

ROCK COUNTY, WISCONSIN

NOTE: This is a Teleconference



**COUNTY BOARD STAFF COMMITTEE
MONDAY, SEPTEMBER 28 2020 – 4:30 P.M.
CALL: 1-312-626-6799
MEETING ID: 892 4694 3285**

Join Zoom Meeting

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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 28, 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 28, 2020 – 4:30 P.M.**

Agenda

1. Call to Order
2. Approve Agenda
3. Approval of Minutes – September 14, 2020
4. Public Comment - sent in via email by noon Monday, September 28, 2020
5. Transfers
6. Review of Payments
7. Resolutions and Committee Action
 - A. Recognizing Timothy Conway for Service to Rock County
 - B. To Recognize Lorie Perry
 - C. Updating Titles and Roles of Representatives on Behavioral Health Redesign Steering Committee
 - D. Creating 5.0 FTE Positions to Support Project Implementation and Supportive Services to Enhance the Safety, Permanence, and Well-Being of the Children and Families Being Served in Child Protective Services
8. Discussion and Possible Action
 - A. COVID-19 Employee Leave Policies and Layoffs
 - B. Naming of the County Owned Building at 1717 Center Ave.
 - C. Community Agency Initiatives – 2021 Budget
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 – September 14, 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: Supervisors Purviance, Richard Bostwick, Leavy, Peer, Podzilni, Yeomans, Brien, Sweeney and Zajac.

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; Bridget Laurent, Deputy Corporation Counsel.

Others Present: None.

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

Approval of Minutes – August 24, 2020. Supervisor Peer moved approval of the minutes of August 24, 2020 as presented, second by Supervisor Yeomans. ADOPTED.

Public Comment. None.

Transfers. None.

Review of Payments. The Committee accepted the reports.

Resolutions and Committee Action.

Recognizing Shari Burnett for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020 does hereby recognize Shari Burnett for her 25 years and 3 months of service and extend their best wishes to her in her future endeavors.”

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

Recognizing Paul Cooper

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors at its regular meeting this _____ day of _____, 2020, directs that a sincere expression of recognition be given to Paul Cooper for his 26 years of service and expresses to him best wishes for the future.”

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

Recognizing Carolyn Diece for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020 does hereby recognize Carolyn Diece for her over 40 years and 5 months of service and extend their best wishes to her in her future endeavors.”

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

Supervisor Brien mentioned that, between the four Rock Haven employees, they are taking 118 years of service with them.

Recognizing Diana Huckstep for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020 does hereby recognize Diana Huckstep for her over 20 years, 5 months of service and extend their best wishes to her in her future endeavors.”

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

Recognizing Sandra Sauter for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020 does hereby recognize Sandra Sauter for her 33 years of service and extend their best wishes to her in her future endeavors.”

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

Proclamation to Recognize the Second Monday in October as “Indigenous Peoples Day”

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020, re-affirm and proclaim the second Monday in October as Indigenous Peoples Day.”

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

Authorizing Easement to Alliant Energy to Cross Indianford Park

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020, that they approve the easement and right-of-way for Alliant Energy to cross Indianford Park and authorize the County Board Chair and County Clerk to sign all documents to complete this transaction.”

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

Discussion and Possible Action.

Policy 5.15: Harassment Prohibited Ms. Mikula went over the changes to the Policy (underlined) with the Committee and answered questions.

Moved by Supervisor Zajac to approve the changes to Policy 5.15, second by Supervisor Leavy. ADOPTED.

Policy 5.52: Workplace Attire Ms. Mikula went over the changes to the Policy (underlined) with the Committee and answered questions.

Moved by Supervisor Bostwick to approve the changes to Policy 5.52, second by Supervisor Leavy. ADOPTED.

Policy 5.37: Shift Differential/Incentive Pay Ms. Mikula went over the changes to the Policy (underlined) with the Committee and answered questions.

Moved by Supervisor Yeomans to approve the changes to Policy 5.37, second by Supervisor Leavy. ADOPTED.

Payment of WCA Dues Moved by Supervisor Yeomans to approve the payment of the WCA Dues and the cross-charges, second by Supervisor Zajac. ADOPTED.

Executive Session: Supervisors Bostwick and Zajac moved to go into Executive Session at 5:09 P.M. per Section 19.85(1)(e), Wis. Stats. Update on Collective Bargaining.

ADOPTED on a roll call vote with the following: Ayes – Supervisors Purviance, Bostwick, Brien, Peer, Leavy, Podzilni, Sweeney, Yeomans and Zajac. Absent – None.

Adjournment. Supervisor Zajac moved adjournment from executive session and the meeting at 6:08 P.M., second by Supervisor Bostwick. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

ROCK COUNTY

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

09/24/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
01-1320-0000-63100	Office&Misc Exp	P2000024	09/17/2020	US BANK	SUPPLIES, DAILY NEWS, ICMA	248.95
01-1320-0000-63200	Pubs/Subs/Dues	P2000024	09/17/2020	US BANK	2020 RENEWAL	234.70
01-1320-0000-64200	Training	P2000024	09/17/2020	US BANK	2020 ICMA	199.00
County Administrator PROG TOTAL						682.65

I have reviewed the preceding payments in the total amount of \$682.65

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

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

09/24/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
03-1110-0000-63100	Office&Misc Exp	P2000024	09/17/2020	US BANK	2020 PLAQUE	66.81
03-1110-0000-63107	Legal Notices	P2000010	09/24/2020	ADAMS PUBLISHING GROUP OF SOUT	REFUND AD TRANSFER FROM 8-7-20	734.66
03-1110-0000-64201	Convention Exp	P2000024	09/17/2020	US BANK	2020 TRAINING	(1,150.00)
County Board PROG TOTAL						(348.53)

I have reviewed the preceding payments in the total amount of **(\$348.53)**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF SEPTEMBER 2020

09/24/2020

<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>
06-1620-0000-63202	Law Books	P2000211	09/17/2020	US BANK	TRAINING PRIMA - RISK MANAGER	286.00
06-1620-0000-64200	Training	P2000211	09/17/2020	US BANK	2020 TRAINING PRIMA	320.00
		P2001810	09/24/2020	WISCONSIN CHILD SUPPORT ENFORC	REGISTRATION:	600.00
Corporation Counsel PROG TOTAL						1,206.00

I have reviewed the preceding payments in the total amount of **\$1,206.00**

Date:

Dept Head _____

Committee Chair _____

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-61925	Background/Test	P2000337	09/17/2020	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND CHECK	264.35
		P2001772	09/17/2020	STANARD AND ASSOCIATES INC	ENTRY LEVEL CORRECTIONS OFFICE	1,265.00
		P2001837	09/24/2020	MINNESOTA BUREAU OF CRIMINAL A	MINNESOTA BACKGROUND CHECK	15.00
08-1420-0000-63100	Office&Misc Exp	P2000319	09/17/2020	US BANK	OFFICE SUPPLIES	87.77
		P2001722	09/03/2020	AMC3 IDENTITY SOLUTIONS LLC	RIBBON KIT FOR BADGE PRINTER	105.00
08-1420-0000-63200	Pubs/Subs/Dues	P2000319	09/17/2020	US BANK	SURVEY MONKEY ANNUAL SUBSCRIPT	384.00
		P2001638	09/03/2020	JJ KELLER AND ASSOCIATES INC	TEST	2,617.17
08-1420-0000-64200	Training	P2000319	09/17/2020	US BANK	NEOGOV VIRTUAL CONF	147.00
08-1420-0000-64417	RH Expenses	P2000337	09/17/2020	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND CHECK	46.65
		P2001638	09/17/2020	JJ KELLER AND ASSOCIATES INC	ELP FED	485.73
		P2001791	09/17/2020	ARTHUR L DAVIS PUBLISHING AGEN	30 DAY JOB POSTING ON	457.86
Human Resources PROG TOTAL						5,875.53

I have reviewed the preceding payments in the total amount of **\$5,875.53**

Date: _____ Dept Head _____
 _____ Committee Chair _____

ROCK COUNTY

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

09/24/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
19-1912-0063-61710	Workers Comp	P2000186	09/10/2020	TK GROUP INC	ANALYSIS/REPORTS, AUDIOGRAMS	35.00
Worker's Compensation PROG TOTAL						35.00

I have reviewed the preceding payments in the total amount of **\$35.00**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

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

09/24/2020

<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>
29-9005-0000-64904	Sundry Expense	P2000024	09/17/2020	US BANK	PRETRIAL GRANT	75.00
Evidence Based Decision Making PROG TOTAL						75.00

I have reviewed the preceding payments in the total amount of **\$75.00**

Date:

Dept Head _____

Committee Chair _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

James S. Sandvig
INITIATED BY

James S. Sandvig
DRAFTED BY

Finance Committee
SUBMITTED BY



8/25/2020
DATE DRAFTED

RECOGNIZING TIMOTHY CONWAY FOR SERVICE TO ROCK COUNTY

- 1 **WHEREAS**, Timothy Conway has dedicated 18 ½ years of his professional career to protecting the
- 2 information technology systems of Rock County; and
- 3
- 4 **WHEREAS**, Timothy began his career as an User Support Specialist with Rock County Computer
- 5 Services on March 4, 2002; and
- 6
- 7 **WHEREAS**, Timothy fulfilled those duties until September 19, 2003 when he accepted the position of
- 8 Network Technician, a role in which he diligently served until his retirement on September 11, 2020; and
- 9
- 10 **WHEREAS**, Timothy led the remote teleworking initiative that, within a two-week time period, allowed
- 11 for over 600 county employees to work remotely during the COVID-19 pandemic; and
- 12
- 13 **WHEREAS**, Timothy led multiple significant technology contributions over the years such as, our
- 14 migration from an NT Domain to Active Directory, implementation of the Daylight Saving time change
- 15 enacted by Congress in 2007 that affected technology systems, implementation of Microsoft printing
- 16 with Group Policy, administration and support of our server and desktop virtualization environment,
- 17 multiple building and site moves such as the Airport, Rock Haven, Franklin St, Court St, and Beloit
- 18 Eclipse Center; and
- 19
- 20 **WHEREAS**, Timothy has a remarkable ability to work under pressure, troubleshoot and think outside
- 21 the box to solve complex technical issues; and
- 22
- 23 **WHEREAS**, Timothy made countless contributions during his tenure with Rock County’s Information
- 24 Technology department. His extensive knowledge coupled with his unwavering dedication to doing his
- 25 very best set an example not only for his co-workers, but for all who had the pleasure of working with
- 26 him. Timothy has been a vital member of the Information Technology team and his influence will have
- 27 a positive impact on the department and the Rock County workforce for many years to come.
- 28
- 29 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 30 on this _____ day of _____ 2020, does hereby thank Timothy Conway for his dedication
- 31 and contributions to the citizens of Rock County; and
- 32
- 33 **BE IT FURTHER RESOLVED** that a copy of this resolution be presented to Timothy Conway with
- 34 the Rock County Board of Supervisors’ best wishes for his future plans.

Respectfully submitted,

FINANCE COMMITTEE

/s/ Mary Mawhinney
Mary Mawhinney, Chair

/s/ Brent Fox
Brent Fox

/s/ Wes Davis
Wes Davis, Vice Chair

/s/ Kara Purviance
Kara Purviance

/s/ Stephanie Aegerter
Stephanie Aegerter

COUNTY BOARD STAFF COMMITTEE

Kara Purviance, Chair

Richard Bostwick, Vice Chair

Tom Brien

Kevin Leavy

Louis Peer

J. Russell Podzilni

Alan Sweeney

Bob Yeomans

Jeremy Zajac

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Luster
INITIATED BY

Human Service Board
SUBMITTED BY



Cheryl Salava
DRAFTED BY

August 26, 2020
DATE DRAFTED

TO RECOGNIZE LORIE PERRY

- 1 **WHEREAS**, Lorie Perry has served the citizens of Rock County for thirty-one (31) years as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Ms. Perry began her career on January 30, 1989 with Rock County Human Services as a
- 5 Social Worker in the Child Protective Services division for On-going case management work to
- 6 support children and their families to increase their protective capacities to maintain child safety; and,
- 7
- 8 **WHEREAS**, Ms. Perry transferred to the Initial Assessment unit of Child Protective Services in 1990
- 9 serving families until 1995; she conducted comprehensive assessments in order to provide
- 10 recommendations for family services to decrease the risk of child maltreatment; and,
- 11
- 12 **WHEREAS**, Ms. Perry transitioned to the Economic Support Services division in 1995 to function as
- 13 a Learnfare case manager, assisting 13-19-year old recipients of Aid to Families with Dependent
- 14 Children (AFDC) to promote educational enrollment, improve school attendance, and increase high
- 15 school graduation or the completion of high school equivalency programs; and,
- 16
- 17 **WHEREAS**, in 1997 Ms. Perry became the Kinship Coordinator for the Human Services Department,
- 18 carrying an extremely large caseload of both voluntary and court-ordered Kinship cases; Ms. Perry
- 19 completed assessments to determine eligibility for funding to support relative caregivers to assist them
- 20 in providing a stable living situation until children could return to the care of their parents; she served
- 21 the Department in this role until 2016; and,
- 22
- 23 **WHEREAS**, Ms. Perry transitioned to the Child Protection Access unit in 2016 to receive reports of
- 24 child maltreatment by community members; she was adept at gathering sufficient information for
- 25 supervisory staff to make decisions about agency intervention; and,
- 26
- 27 **WHEREAS**, Ms. Perry moved to the Substitute Care unit in 2018 to the newly created Permanency
- 28 Specialist position; she has worked diligently to develop the framework for assisting CPS social
- 29 workers to implement Family Find and Engagement principles for the purposes of developing
- 30 sustainable family connections and supports; and,
- 31
- 32 **WHEREAS**, Ms. Perry has proven herself to be a dedicated, caring and committed employee, always
- 33 advocating for the youth, families and her colleagues in the many areas she has served; and,
- 34
- 35 **WHEREAS**, Ms. Perry has decided to retire from Rock County after 31 years of dedicated service on
- 36 October 23, 2020.
- 37
- 38 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
- 39 assembled this _____ day of _____ does hereby recognize Lorie Perry for her 31 years of
- 40 service and extend best wishes to her in her future endeavors.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Behavioral Health Redesign
Steering Committee
INITIATED BY



Elizabeth Pohlman McQuillen
DRAFTED BY

Human Services Board
SUBMITTED BY

August 20, 2020
DATE DRAFTED

**UPDATING TITLES AND ROLES OF REPRESENTATIVES ON BEHAVIORAL HEALTH
REDESIGN STEERING COMMITTEE**

- 1 **WHEREAS**, on March 8, 2012, the Rock County Board of Supervisors established the Behavioral
2 Health Redesign Steering Committee to bring stakeholders, including providers, administrators,
3 consumers, family members, justice system personnel, schools, and other community members involved
4 with the behavioral health system together on a regular basis to discuss issues affecting the system,
5 resolve problems, plan for the future, and act as an advisory committee to the County Board on matters
6 involving behavioral health; and,
7
- 8 **WHEREAS**, the titles and roles of several of the representatives listed in the original resolution as
9 permanent members have changed; and,
10
- 11 **WHEREAS**, to better reflect current titles and roles the County Board update the membership of this
12 committee.
13
- 14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
15 this _____ day of _____, 2020 does hereby update the roles of members on the Behavioral
16 Health Redesign Steering Committee as follows:
17
- 18 The Rock County Board Chair shall appoint members from these services (asterisk-subject to term):
19 Rock County Board of Supervisors
20 Rock County Human Services Department Designee representing Behavioral Health
21 Rock County Human Services Department Designee representing Juvenile Justice
22 Rock County Sheriff’s Office Designee
23 Municipal Law Enforcement*
24 Behavioral Health Clinics*
25 Hospitals*
26 School Districts in Rock County*
27 State of Wisconsin Department of Corrections*
28 Organizations that Provide Consumer Advocacy*
29 People with Lived Experience with Behavioral Health*
30
- 31 In addition, members may be appointed from the following:
32 Public Legal Offices*
33 Private Organizations Serving Persons with Behavioral Health Issues*
34 Minority Groups*
35 Spiritual Groups*

UPDATING TITLES AND ROLES OF REPRESENTATIVES ON BEHAVIORAL HEALTH
REDESIGN STEERING COMMITTEE

Page 2

Respectfully submitted,

HUMAN SERVICES BOARD

/s/ Brian Knudson
Brian Knudson, Chair

/s/ Sally Jean Weaver-Landers
Sally Jean Weaver-Landers, Vice Chair

/s/ Angelina Reyes
Angelina Reyes

/s/ Kaelyb Lokrantz
Kaelyb Lokrantz

/s/ J. Russell Podzilni
J. Russell Podzilni

COUNTY BOARD STAFF COMMITTEE

Kara Purviance, Chair

Rich Bostwick, Vice Chair

Tom Brien

Kevin Leavy

Louis Peer

J. Russel Podzilni

Alan Sweeney

Bob Yeomans

Jeremy Zajac

/s/ Ashley Hoffman
Ashley Hoffman

/s/ Kathy Schulz
Kathy Schulz

/s/ Pam Bostwick
Pam Bostwick

/s/ Shirley Williams
Shirley Williams

FISCAL NOTE:

No fiscal impact in and by itself.

/s/ Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to 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

Executive Summary

UPDATING TITLES AND ROLES OF REPRESENTATIVES ON BEHAVIORAL HEALTH REDESIGN STEERING COMMITTEE

On March 8, 2012, the Rock County Board of Supervisors established the Behavioral Health Redesign Steering Committee to bring stakeholders, including providers, administrators, consumers, family members, justice system personnel, schools, and other community members involved with the behavioral health system together on a regular basis to discuss issues affecting the system, resolve problems, plan for the future, and act as an advisory committee to the County Board on matters involving behavioral health. Since its establishment, several roles of committee members have changed, including Division Manager titles in the Human Services Department. This resolution seeks to update those positions to more accurately reflect the members of the committee.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Luster
INITIATED BY



Tera O'Connor
DRAFTED BY

Human Services Board
SUBMITTED BY

August 27, 2020
DATE DRAFTED

Creating 5.0 FTE Positions to Support Project Implementation and Supportive Services to Enhance the Safety, Permanence, and Well-Being of the Children and Families Being Served in Child Protective Services

1 **WHEREAS**, the Human Services Department (HSD) received additional funding in the 2020 budget
2 from the Department of Children and Families to support Child Welfare services and supports; and,
3
4 **WHEREAS**, a portion of those funds will be transferred from contracted services to personnel; and,
5
6 **WHEREAS**, HSD will utilize the funds to create a 1.0 FTE Coordinator of Family Support to support
7 implementation of the Parents Supporting Parents Grant, Development / Implementation of Family
8 Team Meetings, and duties to support the Program Manager, Supervisory Staff, and CPS Staff; and,
9
10 **WHEREAS**, HSD will create 2.0 FTE Family Team Meeting Coordinators who will focus on
11 strengthening a process for team meetings across the CPS system as well as facilitating the meetings
12 across the life of a case; and,
13
14 **WHEREAS**, HSD will create 2.0 FTE Case Aide Positions who will be assisting CPS staff in supportive
15 functions such as documentation, UA's, printing / mailing letters, coordination of phone calls, and other
16 tasks; and,
17
18 **WHEREAS**, supporting the Child Protective Services System of care to integrate parent voice,
19 collaborate with all partners via regular team meetings, and provide supportive assistance to the CPS
20 workforce represent best practices in child welfare; and,
21
22 **WHEREAS**, these programs are aligned with our Departments values and practices; and,
23
24 **WHEREAS** all of these programs and positions will support positive outcomes in the safety,
25 permanence, and well-being of Children and Families in Rock County.
26
27 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
28 assembled this _____ day of _____, 2020 does hereby approve the creation of 1.0 FTE
29 Coordinator of Family Support, 2.0 FTE Family Team Meeting Coordinators, and 2.0 FTE Case Aides.

Respectfully submitted,

HUMAN SERVICES BOARD

/s/ Brian Knudson
Brian Knudson, Chair

/s/ J. Russell Podzilni
J. Russell Podzilni

/s/ Sally Jean Weaver-Landers
Sally Jean Weaver-Landers, Vice Chair

/s/ Angelina Reyes
Angelina Reyes

/s/ Pam Bostwick
Pam Bostwick

/s/ Kathy Schulz
Kathy Schulz

/s/ Ashley Hoffman
Ashley Hofman

/s/ Shirley Williams
Shirley Williams

/s/ Kaelyb Lokrantz
Kaelyb Lokrantz

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:

Funds are available in the 2020 budget to cover the costs of these positions.

/s/ Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

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

/s/ *Richard Greenlee*

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/ *Josh Smith*

Josh Smith
County Administrator

Executive Summary

Creating 5.0 FTE Positions to Support Project Implementation and Supportive Services to Enhance the Safety, Permanence, and Well-Being of the Children and Families Being Served in Child Protective Services

Rock County Human Services Department received an additional \$1.15 Million in funding from the Wisconsin Department of Children and Families in the 2020 budget. These additional funds were allocated to support incentive pay for child welfare staff, consultation services for program development, to reduce the tax levy allocated for out of home placement costs, to add staff resources for quality improvement efforts, and to support increased in-home safety services for families. A portion of the funding remained undesignated and was budgeted in contracted services pending further planning and program development decisions. This resolution proposes to utilize \$91,370 from the previously undesignated funds to increase staff to support and advance program development efforts.

A priority in the Child Protective Services area is to assure that our practice is increasingly aligned with the evidence of what is most effective in assuring positive outcomes for the children and families that we serve. In addition, significant changes in Child Welfare practice are occurring as a result of the Federal Family First Act, landmark legislation that changes the way that federal IV-E funding can be utilized and requires additional efforts and resources to prevent out of home/out of family placements for children. In response to these priority areas, the Human Services Department plans to utilize increased staffing resources to support these system and practice changes. Requested staff include one full-time Coordinator of Family Support to support implementation of the Parents Supporting Parents Grant, Development/Implementation of Family Team Meetings, and duties to support the Program Manager, Supervisory Staff, and CPS Staff. In addition, we will create two full-time Family Team Meeting Coordinators and two full-time Case Aide Positions. The Family Team Meeting Coordinators will focus on strengthening a process for team meetings across the CPS system as well as facilitate the meetings across the life of a case. Case Aides will be assisting CPS staff in supportive functions such as documentation, UA's printing/ mailing letters, coordination of phone calls, and other tasks. The addition of these positions will enable the HSD to commit to enhanced program development without adding these responsibilities to staff who are already dealing with maximized workloads.

ROCK COUNTY, WISCONSIN



County Administrator
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DATE: September 5, 2020

TO: Supervisor Bob Yeomans
Supervisor Rick Richard

FROM: Josh Smith, County Administrator *JMS*

RE: Request for Information on Employee Furloughs during COVID-19

You have asked for information on the utilization (or lack thereof) of County employee furloughs during the COVID-19 pandemic. Payroll staff have pulled together information that I hope is responsive to your request. To address this question, we are providing information that is intended to explain utilization of the different leave options that were made available to staff. You have also inquired as to what direction was given to department heads, as well as whether staff were redeployed to other County operations.

Below is a table with data generated from the County's payroll system that summarizes the various leave options and ways in which staff coded their timesheets from March 8, 2020, through August 22, 2020. The information shown represents hours coded to each category. Explanations of each of these categories and analyses of how and why they were utilized follow the table, and are listed in the order in which they were created as our response to the pandemic unfolded. For context, the Governor directed that the Safer-at-Home order be issued effective March 25, 2020.

Number of Hours Rock County Staff Recorded in Various Payroll Categories
March 8, 2020 - August 22, 2020

Department	Pandemic	Reserve	EPSLA Full	EPSLA Partial	EFMLA
Airport	32.00	206.00	160.00	-	-
Child Support	16.00	132.00	52.00	-	-
Clerk of Court	33.50	615.00	80.00	-	-
HSD	941.00	-	799.00	686.50	371.75
Public Health	-	-	-	-	-
Public Works	4,826.90	1,285.50	2,794.00	99.90	344.00
RCSO	206.50	30,938.75	160.00	-	-
Rock Haven	56.00	-	741.75	80.00	-
All Other	224.00	438.45	629.00	211.00	42.50
Total	6,335.90	33,615.70	5,415.75	1,077.40	758.25

Pandemic Pay

On March 12, I issued an email to department heads instructing that staff who were returning to Rock County after traveling to states or countries with COVID-19 community transmission (as determined by the CDC) were to quarantine at home for 14 days. I also instructed that staff who were exhibiting COVID-19 or flu-like symptoms, lived with someone exhibiting such symptoms, or was exposed to a suspected case of COVID-19 should similarly quarantine.

Given the unknowns about the spread and severity of COVID-19 at the time, we made a decision that staff would not have to use their sick time (or other leave balances) during this quarantine period in order to ensure that those without sufficient leave balances would not choose to come to work and potentially spread the virus (there are many County staff who typically carry low sick leave balances). This additional compensation was provided under section 18.508 of the Rock County Personnel Ordinance, which allows the County Administrator in consultation with the Human Resources Director to grant employees a paid leave of absence “when it is in the best interest of the County to do so.”

Staff generally used this payroll category until April 1. Two exceptions to this appear to be staff from Public Works and Human Services, who continued to track at least a portion of their time in this category after other payroll codes were created for other purposes (see below).

I would note that in these March 12 communications I informed Department Heads that it was looking like schools would close at some point and that staff who stayed home to care for their children due only to schools being closed would be required to use their own leave balances.

Reserve Pay

On March 23, the Governor announced that the Safer-at-Home order would be in effect beginning March 25. Also on March 23, I issued an email to Department Heads identifying that staff would be affected by this based on one of several categories into which they fell, including:

1. Essential/fundamental employees
2. Non-essential employees who can work remotely
3. Non-essential employees who cannot work remotely

For non-essential employees who cannot work remotely, following is the language from my email providing further direction about this group:

Non-essential staff who are healthy, but who for whatever reason are unable to work remotely, should stay home consistent with the Governor’s order. While we develop a longer-term policy, **these employees will continue to be paid their regular wages on a temporary basis. They are expected to be able to report to work or complete work-related tasks** while on this temporary paid and at-home status. I need to be clear that this policy will be modified upon the release of a new policy, and that this is only a temporary approach....You, as department heads, will have to make decisions about which of your staff fall into which categories and be prepared to be clear with your staff about your expectations for work and work availability.

On March 24, I provided further clarification that if these staff were recalled to work, are not sick, and able to perform job functions, but refuse to return to work, normal work rules applied, including use of their own benefit time.

County staff who fell into this category were to record their time under the new payroll code called Reserve Pay. In addition, there are two other notable circumstances that resulted in recording time as Reserve Pay during this period.

First, as can be seen in the table above, the vast majority of Reserve Pay was recorded by the Sheriff's Office. Early in the pandemic, Sheriff Knudson instituted a plan to send about half of his staff home to be in reserve in order to remain healthy and be able to be recalled to work should there be COVID-19 spread among staff on duty. On a rotating basis, staff in reserve would come back to work, and staff who had been working would go on reserve status. Many, but not all, staff had the capability to work remotely during this time, which lasted for many weeks. These staff continued to be paid because they had been ordered to a work location (their homes) by the Sheriff. There was at least one occasion, due to a positive COVID-19 test for one staff, during which this recall of reserve staff was put into effect. It is worth noting the success of this plan in keeping COVID-19 out of the jail, as no inmates have recorded a positive test. This is an extraordinary feat compared to other jails in Wisconsin. Sheriff Knudson could speak more to this effort if you have questions.

Second, Public Works and Airport staff were similarly sent home on Reserve Pay status due to the possibility of the need for snowplowing operations (as noted, it seems likely DPW staff recorded some of this time under the Pandemic Pay code). Due to highway and airport safety issues, we felt that these staff remaining on the payroll provided the greatest opportunity to most quickly return to service if needed.

At this early stage of the pandemic response, we felt it was important to keep all County staff (not just the Sheriff's Office, DPW, and Airport) as accessible as possible to return to work, either due to widespread COVID-19 absences in the workforce or the need for additional staff for COVID-19 response in various departments. Earlier, on March 14, I issued an email to Department Heads requesting that they begin to consider which members of their staff might be able to be redeployed to other departments should the need arise. To coordinate this effort, one Human Services Department staff member was asked to serve as the County's Redeployment Coordinator. Fortunately, COVID-19 has not spread extensively among the County workforce. However, a number of County staff have been redeployed to a variety of functions, as noted in the attachment. While this attachment reflects mostly redeployments of Human Services staff, a number of informal redeployments among departments took place, including staff from the Planning Department, Corporation Counsel's Office, and Public Works to the Emergency Operations Center, and Court Attendants to assist Facilities Management.

Finally, rather than laying staff off, we felt it was worthwhile to keep staff on the payroll for several reasons:

- As noted, in an environment in which we were unsure of the need to recall staff, we felt this would provide the greatest flexibility to the County and the least disruption to staff who we thought might have to go on and off the Unemployment Insurance program on a daily or weekly basis as redeployment needs were identified.

- As a direct payee for state's Unemployment Insurance program, the County directly pays any staff laid off. During this time, unemployment benefits were expanded by the federal government up to \$970/week. For staff making \$1,000/week, which would likely have included most hourly staff who might have been subject to layoff, the additional cost for remaining on the payroll was \$143.50/week as compared to laying them off. We felt this outweighed the administrative costs of administering layoffs.
- Given the potential pending economic effects of the pandemic, we were mindful about not contributing to local economic hardships by laying off County staff and adding to what became the crush of unemployment claims that had to be processed by the Department of Workforce Development.

I would also note that in anticipation of the need for staff to work remotely, on March 17 I gave the first approval for the purchase of additional Citrix licenses, which allow staff to remotely access the County's network. This was followed by approvals for purchases of additional laptops and Zoom videoconferencing licenses. This was intended to allow staff to continue to provide County services, keep staff productively occupied, and mitigate the need for staff to be on Reserve Pay status.

I also provided guidance to Department Heads on the types of tasks I expected staff should be able to complete remotely when they may have reduced workload due to less in-person service, for example. These included:

- catching up on outstanding training;
- identifying webinars or other remote training not previously planned;
- reviewing policies and procedures;
- reviewing client files, including weeding files to prepare for scanning;
- completing outstanding performance evaluations; and
- other necessary tasks identified by Department Heads.

Emergency Paid Sick Leave Act (EPSLA)

The Families First Coronavirus Response Act (FFCRA) was passed by Congress and signed into law by the President with an effective date of April 1, 2020. One component of the FFCRA was the Emergency Paid Sick Leave Act (EPSLA), which provided federally protected leave for individuals who could not work due to several COVID-19 criteria or the closure of schools or day care facilities. Once this law was effective, employees received a new federal clock of 80 hours of protected leave and were to begin recording these hours under a new pay code, replacing both Pandemic Pay and Reserve Pay for most employees. EPSLA is able to be taken on a full- or partial-day basis and is effective through December 31, 2020. As a reminder, the federal government reimbursed private employers for these costs but not public employers.

Emergency Family and Medical Leave Act (EFMLA)

The FFCRA also included the Emergency Family and Medical Leave Act (EFMLA). This created a new category under which employees could take leave under the existing Family and Medical Leave Act (FMLA) to include similar COVID-19 and school closure criteria. This essentially provided an additional 10 weeks of pay at 2/3 wages, capped at \$1,000/week. This program will also be available through the end of 2020.

Other Leave Options

In addition to those categories of leave, there were two additional categories we created during the first several weeks of the Safer-at-Home order that were intended to round out the leave options that would be available to staff:

- 1) Temporary Paid Leave (TPL)—The TPL program was created to mirror the EPSLA and EFMLA for healthy non-essential employees unable to work remotely who did not have children and therefore could not take advantage of these federal programs. We felt that it would be equitable to create a parallel program to provide a benefit to staff without young children. Due to the various leave programs that were in place at this time, Human Resources staff created a flow chart to help staff work through options depending on their situation. This flow chart is attached. To date, the TPL program has not been used by any County staff.

- 2) Furlough Program—Considering the increased amount of payments under the unemployment insurance program, it is conceivable that some County staff may be better off receiving these enhanced benefits than under the TPL program. We created policies around the circumstances in which healthy non-essential staff unable to work remotely could choose to receive a furlough in order that they might be eligible for these unemployment benefits. To date, this program has not been used by any County staff.

I realize this memo is lengthier than you might have anticipated, but I thought it would be helpful to provide context for the rationale for some of our decisions about employee leave options at the time they were made. Please let me know if there is any additional information you would like us to provide or if you have further questions.

Hours

Department	Pandemic	Reserve	EPSLA Full	EPSLA Partial	EFMLA
Airport	32.00	206.00	160.00	-	-
Child Support	16.00	132.00	52.00	-	-
Clerk of Court	33.50	615.00	80.00	-	-
HSD	941.00	-	799.00	686.50	371.75
Public Health	-	-	-	-	-
Public Works	4,826.90	1,285.50	2,794.00	99.90	344
RCSO	206.50	30,938.75	160.00	-	-
Rock Haven	56.00	-	741.75	80.00	-
All Other	224.00	438.45	629.00	211.00	42.50
Total	6,335.90	33,615.70	5,415.75	1,077.40	758.25

Total Wages and Benefits (FICA/WRS)

Department	Pandemic	Reserve	EPSLA Full	EPSLA Partial	EFMLA
Airport	820.02	5,469.35	26.36	-	-
Child Support	355.46	5,385.96	1,245.08	-	-
Clerk of Court	802.12	14,151.98	1,885.31	-	-
HSD	34,616.53	-	22,796.21	21,024.45	11,342.89
Public Health	-	-	-	-	-
Public Works	132,545.03	35,343.96	76,959.15	2,764.65	9,791.18
RCSO	5,111.51	965,135.54	3,771.17	-	-
Rock Haven	1,199.92	-	18,399.12	1,550.35	-
All Other	6,650.76	13,892.18	15,159.29	5,798.64	1,152.64
Total	\$ 182,101.34	\$ 1,039,378.97	\$ 140,241.70	\$ 31,138.08	\$ 22,286.70