committee

**AUTHORITY:** County Board Resolution #13-8A-388

**TERM:** Term ending April 30, 2023

**PER DIEM:** For County Board Supervisors Only  
Yes, Per Board Rule IV.J.

**PRESENT MEMBER:** Carrie Glover

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

**REAPPOINTMENT:** Carrie Glover

**DATE:** April 22, 2021

**APPOINTMENT TO AGING & DISABILITY RESOURCES CENTER (ADRC)  
ADVISORY COMMITTEE**

**POSITION:** Member of the ADRC Advisory Committee

**AUTHORITY:** County Board Resolution #13-8A-388

**TERM:** Term ending April 30, 2023

**PER DIEM:** For County Board Supervisors Only  
Yes, Per Board Rule IV.J.

**PRESENT MEMBER:** Tom Moe

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

**REAPPOINTMENT:** Tom Moe

**DATE:** April 22, 2021

**APPOINTMENT TO AGING & DISABILITY RESOURCES CENTER (ADRC)  
ADVISORY COMMITTEE**

**POSITION:** Member of the ADRC Advisory Committee

**AUTHORITY:** County Board Resolution #13-8A-388

**TERM:** Term ending April 30, 2023

**PER DIEM:** For County Board Supervisors Only  
Yes, Per Board Rule IV.J.

**PRESENT MEMBER:** Gregg Schneider

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

**REAPPOINTMENT:** Gregg Schneider

**DATE:** April 22, 2021

**APPOINTMENT TO AGING & DISABILITY RESOURCES CENTER (ADRC)  
ADVISORY COMMITTEE**

**POSITION:** Member of the ADRC Advisory Committee

**AUTHORITY:** County Board Resolution #13-8A-388

**TERM:** Term ending April 30, 2024

**PER DIEM:** For County Board Supervisors Only  
Yes, Per Board Rule IV.J.

**PRESENT MEMBER:** Harold Luther

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

**REAPPOINTMENT:** Harold Luther

**DATE:** April 22, 2021

**APPOINTMENT TO ROCK COUNTY HOUSING AUTHORITY**

**POSITION:** Member of the Rock County Housing Authority

**AUTHORITY:** County Board Resolution #04-6B-038 and #16-3A-505

**TERM:** Three Year Term Expiring October 14, 2023

**PER DIEM:** \$50 Per Meeting

**PRESENT MEMBER:** Sarah Williams

**CONFIRMATION:** Yes, for County Board of Supervisors Only

**NEW APPOINTMENT:** Michelle Ponkauskas

**EFFECTIVE DATE:** April 22, 2021

**APPOINTMENT TO PARKS ADVISORY COMMITTEE**

**POSITION:** Member of the Parks Advisory Committee

**AUTHORITY:** Wis. Stats. 27.02  
Resolution #82-11E-152

**TERM:** Two Year Term Expiring June 30, 2023

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

**PRESENT MEMBER:** Floyd Finney

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

**NEW APPOINTMENT:** Floyd Finney

**EFFECTIVE DATE:** July 1, 2021

**APPOINTMENT TO PARKS ADVISORY COMMITTEE**

**POSITION:** Member of the Parks Advisory Committee

**AUTHORITY:** Wis. Stats. 27.02  
Resolution #82-11E-152

**TERM:** Two Year Term Expiring June 30, 2023

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

**PRESENT MEMBER:** Tom Presny

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

**NEW APPOINTMENT:** Tom Presny

**EFFECTIVE DATE:** July 1, 2021

**APPOINTMENT TO LOCAL EMERGENCY PLANNING COMMITTEE**

**POSITION:** Member of the Local Emergency Planning Committee

**AUTHORITY:** Wis. Stats. 59.54(8)  
County Board Resolution #95-7A-042

**TERM:** Term Ending July 31, 2024

**PER DIEM:** For County Board Supervisors Only  
Yes, Per Board Rule IV.J.

**PRESENT MEMBER:** Sergeant Shena Kohler

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

**NEW APPOINTMENT:** Sergeant Shena Kohler

**EFFECTIVE DATE:** August 1, 2021

**APPOINTMENT TO LOCAL EMERGENCY PLANNING COMMITTEE**

**POSITION:** Member of the Local Emergency Planning Committee

**AUTHORITY:** Wis. Stats. 59.54(8)  
County Board Resolution #95-7A-042

**TERM:** Term Ending July 31, 2024

**PER DIEM:** For County Board Supervisors Only  
Yes, Per Board Rule IV.J.

**PRESENT MEMBER:** Catherine Kolb

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

**NEW APPOINTMENT:** Catherine Kolb

**EFFECTIVE DATE:** August 1, 2021

**APPOINTMENT TO LOCAL EMERGENCY PLANNING COMMITTEE**

**POSITION:** Member of the Local Emergency Planning Committee

**AUTHORITY:** Wis. Stats. 59.54(8)  
County Board Resolution #95-7A-042

**TERM:** Term Ending July 31, 2024

**PER DIEM:** For County Board Supervisors Only  
Yes, Per Board Rule IV.J.

**PRESENT MEMBER:** Deputy Chief Terry Sheridan

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

**NEW APPOINTMENT:** Deputy Chief Todd Kleisner

**EFFECTIVE DATE:** August 1, 2021

**APPOINTMENT TO LOCAL EMERGENCY PLANNING COMMITTEE**

**POSITION:** Member of the Local Emergency Planning Committee

**AUTHORITY:** Wis. Stats. 59.54(8)  
County Board Resolution #95-7A-042

**TERM:** Term Ending July 31, 2024

**PER DIEM:** For County Board Supervisors Only  
Yes, Per Board Rule IV.J.

**PRESENT MEMBER:** Rick Wietersen

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

**NEW APPOINTMENT:** Michael Niles

**EFFECTIVE DATE:** August 1, 2021

**APPOINTMENT TO LOCAL EMERGENCY PLANNING COMMITTEE**

**POSITION:** Member of the Local Emergency Planning Committee

**AUTHORITY:** Wis. Stats. 59.54(8)  
County Board Resolution #95-7A-042

**TERM:** Term Ending July 31, 2024

**PER DIEM:** For County Board Supervisors Only  
Yes, Per Board Rule IV.J.

**PRESENT MEMBER:** Vacant

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

**NEW APPOINTMENT:** Lorin Cox

**EFFECTIVE DATE:** August 1, 2021

**APPOINTMENT TO TRAFFIC SAFETY COMMISSION**

**POSITION:** Member of the Traffic Safety Commission

**AUTHORITY:** Wis. Stats. 83.013  
County Board Resolution dated 8/24/1972

**TERM:** Term Ending August 31, 2022

**PER DIEM:** For County Board Supervisors Only  
Yes, Per Board Rule IV.J.

**PRESENT MEMBER:** Duane Jorgenson

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

**NEW APPOINTMENT:** Duane Jorgenson

**EFFECTIVE DATE:** April 22, 2021

**APPOINTMENT TO TRAFFIC SAFETY COMMISSION**

**POSITION:** Member of the Traffic Safety Commission

**AUTHORITY:** Wis. Stats. 83.013  
County Board Resolution dated 8/24/1972

**TERM:** Term Ending August 31, 2022

**PER DIEM:** For County Board Supervisors Only  
Yes, Per Board Rule IV.J.

**PRESENT MEMBER:** Vacancies due to expired terms

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

**NEW APPOINTMENT:**

Charlene Schmid - State Highway Engineer (alternate: Suzan Nast)

Mark Thompson - Chief County Traffic Law Enforcement Officer (alternate: Jude Maurer)

Randy Gordon - Chief of State Patrol (alternate: E. Philip Witkiewicz)

Kim Peerenboom - Education (alternate: Brian Donohoue)

Lisa Wallenkamp - Medicine (alternate: Barry Irmen)

Terri Carlson - Law (alternate: Bridget Laurent)

Randy Wiessinger - State Highway Safety Coordinator

**EFFECTIVE DATE:** April 22, 2021

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Public Safety & Justice  
INITIATED BY



Jacki Gackstatter  
Clerk of Circuit Court  
DRAFTED BY

Public Safety & Justice  
SUBMITTED BY

March 31, 2021  
DATE DRAFTED

**RECOGNIZING ANDREA “ANDI” EDMAN JAHNS**

**WHEREAS**, Andi Jahns has served the citizens of Rock County for over the past 24 years as a dedicated and valued employee of Rock County; and,

**WHEREAS**, Andi Jahns was hired in June 1997 as a LTE in the District Attorney’s Office; and,

**WHEREAS**, Andi Jahns was hired in November 1997 as a Seasonal Employee in the Clerk of Circuit Court’s Office; and,

**WHEREAS**, Andi Jahns hired into the position of Clerk Typist II in the District Attorney’s Office on February 9, 1998; and,

**WHEREAS**, Andi Jahns attained the position of Deputy Clerk in the Clerk of Circuit Court’s Office on March 19, 2007; and,

**WHEREAS**, Andi Jahns was a Deputy Clerk in the Criminal Division of the Clerk of Circuit Court’s Office; and,

**WHEREAS**, Over the course of her career, Andi Jahns has worked with two Clerks of Circuit Court: Clerk of Circuit Court Eldred Mielke and Clerk of Circuit Court Jacki Gackstatter; and,

**WHEREAS**, Additionally, over the course of her career, Andi Jahns has worked under three Presiding Judges: Honorable James Daley, Honorable Richard Werner, and Honorable Daniel Dillon; and,

**WHEREAS**, Andi Jahns was respected and adored by her co-workers and the members of the public she assisted each day; and,

**WHEREAS**, Andi Jahns has made evident, by her example and commitment, the true meaning of public service and personified the core values of Rock County, Honesty, Integrity and Respect; and,

**WHEREAS**, Andi Jahns worked conscientiously in her positions as Clerk Typist II and Deputy Clerk of Court until her well-deserved retirement on April 2, 2021; and,

**WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to commend Andi Jahns for her long and faithful service.

**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this 22nd day of April 2021 does hereby recognize Andi Jahns for her dedication to service in the Circuit Courts and extend their best wishes to her in her future endeavors.

**BE IT FURTHER RESOLVED** that the County Clerk of Rock County be authorized and directed to furnish a copy of this resolution to Andi Jahns

Resolution to Recognize Andi Jahns  
Page 2

Respectfully submitted,

**PUBLIC SAFETY AND JUSTICE COMMITTEE**

---

Mary Beaver, Chair

---

Brian Knudson, Vice Chair

---

Ron Bomkamp

---

Danette Rynes

---

Jacob Taylor

**COUNTY BOARD STAFF COMMITTEE**

---

Rich Bostwick, Chair

---

Wes Davis, Vice Chair

---

Mary Beaver

---

Tom Brien

---

Kevin Leavy

---

Louis Peer

---

J. Russell Podzilni

---

Alan Sweeney

---

Bob Yeomans

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

SHERIFF TROY KNUDSON  
INITIATED BY



COMMANDER JUDE MAURER  
DRAFTED BY

PUBLIC SAFETY & JUSTICE  
SUBMITTED BY

APRIL 5, 2021  
DATE DRAFTED

**PROCLAIMING POLICE OFFICER WEEK**

- 1 **WHEREAS**, the State of Wisconsin has proclaimed May 2-8, 2021, as Police Officer Week, to recognize
- 2 the significant work and unique contributions of Law Enforcement Officers; and,
- 3
- 4 **WHEREAS**, Rock County Law Enforcement Officers demonstrate a selfless commitment to
- 5 safeguarding the rights and freedoms of Rock County; and,
- 6
- 7 **WHEREAS**, the quality of life in Rock County is enhanced by the commitment of Law Enforcement
- 8 Officers to ensure the safety of the County's citizenry by safeguarding life and property, by protecting
- 9 them against violence and disorder, by protecting the innocent against deception, and the weak against
- 10 oppression; and,
- 11
- 12 **WHEREAS**, as public servants, Rock County Law Enforcement Officers dutifully perform their work
- 13 with courage, pride, and true professionalism.
- 14
- 15 **NOW THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
- 16 \_\_\_\_ day of \_\_\_\_\_ 2021, proclaim May 2-8, 2021, to be Rock County Law Enforcement Officers
- 17 Week and call upon all our citizens to especially honor and show our appreciation for Law Enforcement
- 18 Officers serving Rock County.

Respectfully submitted,

**PUBLIC SAFETY & JUSTICE COMMITTEE**

\_\_\_\_\_  
Mary Beaver, Chair

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

\_\_\_\_\_  
Ron Bomkamp

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

\_\_\_\_\_  
Jacob Taylor

RESOLUTION  
ROCK COUNTY BOARD OF  
SUPERVISORS

Katherine Luster  
INITIATED BY



Maria Delgado  
DRAFTED BY

Human Services Board  
SUBMITTED BY

April 1, 2021  
DATE DRAFTED

**TO RECOGNIZE ECONOMIC SUPPORT STAFF**

1 **WHEREAS**, Rock County recognizes the hard work that Economic Support Specialists  
2 perform and their excellence in administering difficult, complex, and ever-changing public  
3 assistance programs to ensure the well-being of the citizens of Rock County and the Southern  
4 Consortium; and,

5  
6 **WHEREAS**, Economic Support Specialists are responsible for interpreting and implementing  
7 many public assistance policy and system changes, successfully adapting to an environment  
8 of constant change; and,

9  
10 **WHEREAS**, Economic Support Specialists successfully manage multiple caseloads,  
11 determine eligibility, work diligently to deliver timely services and consistently maintain a  
12 timeliness percentage above 99%, exceeding state standards; and ensuring accurate benefits  
13 and payments based on various public assistance programs; and,

14  
15 **WHEREAS**, Economic Support Specialists, through a seven county Consortium model,  
16 utilize a Call Center system, collaborating and cooperating with partner counties to maintain  
17 excellent service delivery. Agents maintain a high level of customer service for our most  
18 vulnerable clients attending to their needs through a trauma informed lens, being courteous,  
19 friendly, and compassionate during times of crisis; and,

20  
21 **WHEREAS**, Economic Support Specialists have maintained a high quality service standard  
22 during the COVID pandemic crisis, adapting to change in work locations and environments,  
23 weekly public policy changes, agency policy changes, and an overall reshaping of the  
24 Economic Support landscape; and,

25  
26 **WHEREAS**, Economic Support staff collaborate with many community service agencies,  
27 both internally and in the communities across all partner counties, to ensure accurate and  
28 timely benefit determinations and provide support for applicants, families, and caregivers;  
29 providing a safety net for many elderly, disabled, and low income individuals; and,

30  
31 **WHEREAS**, Economic Support Specialists work with individuals and families delivering  
32 services, which assist struggling individuals attain self-sufficiency. Rock County staff  
33 managed Medical benefits for 39,935 recipients in 2020, with an increase of 2.55% in eligible  
34 individuals due to the Pandemic. Their work contributed to determining benefits for a total of  
35 80,734 individuals consortium wide. Because of their efforts, more children and adults in our  
36 community have medical coverage and a healthier future; and,

37  
38 **WHEREAS**, Economic Support staff play a major role in reducing food insecurities, and  
39 relieving the effects of poverty, improving the quality of life for residents of the Consortium  
40 through their efforts to establish eligibility for the FoodShare program; Through their hard  
41 work, 31,563 Rock County residents were issued critical food benefits, which included an  
42 increase of 6.49% in eligible recipients due to the Pandemic. Consortium wide, they assisted  
43 57,204 individuals provide for their nutritional needs; and,

44  
45 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock  
46 County, wishes to recognize Economic Support staff for their overall performance and  
47 dedicated service to the citizens of Rock County.

To Recognize Economic Support Staff

48 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,  
49 duly assembled this \_\_\_\_\_ 2021, does hereby recognize the Economic Support staff  
50 for their dedication and excellence in the work they do.

Respectfully Submitted,

HUMAN SERVICES BOARD

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

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

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

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

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

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

\_\_\_\_\_  
Ashley Hoffman

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Luster  
INITIATED BY



Sara Mooren  
DRAFTED BY

Human Services Board  
SUBMITTED BY

March 26, 2021  
DATE DRAFTED

**RECOGNIZING HUMAN SERVICES ADMINISTRATIVE PROFESSIONALS**

1 **WHEREAS**, April 18-24, 2021 is observed as Administrative Professionals Week and April  
2 21, 2021 is declared Administrative Professionals Day; and,  
3

4 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock  
5 County, wish to recognize the Administrative Professionals in the Rock County Human  
6 Services Department for their excellence in administering services to the citizens of Rock  
7 County; and,  
8

9 **WHEREAS**, the Human Services Department has numerous administrative professionals in  
10 all divisions throughout the Department, performing a diverse set of tasks and assisting every  
11 Rock County Human Services program area to ensure effective and efficient functioning of  
12 day-to-day operations; and,  
13

14 **WHEREAS**, many of the HSD administrative professionals not only support the internal  
15 operations but are also the first point of contact the public has with the department and  
16 provide a welcoming and helpful experience; and,  
17

18 **WHEREAS**, administrative professional positions in the Department include Accountants,  
19 Account Clerks, Administrative Assistants, Application Support Specialists, Clerks, Clerk-  
20 Typists, Consumer Financial Support Specialists, HSD Support Specialists, Information  
21 Processing Operators, Job Center Support Specialists, Legal Stenographers, Medical Record  
22 Technicians, Analysts, Release of Information Technicians, Secretaries, and Word Processing  
23 Operators.  
24

25 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
26 assembled this \_\_\_\_\_ of \_\_\_\_\_, 2021 recognizes all Rock County Human Services  
27 Administrative Professionals for their diligent efforts which make possible the delivery of  
28 services to the citizens of Rock County.

Respectfully Submitted,

HUMAN SERVICES BOARD

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

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

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

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

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

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

\_\_\_\_\_  
Ashley Hoffman

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

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



LEGAL NOTE:

The authority to accept grant funds pursuant to sec. 59.52(19), Wis. Stats., necessarily implies the authority to make application for such funds.

s/Richard Greenlee

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

FISCAL NOTE:

This resolution authorizes the application for a grant. There is no fiscal impact unless the grant is awarded.

/s/Sherry Oja

Sherry Oja  
Finance Director

## - EXECUTIVE SUMMARY -

**AUTHORIZING APPLICATION WITH  
WISCONSIN DEPARTMENT OF NATURAL RESOURCES  
FOR STEWARDSHIP LOCAL ASSISTANCE, FEDERAL LAND & WATER CONSERVATION  
FUND, & RECREATIONAL TRAILS PROGRAM APPLICATION GRANT FUNDS**

---

The 2020-2025 Rock County POROS plans recommends paving the Peace Trail from Janesville to Beloit with a hard surface to improve accessibility. This resolution provides authorization to apply for funding from the Wisconsin Department of Natural Resources for Stewardship Local Assistance, Federal Land & Water Conservation Fund, and Recreation Trails Program Application Grant Funds and include the City of Janesville's portion.

In order to move forward on this project, the Rock County Parks Division desires to apply for Department of Natural Resources Recreational Trails Stewardship Grant Fund and be the project sponsor for the City of Janesville's portion of the Peace Trail. This grant program prioritizes projects that rehabilitate existing trails and inter-governmental cooperation.

The grant being applied for requires a 50/50 match of local funds. The anticipated joint project cost for the paving of the Peace Trail is \$331,860, of which \$165,930 would be covered by the Stewardship Grant funds. Rock County's share of the project costs would be \$94,080, with the City of Janesville contributing \$71,850.

Estimated Cost of Peace Trail Paving from Janesville Wastewater Plant to Duggan Road

	Cost	50/50 Match
City of Janesville (1.57 mile section)	\$143,700	\$ 71,850
County of Rock (2.06 mile section)	\$188,160	<b>\$ 94,080</b>
<b>Total</b>	<b>\$331,860</b>	<b>\$165,930</b>

The Rock County Parks was awarded a Recreational Trail Program Grant in 2020 in the amount of \$45,000 with a 50/50 match for the paving of the Peace Trail from Walters Road to S. Duggan Road. If this grant application is approved and we are awarded this grant, we would like to complete the projects at the same time to minimize mobilization costs.

Currently, the Parks Division is pursuing additional funding options, including possible donations or use of ATC funds, to offset the remaining balance not covered by the Stewardship Grant. The Parks Division does not intend to impact current or future County fund balances with this grant application. If the grant is approved, further action from the County Board would be required to accept the Stewardship Grant funding and authorize paving of the Peace Trail.

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
*Initiated by*

Public Works Committee  
& Parks Advisory Committee  
*Submitted by*



John Traynor, Parks Manager  
*Drafted by*

April, 5, 2021  
*Date Drafted*

### AUTHORIZING APPLICATION WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCES FOR SNOWMOBILE GRANT FUNDS

- 1 **WHEREAS**, the Rock County Board of Supervisors Resolution #81-6A-038, on the 11th day of
- 2 June, 1981, adopted the Rock County Snowmobile Plan; and,
- 3
- 4 **WHEREAS**, Rock County desires to participate in snowmobile grant funded projects pursuant to
- 5 provisions of s.23.09(11) of the Wisconsin Statutes; and,
- 6
- 7 **WHEREAS**, grant funds are available from the State of Wisconsin Department of Natural
- 8 Resources (DNR) and a resolution of application for Snowmobile Grant Funds is required; and,
- 9
- 10 **WHEREAS**, Rock County is interested in operating the snowmobile trail for public outdoor
- 11 recreation purposes as described in the application; and,
- 12
- 13 **WHEREAS**, financial aid is required to carry out the project.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors on this
- 16 \_\_\_\_\_ day of \_\_\_\_\_, 2021, hereby authorizes John Traynor, Parks Manager, Parks
- 17 Division-Public Works Department, to act on behalf of Rock County to submit an application to
- 18 the State of Wisconsin Department of Natural Resources for financial aid for Snowmobile Grant
- 19 Funds that may be available.

Respectfully submitted,  
PUBLIC WORKS COMMITTEE

PARKS ADVISORY COMMITTEE

\_\_\_\_\_  
Rick Richard, Chair

\_\_\_\_\_  
Floyd Finney

\_\_\_\_\_  
Mary Mawhinney, Vice-Chair

\_\_\_\_\_  
Dean Paynter

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

\_\_\_\_\_  
Tom Presny

\_\_\_\_\_  
Yuri Rashkin

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

AUTHORIZING APPLICATION WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCES  
FOR SNOWMOBILE GRANT FUNDS

Page 2

4.E.5 (2)

LEGAL NOTE:

The authority to accept grant funds pursuant to sec. 59.52(19), Wis. Stats., necessarily implies the authority to make application for such funds.

s/Richard Greenlee

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

FISCAL NOTE:

This resolution authorizes the application for a grant. There is no fiscal impact unless a grant is awarded.

/s/Sherry Oja

Sherry Oja  
Finance Director

- EXECUTIVE SUMMARY –  
**AUTHORIZING APPLICATION WITH  
WISCONSIN DEPARTMENT OF NATURAL RESOURCES  
FOR SNOWMOBILE GRANT FUNDS**

This resolution provides authorization to apply for funding for the 2021-2022 Rock County Snowmobile Trail Program.

The DNR Snowmobile Grant of \$66,540 (221.8 Miles) \$52,200 would cover 174 miles of trail managed by The Rock County Alliance of Snowmobile Clubs and 47.8 miles of trail managed by The Edgerton Sundowners. The 47.8 miles attributed to the Sundowners would not be funded unless those miles are opened and maintained as per the grant agreement. The snowmobile trail project is 100% grant funded. Any field work (includes labor, materials, and machinery) by DPW Parks Division or Highway Division is 100% billed back to the grant. The Rock County Alliance of Snowmobile Clubs provides trail signage and grooming and is reimbursed for those services after the county costs are covered.

These funds are 100% provided by the payments snowmobilers have made through license and prorated fuel tax payments. Rock County receives a 50% advance payment check after the completed contract is signed, the balance due upon final close out of the grant.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging  
Services Committee  
INITIATED BY



Paula Schutt  
DRAFTED BY

Education, Veterans & Aging  
Services Committee  
SUBMITTED BY

April 6, 2021  
DATE DRAFTED

**AMENDING THE 2021 COUNCIL ON AGING BUDGET TO ADJUST THE FOLLOWING  
OLDER AMERICANS ACT PROGRAMS: TITLE III-B, C1, C2, TITLE III D, AFCSP AND  
5310 MOBILITY MANAGEMENT ALLOCATIONS**

**WHEREAS**, the Council on Aging receives funds from the Greater Wisconsin Agency on Aging Resources (GWAAR) that are estimated during the budget preparation process; and,

**WHEREAS**, the most recent 2021 allocations have been received from the Greater Wisconsin Agency on Aging Resources.

**WHEREAS** the Council on Aging receives federal transportation aid for 5310 programs; and,

**WHEREAS** funding amounts for 2021 were reduced statewide and the final allocation amounts have been announced.

**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021 does hereby amend the 2021 Rock County Council on Aging budget as follows:

<u>Account/Description</u>	<u>Budget at 1/1/2021</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<b><u>Title III-B (Supportive Services)</u></b>			
<u>Source of Funds</u>			
30-3901-0000-42100 Federal Aid	141,123	(410)	140,713
<u>Use of Funds</u>			
30-3901-0000-64203 Educ. Materials & Supplies	4,000	(410)	3,590
<b><u>Title III-C-1 (Nutrition Program)</u></b>			
<u>Source of Funds</u>			
30-3903-0000-42100 Federal Aid	186,433	100,000	286,433
<u>Use of Funds</u>			
30-3903-000-62105 Contracted Food Services	99,412	50,000	149,412
30-3903-000-62612 Delivered Meals	57,286	50,000	107,286
<b><u>Title III-C-2 (Delivered Meals)</u></b>			
<u>Source of Funds</u>			
30-3904-0000-42100 Federal Aid	217,405	(100,000)	117,405
<u>Use of Funds</u>			
30-3904-0000-62105 Contracted Food Services	162,525	(75,000)	87,525
30-3904-0000-62119 Other contracted services	47,000	(25,000)	22,000

Amending the Council on Aging Budget to Adjust TITLE III, C1, C2, NSIP, TITLE III D, AFCSP, and 5310 Mobility Management Allocations

Page 2

**Alzheimer’s Family Caregiver Support Program**

Source of Funds

30-3920-0000-42200 State Aid	70,035	(411)	69,624
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Use of Funds

30-3920-0000-64615 Client Related Costs	47,306	(411)	46,895
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**Mobility Management**

Source of Funds

30-3916-0000-42100 Trust Fund	88,266	(32,021)	56,245
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30-3916-0000-47000 Transfer In	-0-	32,021	32,021
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Respectfully submitted,

**EDUCATION, VETERANS AND AGING SERVICES COMMITTEE**

\_\_\_\_\_  
Yuri Rashkin, Chair

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

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

\_\_\_\_\_  
Jacob Taylor

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

**FINANCE COMMITTEE ENDORSEMENT**

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

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

**FISCAL NOTE:**

This resolution amends the Council on Aging’s 2021 budget to match actual awards. No County matching funds are required

/s/Sherry Oja

Sherry Oja  
Finance Director

**LEGAL NOTE:**

As an amendment to the adopted 2021 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

Amending the Council on Aging Budget to Adjust TITLE III, C1, C2, NSIP, TITLE III D, AFCSP, and 5310 Mobility Management Allocations

Page 3

## **EXECUTIVE SUMMARY**

### **OLDER AMERICANS ACT PROGRAMS: TITLE III-B, C1, C2, TITLE III D, AFCSP AND 5310 MOBILITY MANAGEMENT ALLOCATIONS**

When budgets are prepared, funds are always estimated. In the spring of the current budget year, contracts are distributed by GWAAR with correct amounts. This resolution reflects those changes.

Mobility Management reflects a statewide decrease that affected all counties, due in part to more of 2020 funding not used due to pandemic affect, as well as a statewide decision to decrease funding. It is permissible for us to use leftover 85.21 funding from 2020 to supplement Mobility Management for 2021. This decrease in funds awarded would subsequently decrease the County 2021 match amount required to 14,061.25 for Mobility Management.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

James Sandvig  
INITIATED BY

Finance Committee  
SUBMITTED BY



Dara Mosley  
DRAFTED BY

April 12, 2021  
DATE DRAFTED

**RECOGNIZING TRACIE PECK**

- 1 **WHEREAS**, Tracie (TJ) Peck has served the citizens of Rock County for the past thirty years as an IT
- 2 Support Specialist within the Rock County Information Technology Department; and
- 3
- 4 **WHEREAS**, TJ began her career on April 19<sup>th</sup>, 1991; and
- 5
- 6 **WHEREAS**, TJ contributed to Rock County by executing countless equipment orders, preparing reports,
- 7 inventorying equipment, processing payments, and making sure the administrative needs of her co-workers
- 8 were met, ; and
- 9
- 10 **WHEREAS**, TJ will retire from public service on May 5<sup>th</sup>, 2021; and
- 11
- 12 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 13 commend TJ for her service to the citizens of Rock County,
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 16 this \_\_\_\_\_ day of \_\_\_\_\_, 2021 does hereby recognize Tracie Peck for her thirty years of service
- 17 and recommends that a sincere expression of appreciation be given, along with best wishes for the future.

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
INITIATED BY

Public Works Committee  
SUBMITTED BY



Duane Jorgenson, Director of Public Works  
DRAFTED BY

March 12, 2021  
DATE DRAFTED  
(revised 4/13/2021)

**RESOLUTION DESIGNATING THE WEEK OF APRIL 26 THROUGH APRIL 30, 2021  
“WORK ZONE SAFETY AWARENESS WEEK IN ROCK COUNTY”**

1 **WHEREAS**, in 1999, the Federal Highway Administration partnered with the American Association of  
2 State Highway Officials and more recently the American Traffic Safety Services Association to create  
3 the National Work Zone Safety Awareness campaign which is held annually in April prior to  
4 construction season in much of the nation; and  
5

6 **WHEREAS**, the Wisconsin County Highway Association is asking all seventy-two counties in the  
7 state to unite and kick off “Work Zone Safety Awareness Week” with a resolution and campaign to  
8 raise awareness for its workers, the traveling public, public safety workers, and those of various  
9 highway contractors performing work for the counties; and  
10

11 **WHEREAS**, construction and maintenance activities on our streets and highways periodically require  
12 that work zones be established; and  
13

14 **WHEREAS**, data collected from 2015 to 2019 indicates an average of 2,677 work zone crashes in  
15 Wisconsin annually; and  
16

17 **WHEREAS**, in 2020, Wisconsin suffered from more than 1,800 crashes in road construction and  
18 maintenance zones, resulting in 665 injuries and 17 fatalities; and  
19

20 **WHEREAS**, between 2015 and 2019, there were 50 fatalities recorded as a result of crashes in  
21 Wisconsin work zones including three Wisconsin County Highway workers which were killed in  
22 work zones in 2015; and  
23

24 **WHEREAS**, through their enforcement activities and other participation, the Rock County Sheriff’s  
25 Office, Wisconsin State Patrol, and Rock County Highway Department are committed to working  
26 together in 2021 to make Work Zone Safety Awareness Week a success; and  
27

28 **WHEREAS**, the Federal Highway Administration has designated April 26 through April 30, 2021 as  
29 National Work Zone Safety Awareness Week,  
30

31 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors convened  
32 this \_\_\_\_ day of \_\_\_\_\_, 2021 that the week of April 26 through April 30, 2021 be designated  
33 “Work Zone Safety Awareness Week” in Rock County.

Respectfully submitted,  
PUBLIC WORKS COMMITTEE

/s/  
Rick Richard, Chair

/s/  
Mary Mawhinney, Vice-Chair

/s/  
Mike Mulligan

/s/  
Yuri Rashkin

/s/  
Bob Yeomans

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Education, Veterans, & Aging  
Services Committee  
INITIATED BY



Paula Schutt  
DRAFTED BY

Education, Veterans, & Aging  
Services Committee  
SUBMITTED BY

April 9, 2021  
DATE DRAFTED

**PROCLAIMING OLDER AMERICANS MONTH**

- 1 **WHEREAS**, Rock County is a community in which 17,000 citizens age 60 and older make their home;
- 2 and
- 3
- 4 **WHEREAS**, older adults in Rock County and throughout the U.S. are a growing population with
- 5 evolving needs; and
- 6
- 7 **WHEREAS**, older Americans are valuable members of our society who are rich with experience and
- 8 deserving of our respect; and
- 9
- 10 **WHEREAS**, the number of baby boomers reaching traditional retirement age continues to increase, a
- 11 fact that spotlights the need for increased attention to the needs of older adults; and
- 12
- 13 **WHEREAS**, our older citizens of today and tomorrow promise to be among the most active and
- 14 engaged older adult populations in our Nation's history;
- 15
- 16 **WHEREAS**, it is the responsibility of this and all U.S. communities to work together and prepare for
- 17 changing older adult populations by modernizing systems of care and providing consumers with more
- 18 control over their lives; and
- 19
- 20 **WHEREAS**, overall quality of life can be greatly enhanced when supportive communities help their
- 21 older citizens obtain:
- 22
- 23       Evidence-based approaches to making behavioral changes that can reduce risk of disease,
- 24       disability, and injury.
- 25
- 26       The tools to make informed decisions about, and gain better access to, existing health and long-
- 27       term care options.
- 28
- 29       More options to avoid placement in nursing homes and remain at home as long as possible.
- 30
- 31 **NOW THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors do hereby
- 32 proclaim May 2021 to be Older Americans Month. We urge everyone to take time this May to honor
- 33 our older adults and the professionals, family members and citizens who care for older adults. We
- 34 urge all citizens/communities to work collaboratively to strengthen the services Rock County provides
- 35 to its older adults in ways that recognize the changing nature of their needs, and that provide older
- 36 adults with more opportunities to make informed choices about their lives. Our efforts can improve
- 37 the lives of our older citizens and help pave the way for future generations.
- 38

PROCLAIMING OLDER AMERICANS MONTH  
Page 2

Respectfully submitted,

Education, Veterans, and Aging Services Committee

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Yuri Rashkin Chair

---

Lou Peer, Vice Chair

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Pam Bostwick

---

Jacob Taylor

---

Doug Wilde



41 **FEDERAL BLOCK GRANT OWNER ASSURANCES**

42  
43 **WHEREAS**, the Sponsor does agree to the conditions established in Wis. Admin. Code  
44 Trans §55, and for projects receiving federal aid, to the attached Federal Sponsor Assurances which are  
45 a condition of a Federal Grant of Funds.

46  
47 The Federal Block Grant Owner Assurances shall remain in full force and effect throughout  
48 the useful life of the facilities developed under this project, but in any event not to exceed twenty (20)  
49 years from the date of the Finding, (except for land projects, which shall run in perpetuity);

ACCEPTANCE:

The Sponsor does hereby accept the Agency Agreement and the Federal Block Grant Owner Assurances.

**SPONSOR**  
**Rock County, Wisconsin**

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

Respectfully submitted,

Southern Wisconsin Regional Airport Board

\_\_\_\_\_  
Brent Fox, Chair

\_\_\_\_\_  
Rick Richard, Vice-Chair

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

\_\_\_\_\_  
Eric Baker

\_\_\_\_\_  
Dick Cope

\_\_\_\_\_  
Greg Johnson

\_\_\_\_\_  
Joe Quint

\_\_\_\_\_  
Christine Rebout

\_\_\_\_\_  
Katie Reese

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.02, 59.52(19) and 114.33(2), Wis. Stats.

s/Bridget Laurent

Bridget Laurent  
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

s/Josh Smith

Josh Smith  
County Administrator

FISCAL NOTE:

No fiscal impact in and by itself.

s/Sherry Oja

Sherry Oja  
Finance Director

## **EXECUTIVE SUMMARY**

### **RESOLUTION AGENCY AGREEMENT AND FEDERAL BLOCK GRANT OWNER ASSURANCES**

This Resolution is required by the State of Wisconsin in order to petition the State of Wisconsin and/or the Federal Government for the necessary improvements to meet the existing and future needs of the Southern Wisconsin Regional Airport.

The Resolution does not require county funds to be available, however should a part or all of the projects become eligible, and state and or federal aid become available, a request would be brought to the county board through future airport capital improvement budgets to provide the sponsor share for each project.

If approved, this Resolution will be forwarded to the State of Wisconsin, Bureau of Aeronautics for their approval.

Respectfully Submitted,

Gregory A. Cullen, C.M.  
Airport Director



PETITIONING THE SECRETARY OF TRANSPORTATION FOR AIRPORT IMPROVEMENT AID

46 WHEREAS, it is recognized that the improvements petitioned for as listed will be funded  
 47 individually or collectively as funds are available, with specific project costs to be approved as  
 48 work is authorized, the proportionate cost of the airport development projects described above  
 49 which are to be paid by the Sponsor to the Secretary of the Wisconsin Department of  
 50 Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the  
 51 project; any unneeded and unspent balance after the project is completed is to be returned to the  
 52 Sponsor by the Secretary; the Sponsor will make available any additional monies that may be found  
 53 necessary, upon request of the Secretary, to complete the project as described above; the Secretary  
 54 shall have the right to suspend or discontinue the project at any time additional monies are found to  
 55 be necessary by the Secretary, and the Sponsor does not provide the same; in the event the sponsor  
 56 unilaterally terminates the project, all reasonable federal and state expenditures related to the project  
 57 shall be paid by the sponsor; and

58 WHEREAS, the Sponsor is required by law Wis. Stat. §114.32(5) to designate the Secretary as  
 59 its agent to accept, receive, receipt for and disburse any funds granted by the United States under the  
 60 Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as  
 61 its agent for other purposes.

62  
 63 **“DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR’S AGENT”**  
 64

65 THEREFORE, BE IT RESOLVED, by the Sponsor that the Secretary is hereby designated as its  
 66 agent and is requested to agree to act as such in matters relating to the airport development project  
 67 described above, and is hereby authorized as its agent to make all arrangements for the development  
 68 and final acceptance of the completed project whether by contract, agreement, force account or  
 69 otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other  
 70 monies, either public or private, for the acquisition, construction, improvement, maintenance and  
 71 operation of the airport; and, to acquire property or interest in property by purchase, gift, lease, or  
 72 eminent domain under Wis. Stat. §32.02; and, to supervise the work of any engineer, appraiser,  
 73 negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or  
 74 other documents required or requested by any agency of the federal government and to comply with  
 75 all federal and state laws, rules, and regulations relating to airport development projects.  
 76

77 FURTHER, the Sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that  
 78 the Sponsor may acquire certain parts of the required land or interests in land that the Secretary shall  
 79 find necessary to complete the aforesaid project.  
 80

81 **“AIRPORT OWNER ASSURANCES”**  
 82

83 AND BE IT FURTHER RESOLVED that the Sponsor agrees to maintain and operate the airport  
 84 in accordance with certain conditions established in Wis. Admin. Code Trans. §55, or in accordance  
 85 with Sponsor assurances enumerated in a federal grant agreement.  
 86

87 AND BE IT FURTHER RESOLVED THAT THE County Board Chair and County Clerk be  
 88 authorized to sign and execute the Agency Agreement and Federal Block Grant “Owner Assurances”  
 89 authorized by this Resolution.  
 90

91 **CERTIFICATION**  
 92

93 I, \_\_\_\_\_, Clerk of Rock County, Wisconsin, do hereby certify that the  
 94 foregoing is a correct copy of a Resolution introduced at a \_\_\_\_\_ meeting of the  
 95 \_\_\_\_\_ on \_\_\_\_\_, 2021, adopted by a majority vote, and recorded  
 96 in the minutes of said meeting.  
 97

98  
 99 \_\_\_\_\_  
 100 Clerk

PETITIONING THE SECRETARY OF TRANSPORTATION FOR AIRPORT IMPROVEMENT  
AID

Respectfully submitted,

Southern Wisconsin Regional Airport Board

---

Brent Fox, Chair

---

Rick Richard, Vice-Chair

---

Dave Homan

---

Eric Baker

---

Dick Cope

---

Greg Johnson

---

Joe Quint

---

Christine Rebout

---

Katie Reese

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.02 and 114.33(2), Wis. Stats.

s/Bridget Laurent

Bridget Laurent  
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

FISCAL NOTE:

No fiscal impact in and by itself.

s/Sherry Oja

Sherry Oja  
Finance Director

# **EXECUTIVE SUMMARY**

## **RESOLUTION PETITIONING THE SECRETARY OF TRANSPORTATION FOR AIRPORT IMPROVEMENT AID**

This Resolution petitions the State of Wisconsin and/or the Federal Government for the necessary improvements to meet the existing and future needs of the Southern Wisconsin Regional Airport.

This Resolution also outlines the state and federal requirements for applying to obtain funding assistance. This Resolution is important for the future planning and timely execution of development as it becomes necessary.

The Resolution does not require county funds to be available, however should a part or all of the projects become eligible, and state and or federal aid become available, a request would be brought to the county board through future airport capital improvement budgets to provide the sponsor share for each project.

If approved, this Resolution and the Airport Owner Assurances signed by the County Board Chair and County Clerk will be forwarded to the State of Wisconsin, Bureau of Aeronautics for their approval.

Respectfully Submitted,

Gregory A. Cullen, C.M.  
Airport Director

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Health Services Committee  
INITIATED BY

Health Services Committee  
SUBMITTED BY



Amy Spoden, Asst. HR Director  
DRAFTED BY

April 12, 2021  
DATE DRAFTED

**REALLOCATING THE ADMISSION COORDINATOR**

- 1 **WHEREAS**, Reallocation is defined in Rock County Ordinance 18.1038 as the reassignment of a position from
- 2 one pay range to another to correct an error in the original assignment, to reflect changing labor market
- 3 conditions, or to reflect significant changes over a period of time in the duties and the responsibilities of the
- 4 position; and,
- 5
- 6 **WHEREAS**, the position of Admission Coordinator has become vacant due to a resignation; and,
- 7
- 8 **WHEREAS**, the Nursing Home Administrator has reviewed the current job requirements and determined that
- 9 the position does not need the current level of education requirements to be successful in the position; and,
- 10
- 11 **WHEREAS**, the adjustments in the job requirements warrants an adjustment in the pay scale of the Admission
- 12 Coordinator; and,
- 13
- 14 **NOW THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 15 \_\_\_\_\_ day of \_\_\_\_\_, 2021, decrease the pay range for the Admission Coordinator from Unilateral pay
- 16 range 22 to Unilateral pay range 17.

Respectfully Submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Tom Brien, Chair

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

\_\_\_\_\_  
Mary Beaver, Vice Chair

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

\_\_\_\_\_  
Ron Bomkamp

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

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

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

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

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

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

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

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

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

REALLOCATING THE ADMISSION COORDINATOR  
PAGE 2

FISCAL NOTE:

The reallocation of the position will result in an annual budget savings of approximately \$9,900.

/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:

Recommend.

/s/Josh Smith

Josh Smith  
County Administrator

## EXECUTIVE SUMMARY

This position was first established in the 2017 Rock County Budget as an Admissions Registered Nurse at pay range 22 of the Unilateral Wage Scale. To be considered for the position, a candidate must have been a Registered Professional Nurse Registered with current Wisconsin Licensure in good standing, Supervisory experience in a team leader role, and work experience as a professional nurse, preferably in related fields long-term care, medical surgical nursing, mental health or nursing supervision.

In 2020, the Nursing Home Administrator, at the time, reviewed and changed the job requirements and title for the Admissions Registered Nurse position. These changes occurred due to the difficulty of recruiting and retaining a staff member into this position. Beside the title change, the other notable changes were the removal of the current licensure as a Registered Nurse requirement, adding the education requirement of a bachelor's degree in human services, Nursing, or significantly related field, and the addition of Admission experience in either long-term care, medical surgical nursing or mental health. The Nursing Home Administrator felt that by changing the requirements, it would allow Rock County to look at a great number of candidates both in the nursing and social work fields and others with similar backgrounds with long term care and previous admission experience. It was determined that the Admission Coordinator wage scale would remain unchanged due to the similarity to the wage scale of the Social Workers at Rock Haven.

In 2021, the Admission Coordinator resigned. Human Resources recruited for this opening and received twelve applications. It was determined that none of the twelve met the qualifications as posted. The current Nursing Home Administrator has reviewed the requirements and has requested modifications. The changes include focusing more on previous work experience and eliminating the degree requirement. With the removal of the degree requirement, the current pay rate no longer seems appropriate.

<b>POSITION DESCRIPTION</b>		1. Position Control # <b>25212</b>	2. Department, Division and Unit (if applicable) <b>RH Nursing</b>
3. Name of Employee		4. Unit, Work Address <b>Rock Haven</b>	
5. Classification Title of Position <b>Admission Coordinator</b>		7. Name and Class of Former Incumbent <b>A. Tormey, L. Greenfield, M. Wiger</b>	
6. Class Title Option (to be filled out by Human Resources)			
8. Department Working Title of Position <b>Admission Coordinator</b>		9. Name and Class of Employees Performing Similar Duties	
10. Name and Class of First-Line Supervisor <b>Director of Nursing</b>		11. From Approximately What Date Has The Employee Performed the Work Described Below?	
12. Does This Position Supervise Subordinate Employees in Permanent Positions?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
13. Position Summary - Please Describe Below the Major Goals of This Position  To Provide a safe, high quality of care transition for residents from their referral source to Rock Haven. To compete the admission process and coordinate with the interdisciplinary team to establish a baseline plan of care with continued resident contact and follow through over the initial admission period. The Admission Coordinator collaborates with the interdisciplinary team to achieve positive resident outcomes and ease of transition by doing field review of candidates and preparing for their needs during the transition.			
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	
<b>60%</b>	<b>A</b>	<b>Admission Coordination</b>  -Collaborates with the referring facility staff to complete the pre-admission intake assessment, admission assessments, physician order reconciliation and communication with pharmacy, and obtaining necessary medical equipment to meet the needs of the new admission.  -Completes initial assessment of admission setting interventions, and taking appropriate actions according to facility protocols. Establish Care Plan meeting time with the interdisciplinary team to complete the baseline (48 hour) care-plan and the C.N.A. Kardex.  -Develops and maintains effective working relationships with residents, families, fellow employees, volunteers, and the general public. Utilizes exceptional customer service, positive communications and listening skills.  -Assures that resident needs are communicated appropriately to other departments and shifts to facilitate continuity and smooth interdepartmental function.  -Assists with discharge planning (starts at the time of admission) of short stay residents as necessary.  -Attends the weekly Medicare meeting.	

Time %	Priority	Goals / Worker Activities
35%	<b>B</b>	<p><b>Community Outreach</b></p> <ul style="list-style-type: none"> <li>-Collaborates with referring facilities to enhance customer service and facilitate transition and continuity of care.</li> <li>-Represents Rock Haven in the community and at community events.</li> <li>-Develops and manages referral sources and relationships.</li> <li>- Coordinate facility marketing efforts.</li> </ul>
5%		<b>-Perform other duties as assigned</b>

15. Knowledge, Skills and Abilities (KSAs)

- Current Theory in medical , geriatric, and psychiatric health concerns
- Current knowledge of State and Federal long term care regulations and Medicare requirements.
- Computer skills including e-mail, word precessing, work scheduling system, and electronic medical records
- Ability to prepare concise, reports
- Knowledge of needs of client populations and treatment sources
- Ability to plan, assign and direct the work of others
- Ability to read, write and speak the English language and to follow oral and written instructions
- Ability to read , analyze and interpret practice standards, professional journals, technical procedures and government standards and regulations
- Ability to solve complex problems and deal with a variety of issues
- Ability to effectively present information and respond to questions from managers, employees, residents,

families, professionals and the general public

Ability to work well as a team/leader member

Skill in reviewing clinical work of others according to professional standards and practice guidelines

Knowledge of employee relations, ethics, and safety

Knowledge and understanding of universal precautions and use, in care of residents.

Maintain prompt and consistent attendance

#### 16. Job Requirements

Admission experience in either long term care, medical surgical nursing or mental health.

Associates or Bachelor's degree in human services, nursing, or significantly related field preferred.

Or an equivalent combination of training and experience.

Must complete all mandatory in services as required by State and Federal Nursing Home regulations.

Must participate in scheduled staff meetings.

Capability of flexible work schedule.

All Rock Haven employees are required to receive the two series COVID-19 Vaccination; accommodations may be made for ADA, Civil Rights Act and Pregnancy Discrimination Act

17. Essential Job Functions (physical elements, equipment use and working conditions) Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Ability to sit, stand , bend, and stoop for periods of time

Ability to lift 25 pounds occasionally

Ability to work in a stressful environment

Ability to respond to emergency crisis situations.

Use personal protective equipment as needed but not limited to: gloves, gowns, goggles, and protective shield

Ability to enter accurate information into charts and reports

May be subject to potentially hostile and emotionally upset residents, family members, personnel, visitors, etc.

May be exposed to infectious diseases, blood, body fluids, conditions, etc.

Work is inside in a skilled nursing facility, as will require travel to and from local hospitals for resident assessment.

Please note: The entire Rock Haven Campus is smoke free.

18. Employees designated as "essential to operations." To be completed by the Department manager/supervisor. Approximately 600 county employees in public safety departments, 24-hour operations, and support departments have been designated as "essential to operations" in an emergency situation (i.e. a blizzard). Employees in these positions must report to work even if county facilities are closed due to inclement weather. (See HR Policies & Procedures.)

Is this position "essential to operations?"  Yes  No

19. 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 \_\_\_\_\_

20. Updated Form - To be completed by the first-line supervisor of this position.

The most recent update to this position description was done on 5/6/2020, and an electronic copy of the form was sent to the HR Department.

21. 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 \_\_\_\_\_

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

23. Distribute Copies of Signed Form to:

Human Resources Personnel File

Employee

Department File