

ROCK COUNTY, WISCONSIN

NOTE: This is a Teleconference



**COUNTY BOARD STAFF COMMITTEE
MONDAY, SEPTEMBER 14, 2020 – 4:30 P.M.
CALL: 1-312-626-6799
MEETING ID: 811 6132 8601**

Join Zoom Meeting

<https://us02web.zoom.us/j/81161328601>

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One tap mobile

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Join by Skype for Business

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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, September 14, 2020. To submit a public comment use the following email: marilyn@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, SEPTEMBER 14, 2020 – 4:30 P.M.

Agenda

1. Call to Order
2. Approve Agenda
3. Approval of Minutes – August 24, 2020
4. Public Comment - sent in via email by noon Monday, September 14, 2020
5. Transfers
6. Review of Payments
7. Resolutions and Committee Action
 - A. Recognizing Shari Burnett for Service to Rock Haven
 - B. Recognizing Paul Cooper
 - C. Recognizing Carolyn Diece for Service to Rock Haven
 - D. Recognizing Diana Huckstep for Service to Rock Haven
 - E. Recognizing Sandra Sauter for Service to Rock Haven
 - F. Proclamation to Recognize the Second Monday in October as “Indigenous Peoples Day”
 - G. Authorizing Easement to Alliant Energy to Cross Indianford Park
8. Discussion and Possible Action
 - A. Policy 5.15: Harassment Prohibited
 - B. Policy 5.52: Workplace Attire
 - C. Policy 5.37 Shift Differential / Incentive Pay
 - D. Payment of WCA Dues
9. **EXECUTIVE SESSION:** Per Section 19.85(1) (e), Wis. Stats. Update on Collective Bargaining
10. 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 – August 24, 2020

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

Committee Members Present via Phone: At roll call, Supervisors Purviance, Richard Bostwick, Brien, Leavy, Peer, Podzilni, Sweeney, Yeomans and Zajac were present.

Committee Members Absent: None.

Staff Members Present via Phone: Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Annette Mikula, Human Resources Director; Richard Greenlee, Corporation Counsel; Terri Carlson, Risk Manager; Kate Luster, Human Services Director.

Others Present: None.

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

Approval of Minutes – August 10, 2020. Supervisor Peer moved approval of the minutes of August 10, 2020 as presented, second by Supervisor Zajac. ADOPTED.

Public Comment. None.

Transfers. None.

Resolutions and Committee Action.

Recognizing Betty Jo Bussie

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020 does hereby recognize Betty Jo Bussie for her service and extends best wishes in her future endeavors.”

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

To Recognize Georgia Waterman

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020 does hereby recognize Georgia Waterman for her 46 years of service and extend best wishes to her in her future endeavors.”

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

Reclassification of 1.0 FTE Account Clerk II Position to Account Clerk - HSD

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020 does hereby approve the reclassification of a 1.0 FTE Account clerk II position to an Account Clerk - HSD.”

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

Ms. Luster explained this reclass will make the positions consistent in the Human Services Department

ADOPTED.

Executive Session: Supervisors Zajac and Bostwick moved to go into Executive Session at 4:45 P.M. per Section 19.85(1)(g), Wis. Stats. Conferring with Legal Counsel Regarding Potential Litigation. ADOPTED on a roll call vote with the following: Ayes – Supervisors Purviance, Bostwick, Brien, Peer, Leavy, Podzilni, Sweeney, Yeomans and Zajac. Absent – None.

Supervisor Bostwick moved to go out of Executive Session at 5:04 P.M., second by Supervisor Zajac. ADOPTED.

Adjournment. Supervisor Zajac moved adjournment at 5:05 P.M., second by Supervisor Peer. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

ROCK COUNTY

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF AUGUST 2020

08/27/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
06-1620-0000-63202	Law Books	P2000211	08/27/2020	US BANK	LAW BOOK SUBSCRIPTION	286.00
Corporation Counsel PROG TOTAL						286.00

I have reviewed the preceding payments in the total amount of **\$286.00**

Date:

Dept Head _____

Committee Chair _____

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-61925	Background/Test					
		P2000319	08/20/2020	US BANK	BACKGROUND CHECK	11.00
		P2000337	08/13/2020	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND TESTING	185.30
		P2001689	08/27/2020	MERCY HEALTH SYSTEM	DRUG SCREEN BACKGROUND	70.00
08-1420-0000-63100	Office&Misc Exp					
		P2000319	08/20/2020	US BANK	OFFICE SUPPLIES	175.63
		P2000369	08/27/2020	OFFICE PRO INC	SHREDDING SERVICE	68.03
08-1420-0000-63200	Pubs/Subs/Dues					
		P2000319	08/20/2020	US BANK	MEMBERSHIP FEE SHRM- AMY	219.00
		P2001638	08/20/2020	JJ KELLER AND ASSOCIATES INC	ELP FED & WI ENG SUB 5Y	135.33
08-1420-0000-63300	Travel					
		P2000319	08/20/2020	US BANK	CREDIT FOR TRAINING	(456.00)
08-1420-0000-64200	Training					
		P2001593	08/13/2020	BLACKHAWK TECHNICAL COLLEGE	LEADERSHIP DEVELOPMENT	867.00
08-1420-0000-64215	Recruitment					
		P2000373	08/20/2020	DEPARTMENT OF ADMINISTRATION	ADVERTISEMENT WSCJOBS NET	140.00
08-1420-0000-64417	RH Expenses					
		P2000337	08/13/2020	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND TESTING	32.70
Human Resources PROG TOTAL						1,447.99

ROCK COUNTY

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF AUGUST 2020

08/27/2020

<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>
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I have reviewed the preceding payments in the total amount of **\$1,447.99**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF AUGUST 2020

08/27/2020

<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					
		P2001497	08/13/2020	HALO BRANDED SOLUTIONS INC	#BC970 ROSEWOOD CLOCK	329.70
		P2001584	08/13/2020	HALO BRANDED SOLUTIONS INC	SHIPPING	151.70
Employee Recognition Committee PROG TOTAL						481.40

I have reviewed the preceding payments in the total amount of **\$481.40**

Date:

Dept Head _____

Committee Chair _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY



Taya Walk
DRAFTED BY

Health Services Committee
SUBMITTED BY

August 20, 2020
DATE DRAFTED

RECOGNIZING SHARI BURNETT FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Shari Burnett has served the citizens of Rock County over the past 25 years and 3 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Shari Burnett began her career with Rock Haven on March 7, 1995; and,
- 5
- 6 **WHEREAS**, Shari Burnett worked as a Licensed Practical Nurse; and
- 7
- 8 **WHEREAS**, Shari Burnett has worked diligently in that position until her retirement on June 30, 2020; and,
- 9
- 10 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 11 commend Shari Burnett for her long and faithful service.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 14 _____ day of _____, 2020 does hereby recognize Shari Burnett for her 25 years and 3 months of
- 15 service and extend their best wishes to her in her future endeavors.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Tom Brien, Chair

Kara Purviance, Chair

Kathy Schulz

Richard Bostwick, Vice Chair

Kevin Leavy

Tom Brien

Ron Bomkamp

Kevin Leavy

Mary Beaver

Louis Peer

J Russell Podzilni

Alan Sweeney

Bob Yoemans

Jeremy Zajac

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Brent Sutherland-Director
Facilities Management
DRAFTED BY

August 14, 2020
DATE DRAFTED

RECOGNIZING PAUL COOPER

- 1 **WHEREAS**, Paul Cooper has served the citizens of Rock County in total for the past 26 years as a
- 2 dedicated and valued employee, and is retiring effective October 1, 2020; and
- 3
- 4 **WHEREAS**, Paul Cooper began his career with Rock County Facilities Management on
- 5 September 12, 1994 as a Mechanical Maintenance Worker IV responsible for the Sheriff's
- 6 Office/Jail; and
- 7
- 8 **WHEREAS**, Paul Cooper has worked through several leadership changes and managed them well;
- 9 and
- 10
- 11 **WHEREAS**, Paul Cooper will start the new chapter in his life and will be missed by many; and
- 12
- 13 **WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County,
- 14 wishes to recognize Paul Cooper for his long, dedicated and faithful service.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors at its regular
- 17 meeting this ____ day of _____, 2020, directs that a sincere expression of recognition be given
- 18 to Paul Cooper for his 26 years of service and expresses to him best wishes for the future.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

/s/ Jeremy Zajac
Jeremy Zajac, Chair

Kara Purviance, Vice Chair

/s/ Robert Potter
Robert Potter, Vice Chair

Rich Bostwick, Vice Chair

/s/ Tom Brien
Tom Brien

Tom Brien

/s/ Brent Fox
Brent Fox

Kevin Leavy

/s/ Dave Homan
Dave Homan

Bob Yeomans

J. Russell Podzilni

Louis Peer

Alan Sweeney

Jeremy Zajac

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY



Taya Walk
DRAFTED BY

Health Services Committee
SUBMITTED BY

August 20, 2020
DATE DRAFTED

RECOGNIZING CAROLYN DIECE FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Carolyn Diece has served the citizens of Rock County over the past 40 years and 5 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Carolyn Diece began her career with Rock Haven on January 10, 1980; and,
- 5
- 6 **WHEREAS**, Carolyn Diece worked for many years as an Activity Therapy Assistant; and
- 7
- 8 **WHEREAS**, Carolyn Diece has worked diligently in that position playing bingo, games and helped with the
- 9 entertainment with residents until her retirement on June 2, 2020; and,
- 10
- 11 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 12 commend Carolyn Diece for her long and faithful service.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 15 _____ day of _____, 2020 does hereby recognize Carolyn Diece for her 40 years and 5 months of
- 16 service and extend their best wishes to her in her future endeavors.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Tom Brien, Chair

Kara Purviance, Chair

Kathy Schulz

Richard Bostwick, Vice Chair

Kevin Leavy

Tom Brien

Ron Bomkamp

Kevin Leavy

Mary Beaver

Louis Peer

J Russell Podzilni

Alan Sweeney

Bob Yoemans

Jeremy Zajac

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS



Health Services Committee
INITIATED BY

Taya Walk
DRAFTED BY

Health Services Committee
SUBMITTED BY

August 19, 2020
DATE DRAFTED

RECOGNIZING DIANA HUCKSTEP FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Diana Huckstep has served the citizens of Rock County over the past 20 years, 5 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Diana Huckstep began her career with Rock Haven as a Certified Nursing Assistant on October
- 5 25, 1999; and,
- 6
- 7 **WHEREAS**, Diana Huckstep accepted an Activity Therapy Assistant position on December 22, 2013; and
- 8
- 9 **WHEREAS**, Diana Huckstep has worked diligently in that position until her retirement on May 30, 2020; and,
- 10
- 11 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 12 commend Diana Huckstep for her long and faithful service.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 15 _____ day of _____, 2020 does hereby recognize Diana Huckstep for her 20 years, 5 months of service
- 16 and extend their best wishes to her in her future endeavors.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Tom Brien, Chair

Kara Purviance, Chair

Kathy Schulz

Richard Bostwick, Vice Chair

Kevin Leavy

Tom Brien

Ron Bomkamp

Kevin Leavy

Mary Beaver

Louis Peer

J Russell Podzilni

Alan Sweeney

Bob Yoemans

Jeremy Zajac

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY



Taya Walk
DRAFTED BY

Health Services Committee
SUBMITTED BY

August 19, 2020
DATE DRAFTED

RECOGNIZING SANDRA SAUTER FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Sandra Sauter has served the citizens of Rock County over the past 33 years as a dedicated and
- 2 valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Sandra Sauter began her career with Rock Haven on June 9, 1987; and,
- 5
- 6 **WHEREAS**, Sandra Sauter worked for many years as a Licensed Practical Nurse; and
- 7
- 8 **WHEREAS**, Sandra Sauter has worked diligently in that until her retirement on June 30, 2020; and,
- 9
- 10 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 11 commend Sandra Sauter for her long and faithful service.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 14 _____ day of _____, 2020 does hereby recognize Sandra Sauter for her 33 years of service and extend
- 15 their best wishes to her in her future endeavors.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Tom Brien, Chair

Kara Purviance, Chair

Kathy Schulz

Richard Bostwick, Vice Chair

Kevin Leavy

Tom Brien

Ron Bomkamp

Kevin Leavy

Mary Beaver

Louis Peer

J Russell Podzilni

Alan Sweeney

Bob Yoemans

Jeremy Zajac

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Kara Purviance
INITIATED BY

Randy Terronez, Asst. to the Co.
Admin.

Supervisor Kara Purviance
SUBMITTED BY



DRAFTED BY
September 11, 2020
DATE DRAFTED

**PROCLAMATION TO RECOGNIZE THE SECOND MONDAY IN OCTOBER AS
"INDIGENOUS PEOPLES DAY"**

- 1 **WHEREAS**, Indigenous Peoples Day began in commemoration of five hundred years of survival and
- 2 renewal of indigenous nations in the face of genocide, colonization, political, religious, and cultural
- 3 repression; and
- 4
- 5 **WHEREAS**, the Rock County Board of Supervisors recognizes that the Indigenous people of this
- 6 hemisphere, that would later be known as the Americas, have lived on these lands since time
- 7 immemorial and the Rock County Board of Supervisors recognizes the fact that Rock County is built
- 8 upon the homelands of the Indigenous people of this region; and
- 9
- 10 **WHEREAS**, the Rock County Board of Supervisors values the many contributions made to our
- 11 community through Indigenous people’s knowledge, labor, technology, science, philosophy, arts, land
- 12 conservation techniques, along with deep spiritual cultural practice helped shaped the character of the
- 13 land known as Rock County; and
- 14
- 15 **WHEREAS**, the Rock County Board of Supervisors will continue to support Indigenous Nations
- 16 social and environmental justice, religious freedom and tribal sovereignty efforts; and
- 17
- 18 **WHEREAS**, the Rock County Board of Supervisors honors our country’s indigenous roots and correct
- 19 history, and seeks with this celebration to bring greater understanding of diversity by inclusion of
- 20 indigenous people’s culture and voice to the table in Rock County, Wisconsin; and
- 21
- 22 **WHEREAS**, the Rock County Board of Supervisors will recognize the desire of all Indigenous people
- 23 representing all 567 tribal nations to celebrate the second Monday in October as indigenous peoples
- 24 day, with special attention to Wisconsin’s 12 federally–recognized tribal nations, and
- 25
- 26 **WHEREAS**, the Rock County Board of Supervisors approved Resolution #18-11B-124 on November
- 27 15, 2018 as the initial resolution declaring the 2nd Monday in October as Indigenous People’s Day.
- 28
- 29 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly
- 30 assembled this ____ day of _____ 2020, re-affirm and proclaim the second Monday in October as
- 31 Indigenous Peoples Day.

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

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

John Traynor
Initiated by

Public Works & Parks
Advisory Committee
Submitted by



John Traynor, Parks Manager
Drafted By

September 1st, 2020
Date Drafted

AUTHORIZING EASEMENT TO ALLIANT ENERGY TO CROSS INDIANFORD PARK

- 1 **WHEREAS**, Rock County owns Indianford Park existing on both East and West sides of the Rock
- 2 River, and,
- 3
- 4 **WHEREAS**, Alliant Energy desires to obtain an easement across a portion of the said property for
- 5 the purpose of boring underneath the Rock River as part of a project to install a Fiber Optic
- 6 Communications Line; and,
- 7
- 8 **WHEREAS**, a fee of \$500.00 has been stipulated; and,
- 9
- 10 **WHEREAS**, because the project will have a potentially long-term effect on the Park, it will have to
- 11 be approved by the appropriate committees and Rock County Board of Supervisors.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
- 14 assembled this _____ day of _____, 2020, that they approve the easement and right-of-
- 15 way for Alliant Energy to cross Indianford Park and authorize the County Board Chair and County
- 16 Clerk to sign all documents to complete this transaction.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Rick Richard, Chair

Kara Purviance, Chair

Mary Mawhinney, Vice Chair

Rich Bostwick, Vice Chair

Mike Mulligan

Tom Brian

Yuri Rashkin

Kevin Leavy

Bob Yeomans

Louis Peer

J. Russell Podzilni

Alan Sweeny

Bob Yeomans

Jeremy Zajac

FISCAL NOTE:

Little to no fiscal impact.

/s/ Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §§ 51.52(6), 59.01 and 59.51, Wis. Stats.

/s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

EXECUTIVE SUMMARY
AUTHORIZING EASEMENT TO
ALLIANT ENERGY TO CROSS INDIANFORD PARK

The Rock County Parks Department received a request from Alliant Energy to obtain a permanent easement for the installation of a Fiber Optic Communications Line. The proposed easement is in the southern half of a Rock County owned parcel, where the Indianford Park is located. The Park has been under Park possession since 1962.

This Communication Lines purpose is to provide internal communications within Alliant Energy. The line is to be bored throughout the Indianford Park as a means to cross the Rock River and minimize potential future disturbance of the line. Alliant Energy is proposing the installation of the Communication Line in the Southern half of the Park to avoid any conflicts with existing utilities currently buried at that location.

The proposed Communication Line should not interfere with current or future operations of the 1.2 acre site.

Alliant Energy is agreeable to compensating Rock County \$500.00 for the easement. This value is based on land value information obtained from the Wisconsin Department of Transportation.

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: September 14, 2020

Re: Administrative Policy and Procedure 5.15 Harassment Prohibited
Administrative Policy and Procedure 5.52 Workplace Attire

On August 13, 2020, the Rock County Board of Supervisors passed a resolution banning the display of the confederate flag by County staff on county-owned or county-leased properties in order to promote racial healing and create a welcoming environment for all of the County's residents. To memorialize this ban of the confederate flag in employee policies I have identified two policies to which I am requested revisions.

Rock County currently has an Administrative Policy and Procedure on prohibiting harassment in the workplace. The current policy prohibits any County employees, elected officials, vendors, or members of the public from harassing an employee or other person while on the job, or from creating a hostile environment. The section on hostile work environment harassment currently prohibits comments or conduct that include the use of racially derogatory words, phrases, epithets, and demonstrations of a racial or ethnic nature such as a use of gestures, pictures or drawings which would offend a particular racial or ethnic group. The requested edits to this policy are to include a prohibition of any symbols that are designed to, or have the effect of harassing, demeaning, intimidating, or disparaging others such as the confederate flag. This update would also include other symbols that meet the above mentioned criteria such as the Nazi swastika.

Rock County currently has an Administrative Policy and Procedure on workplace attire that requires County employees to present a professional businesslike image when at work. The requested policy revision is to specifically prohibit employees from wearing, or displaying on their person, any symbols that are designed to, or have the effect of harassing, demeaning, intimidating or disparaging other, including, but not limited to, on clothing, tattoos, or body art. Any tattoo or form of body art that would be in violation of this policy would need to be covered while on County property during work time.

Cc: Josh Smith

The Rock County Personnel Ordinance states that Rock County will not condone or tolerate any conduct in the workplace on the part of its employees (whatever their positions), elected officials, vendors, or members of the public, if that conduct violates the right of someone else to be free from harassment. County employees who violate this policy will be subject to appropriate discipline, up to and including termination.

I. GENERAL POLICY

All employees are responsible for assuring that the workplace is free from any form of harassment, including harassment on the basis of any protected class status as defined by State and/or Federal Law and Rock County Personnel Ordinance 18.102(B4). All employees and elected officials shall be familiar with, and comply with, the policy of the County prohibiting harassment in the workplace as explained below.

This policy prohibits any County employees (whatever their positions), elected officials, vendors, or members of the public from harassing an employee or other person while on the job, or from creating a hostile work environment.

Harassment by an employee, supervisor, manager, or any other person will not be tolerated. All supervisors and administrators, as part of their job requirements, are responsible for preventing and eliminating harassment in their respective department, division, or work areas.

II. SEXUAL HARASSMENT

Sexual harassment includes any unwelcome sexual conduct that is either made a condition of employment or that creates an offensive, intimidating, or hostile working environment. The Equal Employment Opportunity Commission guidelines state that conduct is harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the employee; or
3. Such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating a work environment, which is intimidating, hostile, or offensive to the employee.

III. OTHER UNLAWFUL FORMS OF HARASSMENT

Unlawful harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964 and other federal authority.

Unwelcome verbal or physical conduct based on any protected class status as defined by State and/or Federal Law and Rock County Personnel Ordinance 18.102(B4) constitutes harassment when:

1. The conduct is sufficiently severe or pervasive to create a hostile work environment; or
2. A supervisor's harassing conduct results in a tangible change in an employee's employment status or benefits (for example, demotion, termination, failure to promote, etc.).

Hostile work environment harassment occurs when unwelcome comments, symbols, or conduct based on any protected class status as defined by State and/or Federal Law and Rock County Personnel ordinance 18.102(B4) unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Anyone in the workplace might commit this type of harassment – a management official, co-worker, or non-employee, such as a contractor, vendor or guest. The victim can be anyone affected by the conduct, not just the individual at whom the offensive conduct is directed.

Examples of actions that may create sexual hostile environment harassment include:

- Leering, i.e., staring in a sexually suggestive manner
- Making offensive remarks about looks, clothing, body parts
- Touching in a way that may make an employee feel uncomfortable, such as patting, pinching or intentional brushing against another's body
- Telling sexual or lewd jokes, hanging sexual posters, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, emails, or images

Other actions which may result in hostile environment harassment, but are non-sexual in nature, include:

- Use of racially derogatory words, phrases, epithets
- Demonstrations of a racial or ethnic nature such as a use of gestures, pictures or drawings which would offend a particular racial or ethnic group
- Wearing or displaying, while on Rock County property, any symbols that are designed to, or have the effect of harassing, demeaning, intimidating, or disparaging others. Examples include, but are not limited to, the confederate flag (County Board Resolution 20-8A-060), and Nazi swastika. Displays may include, but are not limited to, posting or showing such symbols in common areas, hallways, or parking lots; posting or showing symbols in an office, cubicle or desk area; having uncovered body art such as tattoos or branding showing a symbol; or showing symbols on clothing

- Comments about an individual's skin color or other racial/ethnic characteristics
- Making disparaging remarks about an individual's gender that are not sexual in nature
- Negative comments about an employee's religious beliefs (or lack of religious beliefs)
- Expressing negative stereotypes regarding an employee's birthplace or ancestry
- Negative comments regarding an employee's age when referring to employees 40 and over
- Derogatory or intimidating references to an employee's mental or physical impairment

Harassment that results in a tangible employment action occurs when a management official's harassing conduct results in some significant change in an employee's employment status (e.g., hiring, firing, promotion, failure to promote, demotion, formal discipline, such as suspension, undesirable reassignment, or a significant change in benefits, a compensation decision, or a work assignment). Only individuals with supervisory or managerial responsibility can commit this type of harassment.

A claim of harassment generally requires several elements, including:

1. The complaining party must be a member of a statutorily protected class;
2. S/he was subjected to unwelcome verbal or physical conduct related to his or her membership in that protected class;
3. The unwelcome conduct complained of was based on his or her membership in that protected class;
4. The unwelcome conduct affected a term or condition of employment and/or had the purpose or effect of unreasonably interfering with his or her work performance and/or creating an intimidating, hostile or offensive work environment.

What is Not Harassment?

The anti-discrimination statutes are not a general civility code. Thus, federal law does not prohibit simple teasing, offhand comments, or isolated incidents that are not extremely serious. Rather, the conduct must be so objectively offensive as to alter the conditions of the individual's employment. The conditions of employment are altered only if the harassment culminates in a tangible employment action or is sufficiently severe or pervasive to create a hostile work environment.

Report any incident of harassment immediately to your supervisor, any member of management and/or to the Director of Human Resources.

IV. INVESTIGATION OF COMPLAINTS OF HARASSMENT

An employee who believes he or she has been the subject of, or witness to, harassment shall promptly report the matter to his or her supervisor or directly to Human Resources.

Any complaint of harassment shall receive the immediate attention of the supervisor to whom it is made. The supervisor shall immediately forward all complaints brought to his or her attention to

the Human Resources Director. Supervisors shall not discourage employees from making complaints. If a matter involves the employee's supervisor, the complaint may be taken instead to another supervisor, a division head, a department head with whom the employee feels comfortable, the Human Resources Director, or the County Corporation Counsel.

In all complaints an investigation will be undertaken to determine the facts surrounding the complaint. Because of its sensitive nature, complaints of harassment will be investigated and shall remain, to the extent possible, confidential.

After appropriate investigation, any employee found to have violated this policy will be subject to appropriate disciplinary action up to and including termination from employment with Rock County.

The County also recognizes that false accusations of harassment can have serious adverse effects. All employees shall act honestly and responsibly in complying with and enforcing this policy. Anyone who knowingly makes false accusations of harassment will be subject to appropriate disciplinary action up to and including termination from employment with Rock County.

Rock County prohibits retaliation against anyone that reports, in good faith, alleged harassment, or assists in the investigation of a complaint. Anyone who retaliates against a person who reports harassment or who assists in the investigation of a harassment complaint will be subject to appropriate disciplinary action up to and including termination from employment with Rock County.

Employees who become aware of possible harassment, even if they are not themselves victims, are responsible for bringing the matter to the attention of the appropriate supervisor as provided in this policy. Discrimination or harassment may also be reported to the Equal Employment Opportunities Commission (1-800-669-4000), or State of Wisconsin Equal Rights Division (1-608-266-6860). If an employee makes a report to either of the above agencies, that employee shall provide a copy of that report to the County Corporation Counsel's Office within forty-eight (48) hours of the making of the complaint.

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.

Employees are prohibited from wearing, or displaying on their person, any symbols that are designed to, or have the effect of harassing, demeaning, intimidating or disparaging others, including, but not limited to, on clothing, tattoos or body art. Tattoos and/or body art which contain symbols in violation of this policy must be covered while on County property during work time.

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.


Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Shift Differential/Incentive Pay
Policy No: 5.37
Effective: 5/18/20-9/14/2020
Revising: 1/1/2020-5/18/20

(Rock Haven Phlebotomist Pay)

Phlebotomist Pay applies only to those staff members designated by the Nursing Home Administrator. In order to receive the phlebotomist pay, the employee must meet the education and certification requirements to complete the assigned tasks. Employees who are completing phlebotomist duties, outside of their current position, will receive a \$1.50 per hour incentive for all hours worked completing phlebotomist duties.



MEMORANDUM

DATE: August 27, 2020
TO: County Board Staff Committee
FROM: Josh Smith, County Administrator 
SUBJECT: WCA Dues

Each year, the County Board Staff Committee is asked to approve the payment of the WCA dues along with the cross-charge amounts billed to each department. These cross charges are based on the historical percentages WCA used when each department was charged separately.

Therefore, I ask the Staff Committee to approve payment of the WCA dues in total with the following cross-charges:

Human Services Department	\$ 1,180.00
Rock Haven	2,570.00
Public Works Department	2,200.00
County Board Account	<u>\$12,148.00</u>
TOTAL	\$18,098.00

CC: Sherry Oja

JS/mb

MEM.WCADues



22 EAST MIFFLIN STREET, SUITE 900
MADISON, WI 53703
TOLL FREE: 1.866.404.2700
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FAX: 608.663.7189
WWW.WICOUNTIES.ORG

MEMORANDUM

TO: County Board Chairs, Executives, and Administrators

FROM: Lynda L. Bradstreet, Chief Financial Officer

DATE: August 24, 2020

SUBJECT: 2021 Estimated Membership Dues

For the purpose of preparing your 2021 county budget, enclosed you will find the estimated 2021 dues for membership in the Wisconsin Counties Association (WCA). Please note that the WCA Bylaws require the use of population figures as stated in the most recent final population estimate published by the Wisconsin Department of Administration (DOA). DOA releases preliminary population estimates in August and final population estimates in October. Populations and category assignments may change based on the updated population figures. Approval of population categories and dues payable in each category will be voted on at the Annual Business Meeting on September 21, 2020.

Please see the attached list of counties and the estimated dues based on the population categories and dues amounts recommended by the WCA Board of Directors at its August 21, 2020 meeting. Please note that the dues categories and amounts have not changed in nearly two decades. An invoice will be mailed to you in December for payment by February 1, 2021.

Benefits of WCA membership include but are not limited to: state budget advocacy; legislative advocacy; legislative and technical assistance; training and educational programs; policy analysis; networking and engagement; information and knowledge collection and distribution; subscriptions to *Wisconsin Counties* magazine, WisPolitics.com, The Wheeler Report, Wisconsin Eye, WCA eNews; and other programs and services of benefit to your county.

If you have any questions, please feel free to contact me.

Enclosure

cc: County Clerks

Population Categories	County	2020		Population Categories	County	2020		
		Population (Est)	2021 Dues			Population (Est)	2021	Dues
Over 500,000	Milwaukee	944,099	\$42,231	20,001 - 30,000	Lincoln	28,800	\$5,281	
	Dane	543,398	\$42,231		Door	28,770	\$5,281	
250,001 - 500,000	Waukesha	406,785	\$27,148		Juneau	27,250	\$5,281	
	Brown	264,821	\$27,148		Waushara	24,436	\$5,281	
150,001 - 250,000	Racine	195,766	\$18,098		Iowa	23,915	\$5,281	
	Outagamie	187,661	\$18,098		Vilas	21,769	\$5,281	
	Kenosha	170,680	\$18,098		Jackson	20,828	\$5,281	
	Winnebago	169,861	\$18,098		Taylor	20,793	\$5,281	
100,001 - 150,000	Rock	160,120	\$18,098		Kewaunee	20,746	\$5,281	
	Washington	138,268	\$14,077		Adams	20,701	\$5,281	
	Marathon	137,237	\$14,077	Langlade	20,063	\$5,281		
	La Crosse	120,447	\$14,077	10,000 - 20,000	Green Lake	19,178	\$4,356	
	Sheboygan	116,924	\$14,077		Richland	18,034	\$4,356	
	Fond du Lac	104,370	\$14,077		Lafayette	17,007	\$4,356	
	Walworth	104,086	\$14,077		Sawyer	16,903	\$4,356	
Eau Claire	103,959	\$14,077	Crawford		16,679	\$4,356		
70,001 - 100,000	St. Croix	90,949	\$11,312		Washburn	15,993	\$4,356	
	Ozaukee	90,630	\$11,312		Ashland	15,871	\$4,356	
	Dodge	90,005	\$11,312		Burnett	15,486	\$4,356	
	Jefferson	84,692	\$11,312		Marquette	15,387	\$4,356	
	Manitowoc	81,349	\$11,312		Bayfield	15,334	\$4,356	
	Wood	75,381	\$11,312	Rusk	14,879	\$4,356		
	Portage	71,670	\$11,312	Price	14,170	\$4,356		
45,001 - 70,000	Chippewa	65,339	\$8,712	Buffalo	13,671	\$4,356		
	Sauk	63,343	\$8,712	Under 10,000	Forest	9,183	\$3,622	
	Columbia	57,134	\$8,712		Pepin	7,393	\$3,622	
	Calumet	53,338	\$8,712		Iron	5,909	\$3,622	
	Grant	52,572	\$8,712		Florence	4,467	\$3,622	
	Waupaca	52,155	\$8,712		Menominee	4,267	\$3,622	
	Monroe	46,882	\$8,712		TOTAL			
	Barron	46,522	\$8,712	5,854,750 \$686,728				
30,001-45,000	Dunn	44,788	\$6,436	<p>Note: The WCA Bylaws state that, "the population of each County at any time shall be the population stated in the most recent final population estimate for Wisconsin counties published by the Wisconsin Department of Administration..." The Department's Demographic Services Center (DSC) releases preliminary population estimates in August and final population estimates in October. For the purposes of this document (2021 dues allocation), the preliminary population estimates for 2020 are used. The document will be updated following the release of the final estimates in October. Please keep in mind that a county may change population categories, affecting dues amounts, following the release of the October final estimates.</p>				
	Polk	44,628	\$6,436					
	Douglas	44,246	\$6,436					
	Pierce	42,413	\$6,436					
	Shawano	41,739	\$6,436					
	Marinette	41,255	\$6,436					
	Oconto	38,853	\$6,436					
	Green	36,967	\$6,436					
	Oneida	36,268	\$6,436					
	Clark	34,725	\$6,436					
	Vernon	30,496	\$6,436					
*Trempealeau	30,047	\$6,436						

*Counties that changed population categories. Source: WI Demographic Services Center, Official Final Estimates, August 2020