

ROCK COUNTY, WISCONSIN

NOTE: This is a Teleconference



**COUNTY BOARD STAFF COMMITTEE
MONDAY, AUGUST 9, 2021 – 4:30 P.M.
CALL: 1-312-626-6799
MEETING ID: 895 1467 8855
PASSCODE: 551390**

Join Zoom Meeting

<https://us02web.zoom.us/j/84404842263?pwd=V2FGaVZnNWUuNaUI3SVZlb1VnV3RCQT09>

Meeting ID: 844 0484 2263

Passcode: 905902

One tap mobile

+13017158592,,84404842263#,,,,*905902# US (Washington DC)

+13126266799,,84404842263#,,,,*905902# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 844 0484 2263

Passcode: 905902

Find your local number: <https://us02web.zoom.us/u/keblV9A8wa>

Join by Skype for Business

<https://us02web.zoom.us/skype/84404842263>

If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Monday, August 9, 2021. To submit a public comment, use the following email: countyadmin@co.rock.wi.us.

Join from a telephone:

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

Instructions for the hearing impaired –

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

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

COUNTY BOARD STAFF COMMITTEE
MONDAY, AUGUST 9, 2021 – 4:30 P.M.

Agenda

1. Call to Order
2. Approve Agenda
3. Public Comment
4. Approval of Minutes July 6, 2021
5. Transfers
6. Review of Payments
7. Resolutions and Committee Action
 - a. Recognizing Cynthia Hevel
 - b. Recognizing Colleen Johns
 - c. To Recognize Janet Hemauer
 - d. Recognizing Correctional Supervisor Larry L. Klusmeyer
 - e. Recognizing Correctional Officer Andrea M. Pepper
 - f. Recognizing Michael Puckett
 - g. To Recognize Bonnie Ritzert
 - h. To Recognize Geri Heim
 - i. Recognizing Dr. William Clanfield for 31 Years of Service as Medical Advisor for the Rock County Public Health Department
 - j. Recognizing John Solis
 - k. Eliminating 2.0 Deputy Clerk Positions and Creating 2.0 Lead Deputy Clerk Positions
 - l. Authorizing Alternate Members to the Ad Hoc Redistricting Committee
 - m. Reinstating Face Covering Requirements for County Staff and Visitors to County Facilities
8. Review, Discussion and Possible Action
 - a. Telework Policy Updates
9. Set next meeting date and time
10. **EXECUTIVE SESSION:** Per Section 19.85(1)(G), Wis. Stats., Conferring with Legal Counsel Concerning Strategy to be Adopted by the Board Regarding Litigation in Which it is, or is Likely to Become Involved
11. 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 at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.



COUNTY BOARD STAFF COMMITTEE
Minutes – July 6, 2021

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

Committee Members Present: Supervisors Beaver, Richard Bostwick, Peer, Podzilni, Sweeney, Leavy, Yeomans, and Davis.

Committee Members Absent: Supervisor Brien

Staff Members Present via Phone: Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Richard Greenlee, Corporation Counsel; Bridget Laurent, Deputy Corporation Counsel; Annette Mikula, Human Resources Director; Katrina Harwood, Health Officer; and Terri Carlson, Risk Manager.

Others Present: Supervisor Schulz; Supervisor Mawhinney; Jim McMullen, Humane Society of Southern Wisconsin Executive Director.

Approval of Agenda. Supervisor Podzilni moved approval of the agenda as presented, second by Supervisor Davis. ADOPTED.

Public Comment. None.

Approval of Minutes of June 21, 2021. Supervisor Peer moved approval of the minutes of June 21, 2021, second by Supervisor Yeomans. ADOPTED.

Transfers. None.

Review of Payments. The committee accepted the report.

Resolutions and Committee Action.

Creating a 0.5 FTE Nursing Staff Coordinator Position and Deleting a 0.5 FTE Administrative Assistant Position

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021 does hereby approve the creation of a 0.5 FTE Nursing Staff Coordinator position and the deletion of a 0.5 FTE Administrative Assistant position at the Rock Haven Nursing Home.”

Supervisor Davis moved approval of the above resolution, second by Supervisor Yeomans. Annette Mikula spoke to this. This would allow staffing later into the day to help with afternoon call-offs. There is money in the 2021 budget to cover additional costs. ADOPTED.

Providing Funding to Support the Construction of a New Facility for the Humane Society of Southern Wisconsin

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021, does hereby direct the County Administrator to include in the 2022 budget’s Community Agency Initiatives funding a one-time payment of \$100,000, to be funded with sales tax proceeds, to the Humane Society of Southern Wisconsin for its capital campaign, with the intent that this funding be matched by the Hendricks Family Foundation.”

Supervisor Peer moved approval of the above resolution, second by Supervisor Davis. Jim McMullen spoke to the committee about the new facility for the Humane Society of Southern Wisconsin. Jim informed the committee that the groundbreaking will be July 12. The new facility is located between Janesville and Beloit. There are also more plans to expand the facility in the future. Jim answered questions about the facility and the animals that they serve and will serve in the future. AYES – Supervisors Bostwick, Peer, Sweeney, Leavy, and Davis. NO – Supervisors Beaver, Podzilni, and Yeomans. Supervisor Brien absent. ADOPTED.

Establishing A \$15 Per Hour Minimum Wage for All Employees of Rock County Government

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly assembled this ____ day of ____, 2021, does hereby establish a minimum wage of \$15.00 per hour for all employees of Rock County government, effective with the first pay period covered by the 2022 Rock County Budget.

BE IT FURTHER RESOLVED, the Rock County Administrator is directed to include these wage increases in the 2022 Budget.”

Supervisor Beaver moved approval of the above resolution, second by Supervisor Bostwick. Supervisor Schulz spoke to this resolution. She addressed the need to raise the minimum wage to a living wage. Annette addressed concerns of compression. AYES – Supervisors – Beaver, Bostwick, Peer, Podzilni, Leavy, Yeomans, and Davis. NO – Supervisor Sweeney. Supervisor Brien absent. ADOPTED.

Creating an Ad Hoc Broadband Committee

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly assembled this ____ day of ____, 2021, does hereby create an Ad Hoc Broadband Committee to evaluate potential uses of American Rescue Plan Act funding for broadband expansion throughout Rock County; coordinate with other local units of local government, the State, and private sector organizations; and serve as the focus of public input into broadband needs.

BE IT FURTHER RESOLVED, the Ad Hoc Broadband Committee will be composed of five County Board supervisors appointed by the Chair and confirmed by the County Board.

BE IT FURTHER RESOLVED, the Committee will be sunset by December 31, 2026, which is the final date for ARPA funded-projects to be completed, unless otherwise extended or ended sooner by the County Board.”

Supervisor Beaver moved approval of the above resolution, second by Supervisor Yeomans. ADOPTED.

Create the Positions of Public Health Planner, a Public Health Policy Specialist, and a Public Health Data Scientist

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021 moves to create the position of a 1.0 FTE Public Health Planner, a 1.0 FTE Public Health Policy Specialist, and a 1.0 FTE Public Health Data Scientist; create class descriptions; and establish the positions in Pay Range 22 (\$63,120 -\$76,776) in the unilateral pay grid as Unilateral C positions (under the Fair Labor Standards Act).

BE IT FURTHER RESOLVED, that the 2021 Rock County Public Health Department budget be amended as follows:

....”

Supervisor Peer moved approval of the above resolution, second by Supervisor Beaver. AYES- Supervisors Beaver, Bostiwkc, Peer, Podzilni, Sweeney, Leavy, and Davis. NO – Supervisor Yeomans. Supervisor Brien absent. ADOPTED.

To create the position of a Health Educator (Health Equity Alliance of Rock County Coordinator

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021 moves to create the position of a 1.0 FTE Health Educator (Health Equity Alliance of Rock County Coordinator).

BE IT FURTHER RESOLVED, that there are no budget implications for the current budget year.”

Supervisor Peer moved approval of the above resolution, second by Supervisor Beaver. ADOPTED.

Review, Discussion and Possible Action. None.

Adjournment. Supervisor Beaver moved adjournment at 5:28 P.M., second by Supervisor Yeomans. ADOPTED.

Respectfully submitted,

Haley Hoffman
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

ROCK COUNTY

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

07/30/2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
01-1320-0000-64200	Training					
		P2101475	07/01/2021	WISCONSIN COUNTIES ASSOCIATION	WCA ANNUAL CONFERENCE: ROCK CO	175.00
County Administrator PROG TOTAL						175.00

I have reviewed the preceding payments in the total amount of **\$175.00**

Date:

Dept Head _____

Committee Chair _____

CBS

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
03-1110-0000-63107	Legal Notices					
		P2100311	07/22/2021	GREATER BELOIT PUBLISHING CO	CB MINUTES 06-10-2021	617.49
03-1110-0000-64201	Convention Exp					
		P2101475	07/01/2021	WISCONSIN COUNTIES ASSOCIATION	WCA ANNUAL CONFERENCE: ROCK CO	1,400.00
County Board PROG TOTAL						2,017.49

I have reviewed the preceding payments in the total amount of **\$2,017.49**

Date: _____ Dept Head _____
Committee Chair _____

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JULY 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
06-1620-0000-63100	Office&Misc Exp	P2100007	07/15/2021	US BANK	RED CROSS CPR SUPPLIES	29.26
06-1620-0000-64200	Training	P2101573	07/15/2021	WISCONSIN CHILD SUPPORT ENFORC	WCSEA 2021 FALL CONFERENCE	1,280.00
Corporation Counsel PROG TOTAL						1,309.26

I have reviewed the preceding payments in the total amount of **\$1,309.26**

Date: Dept Head _____

Committee Chair _____

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-61925	Background/Test					
		P2100307	07/15/2021	US BANK	BACKGROUND CHECK/TESTING	100.90
		P2100316	07/15/2021	STANARD AND ASSOCIATES INC	NDIT STUDY GUIDE	333.58
		P2100317	07/15/2021	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING	242.25
08-1420-0000-62119	Other Services					
		P2101515	07/08/2021	HUELIFE LLC	FACILITATION SERVICES	7,500.00
08-1420-0000-63100	Office&Misc Exp					
		P2100307	07/15/2021	US BANK	OFFICE SUPPLIES	127.99
08-1420-0000-64200	Training					
		P2100307	07/15/2021	US BANK	NEOGOVS CONFERENCE-HOTEL	2,933.54
08-1420-0000-64216	Cultural Comp					
		P2101123	07/01/2021	COX,DR WILLIAM T L	3 HOUR ONLINE BIAS HABIT-BREAK	3,000.00
08-1420-0000-64417	RH Expenses					
		P2100307	07/15/2021	US BANK	2021 BLANKET PURCHASE ORDER	49.50
		P2100317	07/15/2021	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING	42.75
		P2100325	07/15/2021	ADAMS PUBLISHING GROUP OF SOUT	DON ROCK HAVEN ADVERTISEMENT	147.50
Human Resources PROG TOTAL						14,478.01

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JULY 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
----------------	--------------	-----	------------	-------------	-------------	-------------

I have reviewed the preceding payments in the total amount of **\$14,478.01**

Date: Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JULY 2021

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Inv/Enc Amt</u>
19-1932-0000-64904	Sundry Expense	P2100308	07/15/2021	US BANK	WALMART, RAFFLE PRIZES	19.90
Employee Recognition Committee PROG TOTAL						<u>19.90</u>

I have reviewed the preceding payments in the total amount of **\$19.90**

Date: _____ Dept Head _____
Committee Chair _____

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

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Inv/Enc Amt</u>
21-2590-0000-64904	Sundry Expense	P2101476	07/01/2021	BARTEN AND ASSOCIATES LLC	COVID-19 PUBLIC RELATIONS	2,975.00
COVID-19 Purchases PROG TOTAL						2,975.00

I have reviewed the preceding payments in the total amount of **\$2,975.00**

Date:

Dept Head _____

Committee Chair _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Southern Wisconsin Regional Airport Board
INITIATED BY



Gregory A. Cullen, C.M. Airport Director
DRAFTED BY

Sothern Wisconsin Regional Airport Board
SUBMITTED BY

July 1, 2021
DATE DRAFTED

RECOGNIZING CYNTHIA HEVEL

- 1 **WHEREAS**, Cynthia Hevel began her employment with Rock County on July 11, 1994 as a Child
- 2 Support Reimbursement Specialist at the Beloit Courthouse with the Child Support Department;
- 3 and,
- 4
- 5 **WHEREAS**, Cynthia transferred to the Rock County Airport within the Department of Public Works
- 6 as an Account Clerk II on January 5, 1998; and,
- 7
- 8 **WHEREAS**, Cynthia, on September 17, 2003 assisted in the airport’s name change to the Southern
- 9 Wisconsin Regional Airport; and,
- 10
- 11 **WHEREAS**, Cynthia’s position was re-named to Airport Specialist on January 1, 2014; and,
- 12
- 13 **WHEREAS**, Cynthia was instrumental ensuring a smooth administrative transition from Public Works
- 14 to the Airport becoming its own department on January 1, 2019; and,
- 15
- 16 **WHEREAS**, Cynthia’s position was reclassified to Secretary II on January 1, 2020; and,
- 17
- 18 **WHEREAS**, Cynthia played a critical role in the successful and safe operation of the Southern
- 19 Wisconsin Regional Airport and has been a valuable professional to two Airport Directors, several
- 20 County Board Supervisors, Airport Board members, numerous airport tenants, other County department
- 21 personnel, Airport Maintenance personnel, and the general public; and,
- 22
- 23 **WHEREAS**, Cynthia’s dedication and attention to detail with record keeping has allowed the Airport to
- 24 maintain its FAA Part 139 certification adhering to strict compliance standards on an annual basis; her
- 25 willingness to work whatever hours were necessary to provide coverage during snow events in order for
- 26 pilots to have accurate information; her experience with multiple lease agreements provided leadership
- 27 necessary information to make informed decisions; her ability to manage financial accounts and
- 28 knowledge of airport operations attributed greatly to budget predictions and provide accurate feedback;
- 29 her extensive knowledge of Airport and County operations has made her an indispensable resource for
- 30 Airport staff, the Airport Board, and members of the public; and she has been an excellent representative
- 31 of Rock County; and,
- 32
- 33 **WHEREAS**, Cynthia will retire from Rock County on September 7, 2021.
- 34
- 35 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 36 assembled this _____ day of _____, 2021, does hereby recognize Cynthia Hevel for her
- 37 twenty-seven years and two months of service to Rock County, and recommend that a sincere expression
- 38 of appreciation be given to Cynthia along with best wishes for the future.

Respectfully Submitted:

SOUTHERN WISCONSIN REGIONAL
AIRPORT BOARD

COUNTY BOARD STAFF COMMITTEE

Brent Fox, Chair

Richard Bostwick, Chair

Rick Richard, Vice Chair

Wes Davis, Vice Chair

Dave Homan

Tom Brien

Eric Baker

Kevin Leavy

Dick Cope

Louis Peer

Greg Johnson

J. Russell Podzilni

Joe Quint

Bob Yeomans

Christine Rebout

Alan Sweeney

Katie Reese

Mary Beaver

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Kathren Sucus
INITIATED BY



Kathren Sucus, Director
DRAFTED BY

Public Safety and Justice
SUBMITTED BY

June 25, 2021
DATE DRAFTED

RECOGNIZING COLLEEN JOHNS

1 **WHEREAS**, Colleen Johns has served the citizens of Rock County for over twenty-six (26) years as a
2 hard-working and dedicated employee for the Communications Center; and,
3
4 **WHEREAS**, Colleen Johns was hired as a Telecommunicator on October 10, 1994; and,
5
6 **WHEREAS**, during her career, Colleen processed and dispatched thousands of public safety
7 incidents and 9-1-1 emergencies with the utmost professionalism and empathy for citizens; and,
8
9 **WHEREAS**, Colleen Johns will retire from public service on July 8, 2021; and,
10
11 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes
12 to recognize Colleen for her valuable contributions to the citizens and public safety user agencies of
13 Rock County; and,
14
15 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
16 this _____ day of _____, 2021, does hereby recognize Colleen Johns for her twenty-six years
17 of service and wishes to express their sincere appreciation on behalf of Rock County along with best
18 wishes for the future.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

Richard Bostwick, Chair

Brian Knudson, Vice Chair

Wes Davis, Vice Chair

Ron Bomkamp

Tom Brien

Danette Rynes

Kevin Leavy

Jacob Taylor

Louis Peer

J. Russell Podzilni

Bob Yeomans

Alan Sweeney

Mary Beaver

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Luster
INITIATED BY

Jamie Proctor
DRAFTED BY



Human Service Board
SUBMITTED BY

July 1, 2021
DATE DRAFTED

TO RECOGNIZE JANET HEMAUER

1 **WHEREAS**, Ms. Hemauer has served the citizens of Rock County over the past 30 years, six
2 months, and 14 days as a dedicated and valued employee of Rock County; and,
3

4 **WHEREAS**, Ms. Hemauer began her career with Rock County Human Services Department
5 in 1991 in CPS Ongoing, transitioning after a few years to be one of the founding members of
6 the Substitute Care Unit in 1994 where she remained until her retirement; and,
7

8 **WHEREAS**, Ms. Hemauer served many years as a foster parent trainer, ensuring that new
9 foster families had the knowledge and resources they needed in order to meet the needs of the
10 children in their home. She also had a strong passion for developing ongoing trainings, which
11 included self-care, working with the natural children in foster homes, and many more; and,
12

13 **WHEREAS**, Ms. Hemauer’s ability to be positive and cheery led to her being known as “a ray
14 of sunshine.” Her bubbly personality could raise the spirits of anyone, regardless of what kind
15 of day there were having prior to being in her presence; and,
16

17 **WHEREAS**, Ms. Hemauer worked diligently and collaboratively with foster families; and,
18

19 **WHEREAS**, Ms. Hemauer has decided to retire from Rock County after 30 years of dedicated
20 service on July 16, 2021. She will be missed; and,
21

22 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County,
23 wishes to commend Janet for her long and faithful service.
24

25 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
26 assembled this _____ day of _____, 2021, does hereby recognize Janet Hemauer for her
27 30 years of service and extend their best wishes to her in her future endeavors.

Respectfully Submitted,

Human Services Board

Brian Knudson, Chair

J. Russell Podzilni

Sally Jean Weaver-Landers

Angelina Reyes

Stephanie Aegerter

Kathy Schulz

Pam Bostwick

Shirley Williams

Ashley Hoffman

COUNTY BOARD STAFF COMMITTEE

Richard Bostwick, Chair

Wes Davis, Vice Chair

Tom Brien

Kevin Leavy

Lou Peer

J. Russell Podzilni

Alan Sweeney

Bob Yeomans

Mary Beaver

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy J. Knudson
INITIATED BY

Chief Deputy Craig L. Strouse
DRAFTED BY

Public Safety & Justice
SUBMITTED BY

JULY 15, 2021
DATE DRAFTED

RECOGNIZING CORRECTIONAL SUPERVISOR LARRY L. KLUSMEYER

1 **WHEREAS**, Larry L. Klusmeyer began his employment with Rock County on August 1, 1994, as a
2 Correctional Officer in the Rock County Sheriff’s Office working in the Correctional Services Division
3 and Community Corrections Division and Correctional Officer Klusmeyer was promoted to Correctional
4 Supervisor on May 4, 2009, where he worked in the Classification Bureau and in the Correctional Services
5 Division; and,
6

7 **WHEREAS**, throughout his tenure with the Sheriff’s Office, Correctional Supervisor Klusmeyer has
8 served in many capacities including: a member of the Jail Expansion Advisory Team in 2005, Dive Team
9 and Correctional Emergency Response Team (CERT); and,
10

11 **WHEREAS**, Correctional Supervisor Klusmeyer has received numerous commendations and letters of
12 appreciation including Correctional Officer of the Year in 2003, the F. Joseph Black Award in 2012, and
13 a Unit Citation in 2016; and,
14

15 **WHEREAS**, Correctional Supervisor Klusmeyer will retire from public service on August 2, 2021.
16

17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
18 this _____ day of _____, 2021, does hereby recognize Correctional Supervisor Larry L.
19 Klusmeyer for his 27 years of faithful service and recommends that a sincere expression of appreciation
20 be given to Correctional Supervisor Larry L. Klusmeyer along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

Richard Bostwick, Chair

Brian Knudson, Vice Chair

Wes Davis, Vice Chair

Jacob Taylor

Tom Brien

Ron Bomkamp

Kevin Leavy

Danette Rynes

Louis Peer

J. Russell Podzilni

Alan Sweeney

Bob Yeomans

Mary Beaver

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy J. Knudson
INITIATED BY

Chief Deputy Craig L. Strouse
DRAFTED BY

Public Safety & Justice
SUBMITTED BY

JULY 15, 2021
DATE DRAFTED

RECOGNIZING CORRECTIONAL OFFICER ANDREA M. PEPPER

1 **WHEREAS**, Andrea M. Pepper began her employment with Rock County on December 17, 1998, as a
2 Correctional Officer in the Rock County Sheriff’s Office working in the Correctional Services Division;
3 and,
4

5 **WHEREAS**, Correctional Officer Pepper has diligently served the citizens of Rock County as a dedicated
6 and valued employee of Rock County over the past 22 years, and having worked under four Sheriffs over
7 the course of her career: Sheriffs Howard Erickson, Eric Runaas, Robert Spoden, and Troy Knudson; and,
8

9 **WHEREAS**, Correctional Officer Pepper has received numerous commendations and letters of
10 appreciation; and,
11

12 **WHEREAS**, Correctional Officer Andrea M. Pepper will retire from public service on August 3, 2021.
13

14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
15 this _____ day of _____, 2021, does hereby recognize Correctional Officer Andrea M.
16 Pepper for her over 22 years of faithful service and recommends that a sincere expression of appreciation
17 be given to Correctional Officer Andrea M. Pepper along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

Richard Bostwick, Chair

Brian Knudson, Vice Chair

Wes Davis, Vice Chair

Jacob Taylor

Tom Brien

Ron Bomkamp

Kevin Leavy

Danette Rynes

Louis Peer

J. Russell Podzilni

Alan Sweeney

Bob Yeomans

Mary Beaver

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY _____

Public Works Committee
SUBMITTED BY _____



Duane M. Jorgenson, Jr., P.E.,
Director of Public Works
DRAFTED BY _____

July 16, 2021
DATE DRAFTED _____

RECOGNIZING MICHAEL PUCKETT

- 1 **WHEREAS, MICHAEL PUCKETT** began his career as an Airport Maintenance Worker at the
- 2 Rock County Department of Public Works – Airport, moved to Patrol Worker – Sign Shop and then
- 3 moved to Heavy Truck Driver where he remained; and
- 4
- 5 **WHEREAS, MICHAEL PUCKETT** has served the citizens of Rock County for Sixteen Years
- 6 and Ten Months as a dedicated and valued employee, and will retire from public service effective
- 7 September 14, 2021; and,
- 8
- 9 **WHEREAS,** the Rock County Board of Supervisors representing the citizens of Rock County,
- 10 wishes to recognize **Mr. Puckett** for his long, faithful and dedicated service.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED,** by the Rock County Board of Supervisors at its
- 13 regular meeting this ____ day of _____, 2021, that a sincere expression of recognition be
- 14 given to **MICHAEL PUCKETT** for his Sixteen Years and Ten Months of service and best wishes
- 15 for the future; and,
- 16
- 17 **BE IT FURTHER RESOLVED,** that the County Clerk be authorized and directed to furnish a
- 18 copy of this resolution to **Mr. Puckett**.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Rick Richard, Chair

Rich Bostwick, Chair

Mary Mawhinney, Vice-Chair

Wes Davis, Vice-Chair

Mike Mulligan

Tom Brien

Yuri Rashkin

Kevin Leavy

Bob Yeomans

Lou Peer

J. Russell Podzilni

Alan Sweeney

Bob Yeomans

Mary Beaver

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Luster
INITIATED BY

Jennifer Booth
DRAFTED BY

Human Service Board
SUBMITTED BY

July 14, 2021
DATE DRAFTED



TO RECOGNIZE BONNIE RITZERT

1 **WHEREAS**, Bonnie Ritzert has served the citizens of Rock County for twenty-nine (29) years as a
2 dedicated and valued employee of Rock County and has made the decision to retire as of 8/6/2021;
3 and,
4
5 **WHEREAS**, Ms. Ritzert began her career on April 27, 1992 with Rock County as an Economic
6 Support Specialist. Ms. Ritzert has worked with many Rock County residents assisting, guiding and
7 determining their eligibility for income maintenance programs and other services; and,
8
9 **WHEREAS**, Ms. Ritzert was promoted to Lead Economic Support Specialist position on April 1997
10 continuing with her human service career; and,
11
12 **WHEREAS**, Ms. Ritzert has demonstrated her extensive knowledge in Economic Support programs.
13 She has trained and mentored dozens of new Economic Support staff. Ms. Ritzert is known and
14 respected for her extraordinary attention to detail, expertise in policy and procedure, incredible
15 memory and the ability to understand and explain the “why” behind policy; and,
16
17 **WHEREAS**, Ms. Ritzert has been an integral part of Economic Support and has been a key part of
18 helping staff learn and succeed at their jobs. She teaches in a kind, thoughtful and compassionate way.
19 Ms. Ritzert will be missed more than she will ever know; and,
20
21 **WHEREAS**, Ms. Ritzert has played a vital role in the development and redesign of training for Rock
22 county ES Staff. She has leant her extensive ES knowledge and experience to foster growth in new
23 employees. Ms. Ritzert has been essential in rolling out many policy initiatives. Bonnie’s commitment
24 to training excellence has contributed directly to the increased performance of all staff in ES; and,
25
26 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes
27 to recognize Bonnie Ritzert for her achievements and significant contributions to the citizens of Rock
28 County and her many dedicated years of service.
29
30 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
31 assembled this _____ day of _____ does hereby recognize Bonnie Ritzert for her 29 years of
32 service and extend best wishes to her in her future endeavor.

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

Stephanie Aegerter

COUNTY BOARD STAFF COMMITTEE

Richard Bostwick, Chair

J. Russell Podzilni

Wes Davis, Vice Chair

Alan Sweeney

Tom Brien

Bob Yeomans

Kevin Leavy

Mary Beaver

Louis Peer

RESOLUTION NO.

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Luster
INITIATED BY



Tera O'Connor
DRAFTED BY

Human Service Board
SUBMITTED BY

June 30, 2021
DATE DRAFTED

TO RECOGNIZE GERI HEIM

1 **WHEREAS**, Geri Heim has served the citizens of Rock County for twenty-five (25) years as a dedicated
2 and valued employee of Rock County; and,
3

4 **WHEREAS**, Ms. Heim began her career on August 12, 1996 with Rock County Human Services as a
5 CPS Ongoing Worker. She was also a Foster Parent and LTE for Rock County Human Services prior to
6 this time; and,
7

8 **WHEREAS**, Ms. Heim moved into a CPS Supervisory position in February 2008. She has been in this
9 role for the last 13 years; and,
10

11 **WHEREAS**, Ms. Heim worked diligently and consistently over those years where she engaged with
12 families in their homes, assessed for safety, and provided nurturing support and services to the families
13 of Rock County; and,
14

15 **WHEREAS**, Ms. Heim has provided oversight to CPS staff, prioritized the Functional Family Case
16 Management Model of engagement, encouraged staff to have an open mind, non-judgmental approach
17 assessment of families, and to meet families where they are at; and,
18

19 **WHEREAS**, Ms. Heim built many positive relationships with her CPS team members, HSD partners,
20 and community stakeholders; and,
21

22 **WHEREAS**, Ms. Heim prioritized and loved her participation in the County and HSD Diversity and
23 Inclusion Committees; and,
24

25 **WHEREAS**, Ms. Heim has been involved in the Foster Care Advisory Committee (FCAC) throughout
26 her career when it was operational; and,
27

28 **WHEREAS**, Ms. Heim has been a dedicated, kind, loving support to all who know her. She has brought
29 much knowledge to CPS practice and a strong commitment to the families of Rock County and has been
30 dedicated to keeping families connected and safe; and,
31

32 **WHEREAS**, Ms. Heim has decided to retire from Rock County after 25 years of dedicated service on
33 August 2, 2021 and we will miss her.
34

35 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
36 assembled this day of does hereby recognize Geri Heim’s years of service and
37 extend best wishes to her in her future endeavors.

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

Stephanie Aegerter

COUNTY BOARD STAFF COMMITTEE

Richard Bostwick, Chair

J. Russell Podzilni

Wes Davis, Vice Chair

Alan Sweeney

Tom Brien

Bob Yeomans

Kevin Leavy

Mary Beaver

Louis Peer

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health
INITIATED BY



Katrina Harwood
DRAFTED BY

Board of Health
SUBMITTED BY

7/20/21
DATE DRAFTED

Recognizing Dr. William Clanfield for 31 Years of Service as Medical Advisor for the Rock County Public Health Department

- 1 **WHEREAS**, Dr. William Clanfield has served as a volunteer Medical Advisor for the Rock County
- 2 Public Health Department for 31 years; and,
- 3
- 4 **WHEREAS**, Dr. Clanfield has supported the safe and effective delivery of public health interventions by
- 5 approving all medical orders; and,
- 6
- 7 **WHEREAS**, Dr. Clanfield helped reduce the transmission of vaccine preventable diseases among
- 8 residents of Rock County; and,
- 9
- 10 **WHEREAS**, Dr. Clanfield ensured evidence-based decision making by being a consult to public health
- 11 staff working to contain the spread of communicable diseases and address environmental health hazards;
- 12 and,
- 13
- 14 **WHEREAS**, Dr. Clanfield provided support to the health department in response to disease outbreaks,
- 15 including outbreaks associated with long term care facilities during the COVID-19 pandemic.
- 16
- 17
- 18 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 19 assembled this _____ day of _____, 2021 moves to recognize Dr. William Clanfield for
- 20 his 31 years of service to the Rock County Public Health Department and to residents of Rock County.

Respectfully submitted,

BOARD OF HEALTH

Louis Peer, Chair

Dr. Connie Winter, DDS, Vice Chair

VACANT

Supervisor Shirley Williams

Eric Gresens, R.PH

Dr. Kaitlyn Meyers, DVM, MPH

Supervisor Danette Rynes

Dr. Vijaya Somaraju, MD, MPH, FACP

Debra Kolste

COUNTY BOARD STAFF COMMITTEE

Richard Bostwick, Chair

J. Russell Podzilni

Wes Davis, Vice Chair

Alan Sweeney

Tom Brien

Bob Yeomans

Kevin Leavy

Mary Beaver

Louis Peer

EXECUTIVE SUMMARY

Dr. Willian Clanfield has served as a volunteer Medical Advisor for the Rock County Public Health Department for 31 years. Throughout his tenure, he has provided countless hours of support to ensure that programs and services are delivered in a safe and effective manner. In addition, Dr. Clanfield has been a resource for public health staff in times of complex or unusual circumstances. His willingness to serve as the department's Medical Advisor demonstrates his commitment to protecting and promoting public health in Rock County.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Aging and Veterans
Committee
INITIATED BY



Josh Smith, County Administrator
DRAFTED BY

July 22, 2021
DATE DRAFTED

Education, Aging, and Veterans
Committee
SUBMITTED BY

Recognizing John Solis

1 **WHEREAS**, John Solis has served the citizens of Rock County for the past 20 years as a dedicated and
 2 valued employee, and is retiring effective August 2, 2021; and,
 3
 4 **WHEREAS**, John Solis began his career with Rock County as the Director of Veterans Services on
 5 December 11, 2000; and,
 6
 7 **WHEREAS**, the Office of Veteran’s Services provides critically needed services to veterans of Rock
 8 County from the Janesville (Courthouse) office and the Beloit (Eclipse Center) office; and,
 9
 10 **WHEREAS**, John Solis devoted several days each week at each location along with subordinate staff to
 11 ensure that veterans services were being effectively provided; and,
 12
 13 **WHEREAS**, John served as president of the County Veterans Service Officers (CVSO) for the State of
 14 Wisconsin in 2013; and,
 15
 16 **WHEREAS**, Rock County wishes to recognize John Solis for his significant contributions to the County
 17 and to thank him for his many years of dedicated and faithful service.
 18
 19 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
 20 assembled this _____ day of _____, 2021, does hereby recognize John Solis for his 20
 21 years and 9 months of service, and extends best wishes to him in his future endeavors.

Respectfully submitted,

**EDUCATION, VETERANS AND AGING
SERVICES COMMITTEE**

Yuri Rashkin, Chair

Louis Peer

VACANT, Vice Chair

Jacob Taylor

Pam Bostwick

COUNTY BOARD STAFF COMMITTEE

Richard Bostwick, Chair

J. Russell Podzilni

Wes Davis, Vice Chair

Alan Sweeney

Tom Brien

Bob Yeomans

Kevin Leavy

Mary Beaver

Louis Peer

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Jacki Gackstatter, Clerk of Court
INITIATED BY



Jacki Gackstatter, Clerk of Court
DRAFTED BY

Public Safety and Justice
SUBMITTED BY

June 21, 2021
DATE DRAFTED

**ELIMINATING 2.0 DEPUTY CLERK POSITIONS AND CREATING 2.0 LEAD
DEPUTY CLERK POSITIONS**

1 **WHEREAS**, The Clerk of Circuit Court Office requests the County Board delete two Deputy Clerk
2 positions and create two Lead Deputy Clerk positions; and,
3
4 **WHEREAS**, the title of Lead Deputy Clerk is more indicative of the support role this position will
5 provide the Clerk of Circuit Court Office in the many varied duties they will be performing beyond
6 Deputy Clerk; and,
7
8 **WHEREAS**, the request is based on the need to establish lead positions for the training of new and
9 existing staff, perform quality control reviews to determine ongoing training needs in addition to the
10 duties of Deputy Clerk; and,
11
12 **WHEREAS**, staff turnover in the Deputy Clerk position has been significantly higher the last three
13 years; and,
14
15 **WHEREAS**, other departments of equivalent staff size have lead positions for training of new and
16 existing staff; and,
17
18 **WHEREAS**, the job duties of the Lead Deputy Clerk position are comparable to the job duties of the
19 Lead Child Support Specialist and Lead Economic Support Specialist; and,
20
21 **WHEREAS**, the creation of two Lead Deputy Clerks would add the possibility of advancement within
22 the department to eliminate the departure of staff for higher paying positions in other departments and be
23 a benefit for recruitment of new staff; and,
24
25 **WHEREAS**, funding is available in 2021 as there are five vacancies to fill.
26
27 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
28 assembled this _____ day of _____, 2021 move to delete two Deputy Clerk positions
29 from AFSCME Local 2489 Pay Range 3 and create two Lead Deputy Clerk positions in AFSCME Local
30 2489 Pay Range 1a.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver, Chair

Brian Knudson, Vice Chair

Ron Bomkamp

Danette Rynes

Jacob Taylor

ELIMINATING 2.0 DEPUTY CLERK POSITIONS AND CREATING 2.0 LEAD
DEPUTY CLERK POSITIONS

Page 2

COUNTY BOARD STAFF COMMITTEE

Wes Davis, Chair

Rich Bostwick, Vice Chair

Tom Brien

Kevin Leavy

Lou Peer

J. Russell Podzilni

Alan Sweeney

Bob Yeomans

Mary Beaver

LEGAL NOTE:

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

s/Richard Greenlee

Richard Greenlee
Corporation Counsel

FISCAL NOTE:

The annualized cost of this change is approximately \$5,800. Due to position vacancies, there is sufficient funding in the 2021 Clerk of Courts budget for the remainder of the year. The increase will need to be included in the 2022 budget.

/s/Sherry Oja

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

POSITION DESCRIPTION		1. Position Control # 20021	2. Department, Division and Unit (if applicable) Clerk of Circuit Court
3. Name of Employee		4. Unit, Work Address Rock County Courthouse 51 S Main St / Janesville	
5. Classification Title of Position Deputy Clerk of Court		7. Name and Class of Former Incumbent Laura Schuler	
6. Class Title Option (to be filled out by Human Resources)		9. Name and Class of Employees Performing Similar Duties	
8. Department Working Title of Position		11. From Approximately What Date Has The Employee Performed the Work Described Below?	
10. Name and Class of First-Line Supervisor Chief Deputy Clerk of Circuit Court			
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 Deputized by the Clerk of Circuit Court to perform/discharge duties in accordance with Wisconsin State Statute §59.40. In the absence of the Clerk of Circuit Court and Chief Deputy, may assume the responsibility of the office. Under general supervision, executes a wide variety of complex legal clerical tasks in an efficient, professional and courteous manner.			
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	
65%	A	Represent the court system through effective communication with the public and internal/external contacts: 1. Provide general procedural information. 2. Provide forms and answer general questions on form completion. 3. Provide or recite state and local court rules, court procedures and applicable fees.	
20%	B	Clerking for Family Court Commissioner. 1. Prepares minutes and supporting documentation of court activity 2. Manages and maintains court exhibits.	
10%	C	Record management §59.40(2): 1. File and keep all papers properly deposited in every action or proceeding. 2. Maintain and keep a court record history in every action or proceeding. 3. Prepare and keep a minute record of all proceedings. 4. Maintain and keep a judgment and lien docket. 5. Keep an index to the court record. 6. File, enter, record and keep documents, books and records as required by law. 7. Keep a record of all payments ordered by the court to be paid to the clerk of circuit court office.	
5%	D	Other duties as assigned.	

Time %	Priority	Goals / Worker Activities

15. Knowledge, Skills and Abilities (KSAs)

- Considerable knowledge of court practices, terminology and procedures.
- Considerable knowledge of the purpose, function and scope of the circuit court.
- Working knowledge of the statutory powers and limitations of the circuit court.
- Provide exceptional customer service; exhibit advanced interpersonal skill set.
- Ability to establish and maintain effective and professional public and working relationships.
- Ability to embrace and adapt to changing responsibilities and assignments.
- Aptitude for writing mechanics and grammar; detail-oriented with quality standards.
- Ability to comprehend and comply with oral and written directives.
- Self-managing; ability to effectively direct own activities toward the timely achievement of office objectives.
- Proficient computer software knowledge and expertise of modern office methods and practices.

16. Job Requirements

Associate degree - legal administrative professional / administrative professional, or an equivalent combination of training and experience.

Four (4) or more years of responsible administrative professional experience; court setting or legal field preferred.

Ability to type fifty (50) net words per minute.

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 stand for extended periods of time at service counter.

Ability to sit for extended periods of time during court proceedings.

Ability to reach, bend and file.

May be required to lift up to 25 lbs.

Ability to use modern office equipment.

Court house setting. Large number of staff and background noise / distractions (cubical environment).

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 06-30-14, 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

POSITION DESCRIPTION		1. Position Control #	2. Department, Division and Unit (if applicable)
3. Name of Employee		4. Unit, Work Address Rock County Courthouse 51 S Main St, Janesville, WI 53545	
5. Classification Title of Position Lead Deputy Clerk of Circuit Court		7. Name and Class of Former Incumbent	
6. Class Title Option (to be filled out by Human Resources)		9. Name and Class of Employees Performing Similar Duties	
8. Department Working Title of Position Lead Deputy Clerk of Circuit Court		11. From Approximately What Date Has The Employee Performed the Work Described Below?	
10. Name and Class of First-Line Supervisor Division Leader Deputy Clerk			
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 Deputized by the Clerk of Circuit Court to perform/discharge duties in accordance with Wisconsin State Statute §59.40. In the absence of the Clerk of Circuit Court and Chief Deputy, may assume the responsibility of the office. Under general supervision, executed a wide variety of complex legal clerical tasks in an efficient, professional and courteous manner. In addition, will assist the Chief Deputy Clerk of Court with training new employees and mentoring Deputy Clerk of Courts with questions or problems with cases or the use of the CCAP software and other software.			
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	
30%	A	Serve as a lead work for Deputy Clerks performing complex legal clerical tasks. 1. Training of new and existing Deputy Clerks. 2. Perform quality control reviews to determine ongoing training needs. 3. Support new and existing staff with questions regarding court and office procedures, state or court rules, or problems with CCAP or other software.	
25%	B	Clerking for Circuit Courts 1. Prepares minutes and supporting documentation of court activity. 2. Manages and maintains court exhibits.	
25%	C	Record management §59.40(2): 1. File and keep all papers properly deposited in every action or proceeding. 2. Maintain and keep a court record history in every action or proceeding. 3. Prepare and keep a minute record of all proceedings. 4. Maintain and keep a judgment and lien docket. 5. Keep an index to the court record.	

Time %	Priority	Goals / Worker Activities
		<p>6. File, enter, record and keep documents, books and records as required by law.</p> <p>7. Keep a record of all payments ordered by the court to be paid to the clerk of circuit court office.</p>
15%	D	<p>Represent the court system through effective communication with the public and internal/external contacts:</p> <p>1. Provide general procedural information.</p> <p>2. Provide forms and answer general questions on form completion.</p> <p>3. Provide or recite state and local court rules, court procedures and applicable fees.</p>
5%	E	Other duties as assigned.

15. Knowledge, Skills and Abilities (KSAs)

- **Considerable knowledge of court practices, terminology and procedures.**
- **Considerable knowledge of the purpose, function and scope of the circuit court.**
- **Working knowledge of the statutory powers and limitations of the circuit court.**
- **Provide exceptional customer service; exhibit advanced interpersonal skill set.**
- **Ability to establish and maintain effective and professional public and working relationships.**
- **Ability to embrace and adapt to changing responsibilities and assignments.**
- **Aptitude for writing mechanics and grammar; detail-oriented with quality standards.**
- **Ability to comprehend and comply with oral and written directives.**
- **Self-managing; ability to effectively direct own activities toward the timely achievement of office objectives.**
- **Proficient computer software knowledge and expertise of modern office methods and practices.**

16. Job Requirements

Associate degree - legal administrative professional / administrative professional, or an equivalent combination of training and experience.

Four (4) or more years of responsible administrative professional experience; court setting or legal field preferred.

Knowledge of CCAP software

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 stand for extended periods of time at service counter.

Ability to sit for extended periods of time during court proceedings.

Ability to reach, bend and file.

May be required to lift up to 25 lbs.

Ability to use modern office equipment.

Court house setting. Large number of staff and background noise / distractions (cubical environment).

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 _____, 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

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

COUNTY BOARD STAFF
COMMITTEE
INITIATED BY



Randy Terronez
DRAFTED BY

August 5, 2021
DATE DRAFTED

COUNTY BOARD STAFF
COMMITTEE
SUBMITTED BY

**AUTHORIZING ALTERNATES TO AD HOC COMMITTEE FOR REDISTRICTING OF
SUPERVISORY DISTRICTS**

- 1 **WHEREAS**, Resolution #21-5A-257 created an Ad Hoc Committee for redistricting of Supervisory
- 2 Districts per Section 59.10 of the Wisconsin Statutes; and
- 3
- 4 **WHEREAS**, the Committee consists of nine members (four County Board Supervisors and five
- 5 members at-large) that will analyze 2020 census data from all geographic areas of the County in order
- 6 to recommend the appropriate redistricting of supervisory districts; and
- 7
- 8 **WHEREAS**, alternates are needed to ensure a quorum to conduct business in a timely manner.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors, in session this
- 11 ____ day of _____, 2021, hereby create two member-at-large alternates to Ad Hoc Redistricting
- 12 Committee.

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

Rich Bostwick, Chair

Wes Davis, Vice Chair

Tom Brien

Kevin Leavy

Lou Peer

J. Russell Podzilni

Alan Sweeney

Bob Yeomans

Mary Beaver

PLANNING & DEVELOPMENT COMMITTEE

Alan Sweeney, Chair

Wayne Gustina, Vice Chair

Wes Davis

J. Russell Podzilni

Robert Potter

AUTHORIZING ALTERNATES TO THE AD HOC COMMITTEE FOR
REDISTRICTING OF SUPERVISORY DISTRICTS

Page 2

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sections 59.01 and 59.51, Wis. Stats., as well as Rule IV-C of the County Board Rules.

s/Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

FISCAL NOTE:

Minimal fiscal impact. Citizen members of ad hoc committees are eligible for mileage only.

/s/Sherry Oja

Sherry Oja
Finance Director

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Rich Bostwick
INITIATED BY



Josh Smith
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

August 5, 2021
DATE DRAFTED

**Re-instituting a Face Covering Requirement for County Staff
and Visitors in County Facilities**

1 **WHEREAS**, on July 13, 2020, the County Board Staff Committee received an update on research
2 indicating that wearing face coverings limits the spread of COVID-19, as well as Administrative Policy
3 5.52 (Workplace Attire) that allows the County to require staff to wear protective equipment; and
4

5 **WHEREAS**, following this meeting, the County Administrator issued directives that all staff and visitors
6 to County facilities were to wear face coverings, which remained in effect until May 18, 2021, when the
7 Rock County Public Health Department discontinued County-wide mask requirements due to guidance
8 from the federal Centers for Disease Control and Prevention (CDC); and
9

10 **WHEREAS**, on July 27, 2021, the CDC updated its guidance regarding when face coverings should be
11 worn indoors, including by those vaccinated against COVID-19; and
12

13 **WHEREAS**, consistent with that guidance, the Rock County Public Health Department on July 30,
14 2021, updated its guidance recommending that everyone again wear masks when indoors to control the
15 increasing spread of the COVID-19 Delta variant as COVID-19 transmission in Rock County increased
16 to the “substantial” level per the CDC; and
17

18 **WHEREAS**, on August 3, 2021, the COVID-19 transmission level in Rock County increased to “high”
19 per the CDC; and
20

21 **WHEREAS**, as of August 4, 2021, 58.0% of eligible County residents and 48.7% of the total County
22 population had completed the COVID-19 vaccines series; and
23

24 **WHEREAS**, as an employer, Rock County has an obligation under s. 101.11, Wis. Stats., to provide a
25 “safe workplace,” including that “no...employer shall fail or neglect to do every other thing reasonably
26 necessary to protect the life, health, safety or welfare of such employees and frequenters.”
27

28 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
29 assembled this ____ day of ___, 2021, does hereby, effective August 16, 2021, re-institute a face
30 covering requirement for all County staff and visitors to County facilities, consistent with the directive
31 that was in place through May 2021.
32

33 **BE IT FURTHER RESOLVED**, this policy will remain in place until there have been two consecutive
34 weeks where Rock County has been categorized as having “moderate” or “low” community transmission
35 per CDC’s data tracker, as determined by the Rock County Public Health Department, unless the Rock
36 County Public Health Department no longer recommends that all individuals wear masks indoors or the
37 County Board takes action either to end or extend this policy sooner.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

Rich Bostwick, Chair

Wes Davis, Vice Chair

J. Russell Podzilni

Tom Brien

Alan Sweeney

Kevin Leavy

Bob Yeomans

Lou Peer

Mary Beaver

FISCAL NOTE:

/s/Sherry Oja

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

In determining whether to re-institute such a policy, the County Board should consider its effects on its staff and the public, COVID-19 case trends and health impacts of increased community transmission, potential liability, and the County's leadership role in Public Health throughout Rock County. Weighing these factors, my recommendation is to approve the resolution.

/s/Josh Smith

Josh Smith
County Administrator

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

FISCAL NOTE:

No fiscal impact.

/s/Sherry Oja

Sherry Oja
Finance Director

Executive Summary

Re-instituting a Face Covering Requirement for County Staff and Visitors in County Facilities

This resolution would put in place the same requirements for County staff and visitors to County facilities to wear face coverings that was in place from July 2020 through May 2021. Those provisions are listed below. As noted in the resolution, these requirements would remain in place until two consecutive weeks have passed after Rock County returns to the “moderate” or “low” community transmission category per CDC’s data tracker, as determined by the Rock County Public Health Department, unless the County Board takes action either to end or extend this policy sooner

Face Covering Requirement for County Employees

1. All employees are required to wear a face covering. Limited exemptions to this requirement are provided below in number 4.
2. Employees have been provided with face coverings from Rock County. If additional face coverings are required please contact the person in your department responsible for purchasing.
3. Employees are required to wear different types of face coverings depending on their job that can include face shields, N95 masks, KN95 masks, disposable surgical masks, or cloth masks. Each department will determine the type of mask that is to be worn by each employee. Employees may be required to wear different types of face coverings depending on the work that is being performed. This directive does not replace, supplant or amend any department or job specific policies, rules or requirements concerning the use of Personal Protective Equipment (PPE).
4. Employee are not required to wear a face covering:
 - a. When in a private office. A cubicle is not considered a private office, however when an employee is the only one present in a communal area they may remove their face covering.
 - b. When driving alone in a vehicle.
 - c. When teleworking for Rock County from the employee’s own home.
 - d. When eating or drinking, employee should use social distancing when the mask is not worn.
 - e. While working outdoors where the employee is at least 6 feet away from other persons. If social distancing cannot be maintained the employee is required to wear a face covering.
 - f. When communicating with someone who is deaf or hard of hearing. In this circumstance, employee should try to maintain 6 feet of social distance.
 - g. When an employee has a medical condition, or disability that prevents them from wearing a face covering and they have submitted an accommodation request under the American’s with Disabilities Act (ADA).
 - h. When a department head has determined that a specific work tasks or essential job function could not be performed while wearing a face covering. In this instance other precautions should be in place for social distancing and providing protections for the employee, for example through the use of Plexiglas barriers.
5. The face covering shall be worn over the nose and mouth.
6. Employees should wash or sanitize their hands before putting on a face covering and before and after taking off a face covering.
7. Employees shall properly dispose of or clean face coverings:
 - a. Cloth face coverings should be washed after each day of use.
 - b. Disposable face coverings shall be disposed of at the end of each shift.
8. Employees shall put on their face covering when entering any common space, including but not limited to, upon entry into their work location, in parking areas, in hallways, in restrooms, and in breakrooms.
9. Masks must conform to existing standards of professional attire.
10. Staff who do not comply with this requirement may be subject to discipline per Rock County Personnel Ordinance 18.608.

Face Covering Requirement for Visitors to County Buildings

1. All visitors to Rock County buildings are required to wear masks or cloth face coverings.
2. Rock County will have disposable masks for visitors to County buildings who do not have their own face covering.
3. Visitors to Rock County buildings are exempt from this requirement under the following conditions:
 - a. When the visitor has a medical condition, or disability that prevents them from wearing a face covering.
 - b. The visitor is hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
 - c. The visitor is younger than five (5) years of age.
 - d. When directed by a County employee to remove their face covering for a specific service, or confirm an individual's identity.
4. The face covering shall be worn over the nose and mouth.
5. Signage about this requirement will be posted at entrances to all Rock County buildings.
6. Visitors who do not comply with this requirement are asked to leave County facilities and will be provided with information on alternative methods of receiving services.

ROCK COUNTY, WISCONSIN



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

To: County Board Staff Committee

From: Annette Mikula

Date: August 4, 2021

Re: Revision of Policy 5.54 Work - Telecommuting

As a result of the pandemic, a significant number of Rock County employees have been telecommuting. Rock County created a new Telecommuting policy in May of 2020 to address the changing needs of the work force. The primary goal of the telecommuting policy was to keep the work force safe and healthy while balancing the need to deliver essential services to the residents of Rock County. This policy identified telecommuting expectations, guidelines, and procedures. In addition, the policy defines the terms and conditions of telecommuting. The policy was received very well by employees and supervisors.

As we transition to a new phase there is a need to update the telecommuting policy to allow for the continuation of telecommuting by employees. In addition, the continued ability for employees to telecommute will serve as a recruitment and retention tool to help address workforce challenges. Rock County considers telecommuting to be a viable, flexible work option in some departments when both the employee and the work are suitable to such an arrangement. Telecommuting may be appropriate for some employees and jobs, but not for others due to the nature of the work. Telecommuting only involves a change in the work location and does not change the terms and conditions of employment with Rock County. Telecommuting is not an entitlement; it is a work flexibility privilege and can be revoked at any time.

This revised telework policy allows for the continuation of the telecommuting option beyond the use as a pandemic response.

Cc: Josh Smith

Telecommuting allows employees to work at home, on the road, or in a satellite location for parts of a work week and/or work day. Rock County considers telecommuting to be a viable, flexible work option in some departments when both the employee and the work are suitable to such an arrangement. Telecommuting may be appropriate for some employees and jobs, but not for others due to the nature of the work.

Rock County will permit telecommuting as provided by this policy when it benefits the productivity of the employee and their department. Telecommuting only involves a change in the work location and does not change the terms and conditions of employment with Rock County. Telecommuting is not an entitlement; it is a work flexibility privilege and can be revoked at any time. Even when an employee is telecommuting, their County Office is considered their official place of employment.

Department Heads are to review departmental needs and determine what positions, if any, would be conducive to a hybrid schedule where an employee is in the office a portion of the week and working off site for a portion of the week. In balancing employee/department flexibility, with the value of in-person face-to-face interactions, it is expected that an employee be present in the office for a minimum of two days a week (or approximately 40 percent of the workweek). Days/hours when the employee is not in the office must be approved by the Department Head. Department heads, in unusual circumstances, may reduce this requirement with approval of the Human Resources Director.

Telecommuting Expectations Guidelines & Procedures

This Policy will cover definitions, expectations, guidelines, and procedures for telecommuting.

Telecommuting is a cooperative arrangement based on the needs of the job and Rock County. The following are the telecommuting guidelines and approval procedures for employees.

1. In General

Department heads or designee (including elected officials) may permit employees to telecommute.

Department heads or designees, should work with IT staff to identify, plan for, and resolve equipment barriers.

Telecommuting can be informal, such as working from home for a short-term project, or a formal, set schedule of working away from the office as agreed upon between the employee and their direct supervisor and approved by the Department Head and Human Resources.

Any telecommuting arrangement will be made on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the employee or the department. Every effort will be made to provide fourteen (14) calendar days' notice of such change to accommodate commuting. There may be instances, however, when no notice is possible.

Employees who spend more than two days per week working in the field and not in their county office location should work with their Department Head to determine whether this time in the field is considered being present in the office for the purposes of this policy.

2. Terms and Conditions of Telecommuting

Under this Telecommute Policy, employees are required to adhere to the following terms and conditions for continued employment and to remain in good standing. An employee wishing to telecommute must fill out and submit a telecommuting request form and agreement to their supervisor for approval who will then forward to the department head for approval, who will then forward it to Human Resources for final approval. Forms should be updated if telework days/hours change. Telework agreements should be reviewed at least annually, or more frequently as circumstances warrant. All Telecommute Employees shall abide by the following telecommute rules:

- a) Employees shall complete the Rock County Telecommute Agreement. The form can be found at <https://www.co.rock.wi.us/rchr/forms>.
- b) Department Heads should be open to considering flexible work schedules and tasks that may be outside of what has previously been considered normal operations. Employees may have to use their home or personal internet/WIFI, space in their house or apartment, and other accommodations.
- c) Employees may use personal cell phones for County-related phone calls and emails if the employee does not have a County-issued cell phone per privacy precautions as outlined in the Rock County Computer Policy.
- d) Employees will be required to check their county voicemail account at a minimum of once per day to receive messages and respond accordingly to those messages.
- e) Employees working from home must be available and accessible during working hours.
- f) Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of information accessible from their home office. Employees will not allow any individual residing with or visiting employee's home to access Rock County-owned equipment, or any files, folders, email, and other confidential or sensitive data on any personally owned equipment.
- g) Meetings with clients or visitors conducting business with Rock County will not be held in the employee's telecommuting location.
- h) Notify a supervisor and IT Help Desk in the event of Rock County equipment malfunction or theft, as soon as possible. If the malfunction or theft precludes employee from working on assignments, the employee should work with their supervisor and IT to identify an interim solution, as soon as possible, which may include working from a different location or device.

- i) Consider their remote workspace an extension of their Rock County workspace and all work-related injuries and illnesses must be reported to employee's supervisor and Human Resources immediately.
- j) Employees should not assume any specified period of time for telework arrangements, and Rock County may require employees to return to regular, in-office work at any time.
- k) All employees will continue to be held to the performance expectations of their position. Supervisors are responsible for ensuring that employees are provided performance feedback and regular, timely evaluations.

3. Equipment Care

- a) Telecommuting employees must abide by Rock County's policies covering information security and data privacy.
- b) Maintenance on Rock County-owned equipment will be performed only by a Rock County authorized technician.

4. IT Right to Monitoring, Employee No Expectation of Privacy, and Information Security

Rock County reserves the right to monitor any and all equipment on the Rock County network, and the right to remove or disable the network connection should the equipment show the behavior of infection, indicators of compromise, or use in violation of the Rock County Acceptable Use Policy.

5. Non-Reimbursable Non-Payable Expenses

- a) Costs related to telecommuting are non-reimbursable/non-payable by Rock County, for example any expense related to maintaining a home office.
- b) Rock County will not reimburse employee for any home or personal WIFI/internet connectivity expenses.
- c) Maintenance/repair of all personally owned equipment shall be non-reimbursable/non-payable by Rock County.

6. Timekeeping

Employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons (i.e. household chores, caring for household dependents, trips to grocery stores, medical appointments, etc). It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded.

Initial travel to or from your place of work, either remote, or office, is non-compensable. All other travel time during the day is compensable.

7. Mileage for Work Travel

Mileage is computed based on the shortest distance of an employee's home to meeting/appointment or County Office to meeting/appointment. For example, if

someone lives in Madison, their office is in Janesville, and the meeting is in Beloit, they would be eligible for mileage from Janesville to Beloit.