

ROCK COUNTY, WISCONSIN

NOTE: This is a Teleconference



**COUNTY BOARD STAFF COMMITTEE
MONDAY, JULY 13, 2020 – 4:30 P.M.
CALL: 1-312-626-6799
MEETING ID: 831 0674 7029**

Join Zoom Meeting

<https://us02web.zoom.us/j/83106747029>

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If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Monday, July 13, 2020. To submit a public comment use the following email: tracey.vanzandt@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 Marilyn 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, JULY 13, 2020 – 4:30 P.M.

Agenda

1. Call to Order
2. Approve Agenda
3. Approval of Minutes – June 22, 2020
4. Public Comment - sent in via email by noon Monday, July 13, 2020
5. Transfers
6. Review of Payments
7. Resolutions and Committee Action
 - A. Recognizing Thomas Sweeney
 - B. To Recognize Colin Byrnes
 - C. Recognizing Correctional Officer Christopher M. Davis
 - D. Support LRB 3342/1 to Increase State's Minimum Wage
 - E. Banning Display of Confederate Flag
 - F. Authorizing Hazard Pay for Additional Departments COVID-19 Risk
8. Discussion and Possible Action
 - A. Discussion of Policy 5.52: Workplace Attire (Requirements to Wear Face Masks)
 - B. Naming of the County Owned Building at 1717 Center Ave.
 - C. Semi-annual Reports
9. 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.

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



COUNTY BOARD STAFF COMMITTEE
Minutes – June 22, 2020

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

Committee Members Present via Video/Phone: Supervisors Purviance, Richard Bostwick, Brien, Leavy, Peer, Podzilni, Sweeney, Yeomans and Zajac.

Committee Members Excused: None.

Staff Members Present via Video/Phone: Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Annette Mikula, Human Resources Director; Richard Greenlee, Corporation Counsel; Bridget Laurent, Deputy Corporation Counsel; Terri Carlson, Risk Manager; Noel Sandoval, Health Officer; Tera O'Connor, HSD Deputy Director.

Others Present: Supervisors Stephanie Aegerter and Kaelyb Lokrantz; Greg Turco; Katy Grogan, Janesville Chapter of Citizens' Climate Lobby.

Approval of Agenda. Supervisor Richard Bostwick moved approval of the agenda as presented, second by Supervisor Yeomans. ADOPTED.

Approval of Minutes – June 8, 2020. Supervisor Peer moved approval of the minutes of June 8, 2020 as presented, second by Supervisor Yeomans. ADOPTED.

Public Comment. Three public comments were submitted and read from citizens; Jamie Swenson, Eugene Bier and Paula Colling. All three residents expressed their support for the Carbon Fee and Dividend resolution that is on today's agenda. Ms. Grogan and Mr. Turco both shared statements with the committee expressing their support of the Carbon Fee and Dividend resolution as well.

Transfers. None.

Resolutions and Committee Action.

To Recognize Linda Graf

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____ does hereby recognize Linda Graf for her 27 years of service and extend best wishes to her in her future endeavors.”

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

To Recognize Linda Najdowski

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____ does hereby recognize Linda Najdowski for her 27 years of service and extend best wishes to her in her future endeavor.”

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

Authorizing Double Fill of Planning Director Position

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2020 does hereby approve and authorize double filling the Director of Planning and Development position.”

Supervisor Sweeney moved approval of the above resolution, second by Supervisor Podzilni. ADOPTED.

In Support of Effective Federal Carbon Fee & Dividend Legislation to Mitigate the Climate Crisis

“NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Rock County does hereby urge the United States Congress to pass effective carbon fee and dividend legislation without delay; and

BE IT FURTHER RESOLVED that the Board of Supervisors of Rock County send copies of this resolution to Senator Tammy Baldwin, Senator Ron Johnson, and Representative Bryan Steil and Representative Marc Pocan, as well as the County’s State Legislative Delegation and Governor Tony Evers.”

Supervisor Yeomans said he is concerned that the dividends would not partially be going back in to federal and local efforts. Ms. Grogan said there are plans out there where the dividends are split but her organization and the resolution before us today supports dividend distribution to citizens. She explained this would create jobs and grow the economy. Supervisor Sweeney said he is against this resolution. He has data that shows that the DNR directive was not followed.

Supervisor Zajac moved approval of the above resolution, second by Supervisor Richard Bostwick. PASSED on a roll call vote: YES - Supervisors

Richard Bostwick, Purviance, Brien, Leavy and Zajac; NO – Supervisors Sweeney, Yeomans, Peer and Podzilni.

Authorizing Temporary Double Fill of One Lead Worker CPS Position

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2020 does hereby authorize the temporary backfill of one Child Protective Services Human Services Professional into a Lead Worker Role.”

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

Support LRB 3342/1 To Increase in State’s Minimum Wage

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019 does hereby support LRB 3342-1 that would in part, increase the State’s minimum wage, gradually increasing over a five-year period to \$15 per hour.

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to send a copy of this resolution to Governor Evers, the Wisconsin Counties Association and the Rock County Legislative Delegation.”

Supervisor Sweeney said he believes it is bad timing for this resolution and questioned why \$15 per hour and not \$20 or \$25.

Supervisor Brien moved to table this resolution until the next County Board Staff meeting when Supervisor Schulz can be present to answer questions, second by Supervisor Peer. TABLED on the following vote: YES – Supervisors Richard Bostwick, Purviance, Brien, Sweeney, Leavy, Peer, Podzilni and Zajac. NO – Supervisor Yeomans.

Create the Position of Public Health Communications Specialist, Create a Class Description, Establish a Pay Range, and Amend the 2020 Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2020 moves to create the position of a 1.0 Public Health Communications Specialist, create the class description, and establish Pay Range 19 (\$55,311.12 - \$67,150.08) effective June 25, 2020.

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

.....”

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

Creation of New Policy 5.54 Work – Telecommuting

Supervisor Sweeney moved approval of new Policy 5.54 Work - Telecommuting, second by Supervisor Richard Bostwick.

Supervisor Sweeney asked if there is a benchmark of when employees will return to work. Ms. Mikula said our current work environment is fluid. Mr. Smith said this policy will be re-evaluated in the fall when the other policy and procedures are reviewed. Ms. Mikula said this new policy would be sent out to employees through an IT blast but it would also be communicated to employees through their supervisors.

ADOPTED.

Adjournment. Supervisor Zajac moved adjournment at 5:38 P.M., second by Supervisor Brien. ADOPTED.

Respectfully submitted,

Tracey VanZandt
Human Resources Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JUNE 2020**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
06-1620-0000-63200	Pubs/Subs/Dues					
		P2000125	06/18/2020	STATE BAR OF WISCONSIN	2020 STATE BAR DUES	3,899.20
06-1620-0000-63202	Law Books					
		P2000211	06/18/2020	US BANK	LAW BOOKS	286.00
06-1620-0000-63300	Travel					
		P2000211	06/18/2020	US BANK	REFUND OF HOTEL DEPOSIT	(673.42)
06-1620-0000-64200	Training					
		P2000126	06/25/2020	STATE BAR OF WISCONSIN	2020 LAW BOOKS	55.05
		P2000211	06/18/2020	US BANK	REFUND OF PRIMA REG. FEE	(1,250.00)
Corporation Counsel PROG TOTAL						2,316.83

I have reviewed the preceding payments in the total amount of **\$2,316.83**

Date:

Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JUNE 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-61925	Background/Test					
		P2000319	06/18/2020	US BANK	BACKGROUND AND TESTING	101.70
		P2000337	06/11/2020	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING	136.85
		P2001405	06/04/2020	CONNELLY PHD,M DENISE	PSYCHOLOGICAL TESTING	350.00
08-1420-0000-63100	Office&Misc Exp					
		P2000319	06/18/2020	US BANK	OFFICE SUPPLIES	161.14
08-1420-0000-63200	Pubs/Subs/Dues					
		P2000319	06/18/2020	US BANK	MEMBERSHIP FEES	219.00
08-1420-0000-64417	RH Expenses					
		P2000337	06/11/2020	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING	24.15
Human Resources PROG TOTAL						992.84

I have reviewed the preceding payments in the total amount of **\$992.84**

Date:

Dept Head _____

Committee Chair _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sup. Rich Bostwick
INITIATED BY



Randy Terronez
DRAFTED BY

Land Conservation Committee
SUBMITTED BY

July 7, 2020
DATE DRAFTED

Recognizing Thomas Sweeney

1 **WHEREAS**, Thomas (Tom) Sweeney began his employment with Rock County as County
2 Conservationist on May 10, 1999; and,
3

4 **WHEREAS**, Tom oversaw the development of the well-received Household Hazardous Waste (Clean
5 Sweep) program, Clean Sweep program, Purchase of Agricultural Conservation Easements (PACE)
6 program, Yahara River Watershed program and the Groundwater Nitrate Study Work Group program;
7 and,
8

9 **WHEREAS**, Tom will retire from public service on September 4, 2020.

10
11 **NOW, THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled
12 this _____ day of _____, 2020, does hereby recognize Thomas Sweeney for his over 21
13 years of faithful service and recommends that a sincere expression of appreciation be given to Tom along
14 with best wishes for the future.

Respectfully submitted,

LAND CONSERVATION COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Richard Bostwick, Chair

Kara Purviance, Chair

Alan Sweeney, Vice Chair

Richard Bostwick, Vice Chair

Stephanie Aegerter

Tom Brien

Wes Davis

Kevin Leavy

Kaelyb Lokrantz

Louis Peer

Mike Mulligan

J. Russell Podzilni

James Quade, USDA-FSA Rep.

Alan Sweeney

Jeremy Zajac

Bob Yeomans

Jeremy Zajac

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sup. Al Sweeney
INITIATED BY



Randy Terronez
DRAFTED BY

Planning & Development Committee
SUBMITTED BY

July 7, 2020
DATE DRAFTED

Recognizing Colin Byrnes

- 1 **WHEREAS**, Colin Byrnes began his employment with Rock County as a Planner II on September 18,
- 2 1995; and,
- 3
- 4 **WHEREAS**, Colin was promoted to Senior Planner on February 28, 2005, and to Director of Planning,
- 5 Economic and Community Development on September 13, 2015; and,
- 6
- 7 **WHEREAS**, the Department of Planning, Economic and Community Development has grown in value
- 8 over time that Colin has headed the department; and,
- 9
- 10 **WHEREAS**, Colin Byrnes will retire from public service on September 19, 2020.
- 11
- 12 **NOW, THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled
- 13 this _____ day of _____, 2020, does hereby recognize Colin Brynes for his over 25 years
- 14 of faithful service and recommends that a sincere expression of appreciation be given to Colin along
- 15 with best wishes for the future.

Respectfully submitted,

PLANNING & DEVELOPMENT COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Alan Sweeney, Chair

Kara Purviance, Chair

Wayne Gustina, Vice Chair

Richard Bostwick, Vice Chair

Wes Davis

Tom Brien

J. Russell Podzilni

Kevin Leavy

Robert Potter

Louis Peer

J. Russell Podzilni

Alan Sweeney

Bob Yeomans

Jeremy Zajac

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Troy J. Knudson

INITIATED BY

Public Safety & Justice

SUBMITTED BY



Chief Deputy Craig L. Strouse

DRAFTED BY

JUNE 25, 2020

DATE DRAFTED

RECOGNIZING CORRECTIONAL OFFICER CHRISTOPHER M. DAVIS

1 **WHEREAS**, Christopher M. Davis began his employment with Rock County on October 17, 2001, as a
2 Correctional Officer in the Rock County Sheriff’s Office working in the Correctional Services Division
3 and Community Corrections Bureau assigned to the Workender Program and Lifesaver Project; and,
4
5 **WHEREAS**, Correctional Officer Davis has diligently served the citizens of Rock County as a dedicated
6 and valued employee of Rock County over the past 18 years, and having worked under three Sheriffs over
7 the course of his career: Sheriffs Eric Runaas, Robert Spoden, and Troy Knudson; and,
8
9 **WHEREAS**, Correctional Officer Davis has received numerous commendations and letters of
10 appreciation; and,
11
12 **WHEREAS**, Correctional Officer Christopher M. Davis will resign from public service on July 5, 2020.
13
14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
15 this _____ day of _____, 2020, does hereby recognize Correctional Officer Christopher M.
16 Davis for his over 18 years of faithful service and recommends that a sincere expression of appreciation
17 be given to Correctional Officer Christopher M. Davis along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

/s/ Mary Beaver

Mary Beaver, Chair

Kara Purviance, Chair

/s/ Brian Knudson

Brian Knudson

Richard Bostwick, Vice Chair

/s/ Jacob Taylor

Jacob Taylor

Tom Brien

/s/ Ron Bomkamp

Ron Bomkamp

Kevin Leavy

/s/ Danette Rynes

Danette Rynes

Louis Peer

J. Russell Podzilni

Alan Sweeney

Bob Yeomans

Jeremy Zajac

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sup. Kathy Schulz
INITIATED BY



Sup. Kathy Schulz
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

February 12, 2020
DATE DRAFTED

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

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

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

Kara Purviance, Chair

J. Russell Podzilni

Richard Bostwick

Alan Sweeney

Tom Brien

Bob Yeomans

Kevin Leavy

Jeremy Zajac

Louis Peer

FISCAL NOTE:

No effect on County expenditures in and by itself.

/s/Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

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

s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of Policy.

/s/ Josh Smith

Josh Smith
County Administrator

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sup. Stephanie Aegerter
INITIATED BY



Randy Terronez
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

June 21, 2020
DATE DRAFTED

Banning Display of Confederate Flag

- 1 **WHEREAS**, the Rock County Board of Supervisors has made a commitment to hold accountable anyone
- 2 within the County practicing bias and perpetuating systemic racism; and,
- 3
- 4 **WHEREAS**, the confederate flag is a symbol of the racially charged hate, adopted by the Ku Klux Klan
- 5 as it launched a campaign of terror against black people, used by other hate groups to promote white racial
- 6 superiority, and creates an atmosphere that incites violence against people of color; and,
- 7
- 8 **WHEREAS**, the confederate flag has been banned in a number of areas such as cities, counties, state
- 9 governments, the U.S. Military, and private corporations including NCAA, NASCAR, WalMart, Sears,
- 10 Amazon and eBay.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
- 13 assembled this _____ day of _____, 2020, does hereby ban the display of the confederate flag by
- 14 County staff on county-owned or county-leased property in order to promote racial healing and create
- 15 a welcoming environment for all of the County’s residents.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

Kara Purviance, Chair

J. Russell Podzilni

Richard Bostwick, Vice Chair

Alan Sweeney

Tom Brien

Bob Yeomans

Kevin Leavy

Jeremy Zajac

Louis Peer

FISCAL NOTE:

No fiscal impact

/s/ Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

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

/s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

The Confederate flag is widely seen as a divisive symbol. The display of the Confederate flag by County employees in County facilities would be inconsistent with the County’s vision statement for diversity and inclusion, which reads, in part: “Rock County commits to a diverse workforce that...provides a safe, inclusive, and motivating environment for all employees, citizens, and those we serve. Rock County promotes a workplace that...is void of discrimination and prejudice.”

/s/ Josh Smith

Josh Smith
County Administrator

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Mary Beaver
INITIATED BY



Randy Terronez
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

June 25, 2020
DATE DRAFTED

Authorizing Hazard Pay for Additional Departments COVID-19 Risk

1 **WHEREAS**, on March 24, 2020, the Wisconsin Department of Health Services issued Emergency
2 Order #12 "Safer at Home" to slow the spread of the Novel Coronavirus by ordering all Wisconsin
3 Residents to stay at their current residence unless they needed to use or provide essential business and
4 services until April 24, 2020; and,
5

6 **WHEREAS**, subsequent orders and other state directives have been promulgated to continue efforts to
7 slow the spread of the Novel Coronavirus, including a Rock County Health Order; and,
8

9 **WHEREAS**, Resolution 20-6A-027 approved hazard pay for employees of the Sheriff's Office, Rock
10 Haven and the Youth Services Center which are among the highest risk levels of all facilities for Novel
11 Coronavirus outbreaks; and,
12

13 **WHEREAS**, additional employees of the County are also continually providing essential services in these
14 facilities face daily encounters in high-risk settings with high-risk populations that are, or may be, infected
15 with the virus, putting their own health and safety as well as that of their families at risk; and include:
16

- 17 A. Medical Examiner Department
- 18 B. At-risk Human Services Department staff
- 19 C. Facilities Management Staff that work out of the Sheriff's Office, Youth Service Center and Rock
20 Haven.

21 **WHEREAS**, it is in the best interests of the County to recognize and honor these employees for their
22 service in the face of these daily dangers through compensation of \$500 in hazard pay.
23

24 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
25 assembled this ____ day of _____, 2020, does hereby authorize payment of \$500 as noted
26 above who have worked on-site between March 24, 2020 and the date of this Resolution is approved.
27 Said hazard pay would be disbursed as a single lump sum at an approximate cost of \$91,000 with funds
28 to come from the General Fund Balance.
29

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

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

Kara Purviance, Chair

J. Russell Podzilni

Richard Bostwick

Alan Sweeney

Tom Brien

Bob Yeomans

Kevin Leavy

Jeremy Zajac

Louis Peer

FISCAL NOTE:

These expenditures will be submitted for reimbursement from our CARES allocation. The at-risk HSD and ME staff hazard pay costs will likely be reimbursed. CARES reimbursement for Facilities Management hazard pay is to be determined. Expenditures not reimbursed will need to be funded by the general fund.

/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:

COVID-19 has had, or has the potential to have, a more significant impact on certain County positions than others. Providing these positions with additional compensation would be an option that other counties have taken. Which positions are meritorious of this additional pay is a matter for the Board to determine.

/s/ Josh Smith

Josh Smith
County Administrator

Executive Summary

Hazard Pay – Additional County Departments COVID 19 Risk

A resolution was adopted at the June 11, 2020 County Board meeting that authorized \$500 lump sum hazard pay for staff having daily contact with at-risk populations of the Sheriff's Office, Rock Haven and Youth Services Center. These areas are in situations whereby county staff have an on-going direct contact with high-risk COVID or potential COVID clients.

Since the June meeting, additional County Departments have been identified that are in the same or similar situation and include:

1. Medical Examiner Department
2. Select Human Services Department staff from the following programs:
 - a. Children, Youth & Family: Ongoing and Child Protective Services
 - b. Behavioral Health: Crisis Stabilization/Outpatient/Jail, Crisis Intervention, Comprehensive Community Services, Community Support Program,
 - c. Administrative Services (covering Administrative Assistants placed in at-risk programs)
 - d. Economic Support Services
 - e. ADRC/Adult Protective Services
3. Facilities Management Staff that work out of the Sheriff's Office, Youth Service Center and Rock Haven.

Funds would come from the fund balance of the General Fund and amount to approximately \$91,000.

It is unknown at this time if these expenses would be reimbursable for federal/state COVID 19 funding.

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: July 8, 2020

Re: Administrative Policy and Procedure 5.52 Workplace Attire

Rock County currently has an Administrative Policy and Procedure on Workplace Attire.

Rock County strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, the County requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. Department heads may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

All Rock County employees are expected to present a professional, businesslike image to clients, visitors, customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the County. Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor. Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required for certain positions.

At the discretion of the department head, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to

wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted

Rock County recognizes the importance of individually held religious beliefs to persons within its workforce. The County will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resource (HR) department.

The current policy does include the requirement that employees may be required to wear protective clothing depending on the nature of their job. While this policy was not written with the concept of requiring employee to wear face masks, this would fit under the current policy language if that was a requirement. The policy also allows for different departments to determine workplace attire for their areas, which gives Department Heads the discretion to make department level decisions.

Currently, as part of the Rock Rebound Re-opening Plan for our workforce we included the following statement related to face masks:

Just like the CDC and the state of Wisconsin, Rock County is recommending that all employees use facemasks when they are not able to engage in appropriate social distancing of 6ft or greater. Rock County is also recommending that employees wear a face mask when interacting with members of the public. Face masks will be provided to departments for employees use. If individual department heads feel that it is important that their employees wear masks when performing certain duties they may mandate that given the specific context of those job duties, but it is not appropriate to mandate that all employees wear masks in all work contexts at this time. Employees are encouraged to wear a cloth face covering as a measure to contain the wearer's respiratory droplets and help protect their co-workers and the members of the public.

The Rock County Circuit Court Reopening Plan, dated June 29, 2020, includes the requirement that Judges and court staff are required to wear face masks when present for in person hearings, when moving around court-related confined spaces in the courthouse where physical distancing cannot be maintained, and when going to other areas of the courthouse. In addition, this plan requires that all persons who are present in courtrooms and other court-related confined spaces shall wear a face mask, unless a Judge specifically determines, on the record, that it is necessary for a witness not to wear a face mask.

Other than the courts and Rock Haven, there is not a mask requirement policy for other locations. One challenge for citizens entering the Courthouse is that if they are heading to the court side they are required to wear face masks, and if they are going to a non-court location they are not required to wear face masks. This may create some confusion for citizens when they are going

through screening, and our screening Deputies will have to determine the citizen's destination to determine if the mask requirement applies.

In reviewing policies in other Counties across Wisconsin, there are some who have instituted a mask requirement in County buildings for employees and/or for residents. Dane County has a new County wide emergency order that goes into effect on July 13, 2020 that requires every individual, age five (5) or older, to wear a face covering that covers their nose and mouth when they are in any enclosed building where other people, except for any members of the person's own household or living unit may be present (some exceptions noted, for example due to a medical condition, eating/drinking, etc.) Beginning July 13, 2020, all state employees will be required to wear face masks at all times while indoor state facilities. Specifically, this requirement means:

- All indoors spaces including common spaces, restrooms, break rooms, elevators, cubicles, indoor parking garages, offices, and conference rooms regardless of the number of additional people present or physical space between individuals
- Times in which employees may be waiting in line to enter the building
- Occasions in which employees are visiting enclosed buildings, while on business for the State

As the number of corona virus cases continue to increase in Rock County, in Wisconsin, and in the County, there is scientific evidence that wearing a face covering is a tool to stop the spread of corona virus. The Centers for Disease Control provides the following:

COVID-19 [spreads](#) mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (e.g., while shouting, chanting, or singing). These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. [Recent studies](#) show that a significant portion of individuals with COVID-19 lack symptoms (are "asymptomatic") and that even those who eventually develop symptoms (are "pre-symptomatic") can transmit the virus to others before showing symptoms.

To reduce the spread of COVID-19, CDC recommends that people wear cloth face coverings in public settings when around people outside of their household, especially when other [social distancing](#) measures are difficult to maintain.

Why it is important to wear a cloth face covering

Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others. Wearing a cloth face covering will help protect people around you, including those at [higher risk of severe illness](#) from COVID-19 and workers who frequently come into close contact with other people (e.g., in stores and restaurants). Cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings. The spread of COVID-19 can be reduced when cloth face coverings are used along with other [preventive measures](#), including [social](#)

[distancing](#), frequent handwashing, and cleaning and disinfecting frequently touched surfaces.

The cloth face coverings recommended here are not surgical masks or respirators. Currently, those are critical supplies that should be reserved for healthcare workers and other first responders. Cloth face coverings are not personal protective equipment (PPE). They are not appropriate substitutes for PPE such as respirators (like N95 respirators) or medical facemasks (like surgical masks) in workplaces where respirators or facemasks are recommended or required to protect the wearer.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

Rock County Public Health recommends the use of face coverings when individuals are in public spaces.


Given these factors, we would be looking to implement a mask-wearing requirement in certain circumstances for County employees and would like your feedback before we proceed. In addition, any feedback you would have about requiring masks for members of the public using any County facility, similar the Courts' requirement, would be welcome.

Cc: Josh Smith



MEMORANDUM

TO: County Board Staff Committee

FROM: Richard Greenlee
Corporation Counsel 

DATE: June 18, 2020

RE: Out-of-State Training and Conferences

Resolution No. 06-9A-087 requires each department head to report semi-annually all instances of attendances at all training, conventions and conferences that exceed costs of \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that no one from my department has attended or will attend any training, conventions and conferences that exceed costs of \$1,000 per event, per employee during the first six months of 2020.

cc: Josh Smith

ROCK COUNTY, WISCONSIN



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

July 2, 2020

To: County Board Staff Committee

From: Annette Mikula, Human Resources Director

Re: Semi-Annual Report of Training Costs Exceeding \$1,000 per Employee per Event

In accordance with Resolution 06-9A-087, adopted September 14, 2006, the Human Resource Department did not have any training costs exceeding \$1,000 per event for the period of January 1, 2020 through June 30, 2020.

Respectfully submitted,

Annette Mikula
Human Resources Director

Cc: Josh Smith



MEMORANDUM

DATE: July 9, 2020

TO: County Board Staff Committee

FROM: Josh Smith, County Administrator

SUBJECT: Out-of-State Training and Conferences

As required by Resolution #06-9A-087, which requires each department head to report semi-annually all instances of attendances at all training, conventions and conferences that exceed \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that the County Administrator's Office did not have any employees who attended any conferences that exceeded \$1,000 per event during the first six months of 2020.

JS/mb
MEM.OUT-OF-STATE