

ROCK COUNTY, WISCONSIN

NOTE: This is a Teleconference



**COUNTY BOARD STAFF COMMITTEE
MONDAY, NOVEMBER 16, 2020 – 4:30 P.M.
CALL: 1-312-626-6799
MEETING ID: 851 8419 5305
PASSCODE: 000860**

Join Zoom Meeting

<https://us02web.zoom.us/j/85184195305?pwd=cDh0SVVZUWVYQINiRU1ZQ1ZUZxp6Zz09>

Meeting ID: 851 8419 5305

Passcode: 000860

One tap mobile

+19292056099,,85184195305#,,,,,0#,,000860# US (New York)

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Dial by your location

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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, November 16, 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, NOVEMBER 16, 2020 – 4:30 P.M.

Agenda

1. Call to Order
2. Approve Agenda
3. Public Comment - sent in via email by noon Monday, November 16, 2020
4. Approval of Minutes of October 26, 2020
5. Transfers
6. Review of Payments
7. Resolutions and Committee Action
 - A. To Recognize Kristin Haakenson
 - B. Requiring Board Approval of All Communications Issued on “Rock County Board of Supervisors” Letterhead
 - C. Set Wage Rate for 2020 Recount Workers
8. Review, Discussion and Possible Action
 - A. Approval of Changes to Administrative Policy and Procedure 5.31 Overtime, Flex and After Hours Payments
 - B. Approval of Changes to Administrative Policy and Procedure 5.45 Uniform/Equipment Allowance
9. **EXECUTIVE SESSION:** Per Section 19.85(1) (g), Wis. Stats. Conferring with Legal Counsel Concerning Strategy to be Adopted by the Board Regarding Litigation in which it is, or is Likely to Become Involved
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 – October 26, 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, Beaver, Brien, Richard Bostwick, Leavy, Peer, Podzilni and Sweeney.

Committee Members Absent: Supervisor Yeomans.

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; Amy Spoden, Human Resources Assistant Director; Anissa Welch, Dannie Evans, Terrell Hanson, Human Services; Travia Foy, Human Resources, Faith Quinlan, 911 Communications Center.

Others Present: Supervisor Mawhinney.

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

Public Comment. Anissa Welch, Terrell Hanson and Dannie Evans spoke in favor of creating the Equity Manager positions, included in the 2021 Recommended Budget, and on the addition of the Martin Luther King Jr. holiday being added to Rock County Personnel Ordinance and the Administrative Policy and Procedure Manual. Mr. Evans also spoke in favor of naming the 1717 Center Ave. building after Dr. Daniel Hale Williams, who was an African American surgeon, who got his start working under Dr. Palmer in Rock County and was given the opportunity to make history.

Approval of Minutes – October 8, 2020 and October 12, 2020. Supervisor Brien moved approval of the minutes of October 8, 2020 and October 12, 2020 as presented, second by Supervisor Leavy. ADOPTED.

Transfers. None.

Resolutions and Committee Action.

Recognizing Diane Paul 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 Diane Paul for her 28 years, 4 months of service and extends their best wishes to her in her future endeavors.”

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

Recognizing Colleen Reed 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 Colleen Reed for her 15 years, and 7 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 Peer. ADOPTED.

Recognizing Catherine Smith 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 Catherine Smith for her 10 years, 1 month of service and extend their best wishes to her in her future endeavors.”

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

Recognizing Thomas Sweeney

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020, does hereby recognize Thomas Sweeney for his thirty-four years, and eight months in the land conservation field, with over twenty-one years of service to Rock County, and recommend that a sincere expression of appreciation be given to Tom along with best wishes for the future.”

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

Recognizing Captain Jay L. Wood

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020, does hereby recognize captain Jay L. Wood for his over 20 years of faithful service and recommends that a sincere expression of appreciation be given to Captain Jay L. Wood along with best wishes for the future.”

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

Naming of the County Owned Building at 1717 Center Ave.

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020 does hereby approve the naming of the 1717 Center Ave. building “Rock County Resource Center”.”

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

Mr. Smith explained the process for naming the building since June, how staff had come forward with Dr. Daniel Hale Williams name, and that the General Services Committee has been made aware of the possible name change.

Supervisor Leavy said he liked the name of the Dr. Daniel Hale Williams Resource Center. He said this shows commitment, diversity and inclusion, and sends the message that Rock County is taking all into consideration.

Supervisor Leavy moved to change line 25 to read “. . . building “Dr. Daniel Hale Williams Rock County Resource Center”.”, second by Supervisor Bostwick. ADOPTED.

ADOPTED.

Proposed Changes to the Rock County Administrative Policy and Procedural Manual and Rock County’s Personnel Ordinance

Ms. Mikula went over the changes, as presented in the memo, with the Committee.

Supervisor Leavy moved approval of the changes to the Rock County Administrative Policy and Procedural Manual, second by Supervisor Peer. ADOPTED.

Amending the County’s Personnel Ordinance

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this _____ day of _____, 2020 does hereby amend Chapter XVIII, the County’s Personnel Ordinance as follows:

Section 3: Recruitment and Selection

Except for Department Heads and the County Administrator, original appointments to all positions shall be made with a Probationary Period of one (1) calendar year.

The length of the Probationary Period shall be specified in the written offer of employment, which will be written by the Human Resources Department.

(1) Regular status begins on the first workday following completion of the Probationary Period.

(2) The Probationary Period may be extended for a period of time not to exceed six (6) months, with prior approval of the Human Resources Director. This request must be made in writing citing the reason for the request.

(3) An employee shall automatically be appointed at the end of the prescribed Probationary Period, unless the appointing authority, with approval of the Human Resources Director, notifies the probationary employee of the extension, or the unsuccessful completion of the Probationary Period at which time the employee shall have their Probationary Period extended or be dismissed.

(4) Dismissal of an employee during the initial Probationary Period shall be at the sole discretion of the employer and without recourse to the grievance procedures herein provided.

(5) An employee appointed to a position in an acting capacity by the County Administrator and subsequently selected as the regular employee in that position shall have his/her total time of continuous employment, including the time spent in an interim capacity, counted for seniority purposes, but shall serve at least a six month Probationary Period after regular appointment. When an employee is in an acting capacity, the employee will continue to receive step increases as provided under Section 18.405.

(6) Probationary employees, with the exception of Pool Staff, Relief Staff, and Project Staff, will not be permitted to apply for other positions until they have completed twelve months of employment. An employee who has completed at least six months of their probationary period, may sign for a lateral transfer in the same classification with in the same division. In unusual circumstances, this requirement may be waived in advance and in writing by the current Department Head and Human Resources Director.

(7) Completion of the Probationary period does not guarantee continued employment for any specified period of time, nor does it modify or change the employee's at will status.

(8) Probationary employees, who have not completed their initial twelve (12) month probationary period, who are either promoted, demoted, or accept a lateral transfer to another position, which results in a change of duties, will be required to serve a new one year probationary period starting from the date of their new position.

Section 5: Fringe Benefits

Holidays
18.501

The following holidays are observed by the County and shall be granted to regular employees with pay and to temporary employees without pay, unless such employees are required to be on scheduled work.

- (a) New Years Day
- (b) Martin Luther King, Jr. Day
- (c) Spring Holiday to be observed the Friday immediately preceding Easter
- (d) Memorial Day
- (e) July 4th
- (f) Labor Day
- (g) Thanksgiving Day
- (h) Friday following Thanksgiving
- (i) Day before Christmas
- (j) Christmas Day
- (k) One Floating Holiday
- (l) Any additional holiday granted by the County Board
- (m) The County Administrator may designate additional holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair

For employees working the standard work schedule, when a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday fall on a Sunday, the following Monday shall be observed.

For employees not working the standard work schedule see the HR Policies and Procedures.

Floating holidays must be taken in whole day increments (pro-rated for part-time employees).

The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of January 1st of each year. Employees need to use the floating holiday on or before December 31 of each calendar year. If the floating holiday is not used by December 31, the floating holiday will be forfeited. During their first year of

employment, Employees hired after November 30, will have until January 31, of the following year to use their floater from the previous year.

The floating holiday may be taken upon at least 7 days advance notice. The floating holiday request will normally be approved, however, it may be denied by the Department Head, even with a 7 day advance notice, if granting the request would put the department, division, unit, or shift below the minimum staffing needs of the department, division, unity or shift. A floating holiday with less than 7 day notice may be granted in an emergency circumstance at the discretion of the Department Head or his/her designee. Employees are strongly encouraged to use their floating holiday prior to the last payroll period of the calendar year.

Vacation
18.506

(a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid vacation after one year of continuous service. Thereafter, he/she shall earn one additional day per year for each year of continuous employment to a maximum of twenty two days. Employees shall continue to earn vacation until the employee's length of service would provide additional vacation under paragraph (b) below, at which time they shall be placed on that schedule.

(b) Unilateral employees hired after January 1, 2008, shall earn vacation according to the following schedule:

Completed Years of Service	Unilateral A & B	Unilateral C
1 year	10 Days	15 Days
2 Years	11 Days	15 Days
3 Years	12 Days	15 Days
4 Years	13 Days	15 Days
5 Years	14 Days	20 Days
6 Years	15 Days	"
7 Years	16 Days	"
8 Years	17 Days	"
9 Years	18 Days	"
10 Years	19 Days	25 Days
11 Years	20 Days	"
12 Years	21 Days	"
13 Years	22 Days	"
14 Years	22 Days	"
15 Years	22 Days	"
16 Years	22 Days	"
17 Years	23 Days	"
18 Years	24 Days	"
19 Years	25 Days	"

Unilateral A & B Employees may use up to 5 of their 10 days after they have been with the County for six months. Unilateral C employees may use 7.5 of their 15 days after they have been with the County for six months. Any time used between six (6) months and one year, will result in a reduction of the days available after one year. (Example: a Unilateral B employee uses 2 days after six months but prior to his one year anniversary date, that person would have 8 days to use after completing one year of service. $10 - 2 = 8$.)

(c) Vacation schedules for non-unilateral employees are contained in the HR Policies and Procedures manual.

(d) Credit for years of service may be awarded to an employee based on years of prior related experience plus years of service with the County. Prior related experience shall be determined by the Human Resources Director and the Corporation Counsel, and will only be awarded for service in jobs that are substantially related to the work performed for the County. This service credit shall be awarded at the time of initial employment, or at the time promoted into a new employee group.

(e) An employee shall take earned vacation time within the twelve month period immediately following eligibility. Earned vacation time not taken within the designated twelve month period shall be forfeited, unless the Department Head and Human Resources Director specifically approves the carryover of an employee's

vacation, in writing, due to an inability of the employee to utilize the time requested to be carried over because of work requirements or other legitimate reasons; or paid out according to HR Policy and Procedures. Vacation deferral or carry over of one (1) hour or more shall be requested by the employee in writing prior to his or her anniversary date, or within ten weeks of his or her anniversary date, and shall state with specificity the reason for the request. Failure to make a timely request shall result in the vacation being forfeited.

(f) The amount of vacation days deferred shall not exceed the number of vacation days that the employee earns on that anniversary date. Vacation may be granted in advance only upon the approval of the Department Head and the Human Resources Director.

Department Heads shall establish work and vacation schedules with the first consideration to be given to the efficient operation of the department. Senior employees in terms of length of service shall be given vacation schedule preferences when practicable. Deferral of vacation for the County Administrator shall be at the discretion of the County Board Staff Committee.

(g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation time on a pro rata basis directly proportionate to the amount of time worked in relation to the normal full time employment period. Part-time employees whose regular workweek is less than sixteen hours shall not earn vacation credits.

(h) In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of absence, earned vacation time may be used for this purpose if the employee or employer so elects.

(i) Upon separation, an employee shall be paid for the unused portion of his/her accrued vacation credits provided the employee has completed twelve consecutive months of service, except as modified by the rules governing resignation without sufficient notice.

(j) An employee who moves from one position to another in the County service, by transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation leave in the new position.

(k) An employee who moves from one an employee group to another employee group in the County service, by transfer, promotion or re-assignment, will have their vacation entitlement determined by a number of factors (i.e. years of service, FTE previously worked, entitlement under new employee group, etc.).

(l) An employee, whose appointment status is changed from temporary to regular status without a break in service, shall receive vacation credits from the date of his/her original appointment to temporary status.

- (m) No credit for vacation leave shall be granted for time worked by an employee in excess of his/her normal workweek.
- (n) Vacation credits shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-compensable status, should such period without pay exceed thirty working days in any calendar year.
- (o) There shall be charged against accrued vacation only those days on which an employee normally would have worked. In the event a legal holiday falls within the vacation period, the holiday shall not be charged against vacation.
- (p) Use of vacation time must be approved in advance by the Department Head or his or her designee. Use of vacation by appointed Department Heads must be approved in advance by the County Administrator.
- (q) All vacation shall be utilized in not less than thirty minute increments.
- (r) Unilateral "C" employees whose position has been moved to Unilateral "A" will have their vacation allotment frozen at current level until the employee's length of service would provide additional vacation under the Unilateral "A" schedule.

Bereavement Leave
18.509

In the event of a death an employee may be excused from work without loss of pay for up to a maximum of thirty-two (32) hours annually for the purpose of attending a person's wake, visitation, memorial service, funeral, or make necessary arrangements regarding the person's death, within a reasonable time after the occurrence.

No more than (32) hours can be used for the same decedent.

If additional time is required beyond the thirty-two (32) hours annually, an employee may request to use accumulated vacation, holiday or comp-time. Sick leave cannot be used.

Bereavement leave cannot be accrued from one year to the next.

Bereavement leave can be used in increments of quarter hours.

A second or third shift employee may be excused from work the scheduled shift before or after the event, provided the shift begin or ends on the same calendar date of the event.

All leaves under this section shall be prorated based upon the employee's FTE."

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

Ms. Mikula went over the changes with the Committee.

ADOPTED.

Review, Discussion and Possible Action.

County Board Staff Committee Meeting Dates Supervisor Bostwick moved to have the County Board Staff Committee meet the Monday prior to a County Board meeting, second by Supervisor Leavy.

Supervisor Bostwick said this had been discussed at the last meeting having the County Board Staff Committee meet the same week as the County Board meeting, that some of these meeting would have a conflict with the Public Safety and Justice Committee meetings, since then he has met with the PS&J Committee and they have agreed to change their meetings.

Supervisor Sweeney said he has a conflict with this as the fourth Monday of the month is when the town board meetings are in his district.

Supervisor Peer said the Town of Beloit meetings are on Mondays also.

PASSED on the following vote: AYES – Supervisors Beaver, Bostwick, Brien, Leavy, Peer, Podzilni and Purviance; NO – Supervisor Sweeney; ABSENT – Supervisor Yeomans.

Review and Discussion of 2021 Recommended Budget

County Administrator Mr. Smith went over the highlights, said the County Administrator’s budget is heavily personnel related, especially with the two new positions this year.

Corporation Counsel. Mr. Greenlee said his budget is pretty much status quo. He added that there were budgetary pressures due to COVID and they may need additional training next year.

Human Resources. Ms. Mikula went over the highlights and said background testing is down slightly for next year, and said the \$30,000 from 2020 for the consultant, from the results of the Blue Ribbon Commission on Organizational Excellence, will be carried over to 2021. She said there are a couple personnel changes to better match their positions now that the County is no longer self-insured.

Executive Session: Supervisors Brien and Bostwick moved to go into Executive Session at 5:38 P.M. per Section 19.85(1)(g), Wis. Stats. Conferring with Legal Counsel Concerning Strategy to be Adopted by the Board Regarding Litigation in which it is, or is Likely to Become Involved. ADOPTED on a roll call vote with the following: AYES –

Supervisors Purviance, Bostwick, Beaver, Brien, Peer, Leavy, Podzilni and Sweeney; NO – None; ABSENT – Supervisor Yeomans.

Adjournment. Supervisor Leavy moved adjournment from executive session and the meeting at 5:45 P.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

ROCK COUNTY

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF OCTOBER 2020

10/29/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
03-1110-0000-63107	Legal Notices	P2000010	10/29/2020	ADAMS PUBLISHING GROUP OF SOUT	09-24-2020 AGENDA	225.93
County Board PROG TOTAL						225.93

I have reviewed the preceding payments in the total amount of **\$225.93**

Date: _____
Dept Head _____
Committee Chair _____

ROCK COUNTY

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

10/29/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
06-1620-0000-63100	Office&Misc Exp	P2000211	10/22/2020	US BANK	OFFICE SUPPLIES	51.77
06-1620-0000-63202	Law Books	P2000211	10/22/2020	US BANK	LAW BOOKS	286.00
06-1620-0000-64200	Training	P2000211	10/22/2020	US BANK	TRAINING	488.00
Corporation Counsel PROG TOTAL						825.77

I have reviewed the preceding payments in the total amount of **\$825.77**

Date:

Dept Head _____

Committee Chair _____

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-61925	Background/Test	P2000319	10/15/2020	US BANK	2020 VERIFICATION	41.95
		P2000337	10/15/2020	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING-HR	137.70
		P2001910	10/15/2020	STANARD AND ASSOCIATES INC	SHIPPING/HANDLING	1,222.50
		P2001962	10/22/2020	TK GROUP INC	ANALYSIS AND COMPUTER REPORTS	35.00
08-1420-0000-63100	Office&Misc Exp	P2000319	10/15/2020	US BANK	OFFICE SUPPLIES	180.94
		P2000369	10/22/2020	OFFICE PRO INC	SHREDDING SERVICE	46.81
08-1420-0000-64200	Training	P2000319	10/15/2020	US BANK	LABOR ARBITRATION-IPMA-ANNETTE	(700.00)
		P2001984	10/29/2020	BLACKHAWK TECHNICAL COLLEGE	LEADERSHIP DEVELOPMENT TRAININ	833.00
		P2001985	10/29/2020	BLACKHAWK TECHNICAL COLLEGE	LEADERSHIP DEVELOPMENT TRAININ	833.00
08-1420-0000-64417	RH Expenses	P2000337	10/15/2020	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING-RH	24.30
Human Resources PROG TOTAL						2,655.20

I have reviewed the preceding payments in the total amount of **\$2,655.20**

Date: _____ Dept Head _____
 _____ Committee Chair _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Luster
INITIATED BY



Amy Cottington
DRAFTED BY

Human Service Board
SUBMITTED BY

October, 20, 2020
DATE DRAFTED

TO RECOGNIZE KRISTIN HAAKENSEN

1 **WHEREAS**, Kristin Haakenson has served the citizens of Rock County for thirty-four (34) years as a
2 dedicated and valued employee of Rock County; and,
3

4 **WHEREAS**, Ms. Haakenson began her career on April 8th, 1986 with Rock County Human Services
5 as a Registered Nurse at the Rock County Psychiatric Hospital. She started part time and gradually
6 increased her hours; and,
7

8 **WHEREAS**, Ms. Haakenson accepted a full time position with the Beloit Community Support
9 Program in December of 1987. This was initially a grant funded position that later became a
10 permanent budgeted position. In this position she spent the next 33 years providing community based
11 services in Beloit and the surrounding areas to adults living with serious and persistent mental health
12 needs; and,
13

14 **WHEREAS**, Ms. Haakenson worked diligently and consistently over those years to provide the best
15 nursing and team based mental health treatment services. There are not many nurses who choose to
16 devote their careers to community based work, nor work with those who have significant mental health
17 needs, but for Ms. Haakenson this was a perfect fit; and,
18

19 **WHEREAS**, Ms. Haakenson built many positive and long term relationships with clients. She had a
20 way of getting clients to accept and work thru things they might not want too, like the need to take
21 daily medications, receive an injection, or learn to manage a new medical diagnosis. She provided
22 countless hours of client education and support to improve health outcomes, teaching things like how
23 to monitor blood sugars and worked with people in their homes to cook healthy meals. Clients became
24 accustomed to her warm smile, her caring heart and knowing that she was a phone call away if they had
25 a question about their medication or just wanted to chat; and,
26

27 **WHEREAS**, Ms. Haakenson built many positive relationships with her Beloit CSP team members
28 always offering to help with client contacts when she was able. She enjoyed her visits with clients in
29 the community and while in the office supported her teammates by being a good listener and friend;
30 and,
31

32 **WHEREAS**, Ms. Haakenson has proven herself to be a dedicated, caring and committed employee,
33 with an unrestrained level of empathy for individuals who struggle on a day to day basis with
34 significant mental health needs; and,
35

36 **WHEREAS**, Ms. Haakenson has decided to retire from Rock County after 34 years of dedicated
37 service on November 2nd, 2020.
38

39 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
40 assembled this day of does hereby recognize Kristin Haakenson for her 34 years of
41 service and extend best wishes to her in her future endeavors.

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Pam Bostwick

Ashley Kleven

Kaelyb Lokrantz

J. Russell Podzilni

Angelina Reyes

Kathy Schulz

Shirley Williams

COUNTY BOARD STAFF COMMITTEE

Kara Purviance, Chair

Richard Bostwick, Vice Chair

Tom Brien

Kevin Leavy

Louis Peer

J. Russell Podzilni

Bob Yeomans

Alan Sweeney

Mary Beaver

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Rick Richard
INITIATED BY



Supervisor Rick Richard
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

October 26, 2020
DATE DRAFTED

**REQUIRING BOARD APPROVAL OF ALL COMMUNICATION ISSUED ON
"Rock County Board of Supervisors" LETTERHEAD**

1 **WHEREAS**, pursuant to section 59.02 of the Wisconsin Statutes, the Rock County Board of Supervisors
2 is the body of elected officials charged with exercising the power of the County as a body corporate; and
3
4 **WHEREAS**, under section 59.02(1), Wis. Stats., "the powers of a county as a body corporate can only
5 be exercised by the board, or in pursuance of a resolution adopted, or ordinance enacted by the board";
6 and
7
8 **WHEREAS**, from time to time it may be in the best interest of Rock County for the Board to issue
9 communications in the form of letters, press releases, statements, or other forms of communication; and
10
11 **WHEREAS**, before such communication is issued on "Rock County Board of Supervisors" letterhead, it
12 should be clear that the Rock County Board of Supervisors has considered such communication and that
13 the Board has acted in a manner which evidences its support for such communication.
14
15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
16 assembled this _____ day of _____, 2020 does hereby resolve that, in no event, may any
17 member of the Rock County Board of Supervisors issue any letter, press release, statement, or any other
18 communication, on "Rock County Board of Supervisors" letterhead, unless the Rock County Board of
19 Supervisors has first, by resolution or other action of the County Board, made its position on any issue
20 contained within the communication clear prior to the such communication being issued.

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

Kara Purviance, Chair

Louis Peer

Rich Bostwick, Vice Chair

J. Russell Podzilni

Mary Beaver

Alan Sweeney

Tom Brien

Bob Yeomans

Kevin Leavy

REQUIRING BOARD APPROVAL OF ALL COMMUNICATION ISSUED ON
"Rock County Board of Supervisors" LETTERHEAD

Page 2

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 secs. 59.01 and 59.51, Wis. Stats.

/s/Richard Greenlee

Richard Greenlee
Corporation Counsel

/s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of Policy.

/s/ Josh Smith

Josh Smith
County Administrator

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Lisa Tollefson
INITIATED BY

Finance Committee
& County Board Staff
SUBMITTED BY



Lisa Tollefson
DRAFTED BY

November 12, 2020
DATE DRAFTED

SET WAGE RATE FOR 2020 RECOUNT WORKERS

- 1 **WHEREAS**, per Wisconsin Statute Sec. 7.03(2) the amount of compensation of election officials when
- 2 authorized, shall be fixed by the appropriate county board of supervisors, municipal governing body, or
- 3 municipal board of election commissioners; and,
- 4
- 5 **WHEREAS**, Rock County is expecting to be named in a petition to recount the President of the United
- 6 States race from the November 3, 2020 General Election; and,
- 7
- 8 **WHEREAS**, election officials hired by the county to perform the recount will do so during a time of
- 9 high risk of the spread of the coronavirus.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 12 assembled this _____ day of _____, 2020, does hereby designate the rate of \$25 per hour for
- 13 election officials working the 2020 recount.

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Mawhinney, Chair

Kara Purviance, Chair

Wes Davis, Vice Chair

Richard Bostwick, Vice Chair

Stephanie Aegerter

Mary Beaver

Brent Fox

Tom Brien

Kara Purviance

Kevin Leavy

Louis Peer

J. Russell Podzilni

Alan Sweeney

Bob Yeomans

SET WAGE RATE FOR 2020 RECOUNT WORKERS

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FISCAL NOTE:

The cost of the recount will be charged to the campaign. No County funds should be required.

/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:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

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: November 16, 2020

Re: Administrative Policy and Procedure 5.31 Overtime, Flex and After Hours Payments
Administrative Policy and Procedure 5.45 Uniform/Equipment Allowance

On November 10, 2020, the Rock County Board of Supervisors approved the 2021 Rock County Budget. Included in the budget are two changes to title/positions that need to be incorporated into the above policies.

Rock County currently has an Administrative Policy and Procedure on overtime, flex and afterhours payments. There is a title change in the budget from the GEO Application Specialist to the GIS Coordinator. We need to change this title under section B. A new position for a Human Services Lead Supervisor was created in the budget. This new position needs to be added to section G on after-hours on call responsibility.

Rock County currently has an Administrative Policy and Procedure on uniform/equipment allowance. There is a reclassification in the budget to create a new title for the Highway Sign Makers. This title needs to be added to the uniform policy under the public works AFSCME 1077 section.

Cc: Josh Smith

Overtime for Unilateral Employees.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of forty (40) hours per week, the overtime provision does not apply until over eighty (80) hours in a two (2) week payroll period.

- (A) Unilateral A employees are eligible for overtime compensation on a time and one-half basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.

- (B) Unilateral B Employees (those employees in the following job classifications) shall be eligible for overtime compensation on a straight time basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and the approval of the Department Head:

Communications Center Shift Supervisor
Computer Programmer/Analyst I
Computer Programmer/Analyst II
Data Solutions Architect
Environmental Health Specialist I&II
~~GEO Application Specialist~~
GIS Coordinator
Network Support Administrator
Network Technician
Planner I
Planner II
Planner III
Public Safety Systems Coordinator
Public Works Superintendent
Shop Superintendent
Victim/Witness Specialist

- (C) Unilateral C employees, shall not be eligible for overtime. The only exceptions would be:

- (1) in the case of an employment services agreement, which contained such a provision; and
- (2) employees in the following job classifications who are eligible for overtime compensation on a time and one-half basis over forty hours worked per week:

Assistant Food Service Manager
MDS Nurse
Nursing Supervisor
YSC Supervisor

Full-time, FLSA exempt (salaried), employees classified as “Unilateral C” shall exercise discretion over the methods and manners in which they effectively utilize work time. Exempt employees are expected to average not less than forty (40) hours of work per week. They may be required to attend regular or special meetings, or events, to perform other services outside of regular working hours. In return for these services, these employees may take time off when the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis. “Unilateral C” employees shall follow departmental rules regarding time off requests in which only eight (8) hours may be accounted for by flex. To use additional hours of flex time, the employee must receive specific supervisor approval.

All employees shall keep accurate accounts of all hours worked, on time sheets promulgated by the County.

Flex time may be used contiguous to any other paid benefit time (vacation, sick leave, holiday, etc.).

Flex time is intended to allow some flexibility in work schedules. It is not intended to be an hour-for-hour exchange. Under no circumstances will compensation be paid for any additional time upon separation, termination, resignation or any other departure for any exempt salaried employee.

Any violations or abuse of this Policy shall be reported to the Human Resources Director for appropriate disciplinary action, up to and including termination.

- (D) The accumulation of compensatory time off for unilateral employees shall not exceed eighty hours. Compensatory time must be taken in the calendar year in which it was generated or it will be paid out on the last paycheck of the calendar year.
- (E) Overtime for unilateral employees shall be approved in advance by a Department Head or supervisor and reviewed periodically by the Human Resources Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or emergencies.

- (F) Overtime for unilateral employees shall be scheduled as fairly and equally as practicable among employees based on their qualifications to perform the job.
- (G) Unilateral Employees in the classifications of Human Services Supervisors I, ~~and II~~ and Lead assigned after-hours on-call responsibility for Child Protective Services or Mental Health Services oversight shall receive two hours of pay or compensatory time for each weekday (Monday thru Thursday), and three hours for each 24-hour period for weekend coverage. For purposes of this section, “weekend coverage” shall include Friday, Saturday, and/or Sunday. On county recognized holidays and days of observation, supervisors will receive four hours of pay or compensatory time for each 24-hour period.
- (H) The Unilateral Employees in the classifications of Infrastructure Manager, Network Support Administrator, Network Technician, Public Safety Systems Coordinator, and the User Support Specialists assigned to the Communication Center who are on-call shall receive four hours of pay for each week of on-call coverage. Actual time spent on a call will be compensated in a minimum of 15 minute increments.
- (I) Unilateral Employees in the classification of Nursing Supervisor shall be eligible for overtime compensation on a time and one-half basis over eight (8) hours per day, forty (40) hours per week in compensatory time off, or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.
- J) Employees in the Public Works Department in the classifications of Storekeeper, Public Works Superintendent, Shop Superintendent, and Assistant Public Works Director who is on call for Public Works shall receive four hours of pay for each week of on-call coverage.
- (K) A Council on Aging employee whose job requires the ability to be reached after hours for the transportation program will follow the procedure listed below:
- a. After hours are designated as:

Monday, thru Friday 6:00 am to start of shift and end of shift to 6:30pm
Saturday 8:45am-6:30pm
 - b. Compensation for on-call hours will be paid as follows:
 1. The on call worker is compensated at a rate of \$3.50 per hour while on call.
- (L) For Unilateral Employees in the classification of Correctional Supervisor the work schedule shall consist of an eight and one half hours work day with scheduled work days as follows: work five (5) days, off work two days (2) days, work five (5) days, off work three (3) days, with above cycle repeating itself every two weeks. For payroll purposes, base hours will be (79.55) hours in each fourteen (14) day cycle. The work period is defined as a regular recurring period of twenty eight (28) days.

Each regular full-time employee shall receive time and one-half his or her hourly wage or time and one half compensatory time off for all hours worked in excess of eight and one-half hours per day for a 5-2/5-3 schedule; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.

Administrative Policy & Procedure Manual

Section: Human Resources

Policy: Uniform/Equipment Allowance

Policy No: 5.45

Effective: 1/1/2019 1/1/2020

Revising: 1/1/2018 1/1/2019

Some departments in Rock County require their employees to wear uniforms, logo wear, or personal protective equipment. If a Department Head determines that this requirement is in the best interest of the County for operational purposes, the County will provide the uniforms or logo wear attire to staff. Department Heads will order the attire through central purchasing from the County's authorized clothing vendor.

The exceptions to this policy are for those employees that have negotiated agreements through current collective bargaining and those listed below:

Correctional Supervisor - yearly allowance in a separate check of \$635.00

The Employer will pay to each Public Works Superintendent, Shop Superintendent, or Store Keeper, a one-time annual payment of \$250.00, in return for which each Employee shall be required to wear approved safety glasses and safety shoes during all working hours in accordance with posted work rules.

As determined by the Information Technology Director, Information Technology staff with responsibilities for after-hours support, will be reimbursed \$510 per year for the cost of home Internet service.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011.

(AFSCME 1258)

The Employer will pay a yearly uniform allowance of \$50 to each LPN, CNA, ESW, ATA and to each employee working in the food service department, at Rock Haven. \$25 will be paid to materials supply clerks.

All employees will receive the uniform allowance on the first paycheck of the year.

Newly hired employees will receive the uniform allowance on their first paycheck after date of hire.

(AFSCME 1077)

The Employer will provide and clean all uniforms it requires for Employees of the Department of Facilities Management, Airport, and those Employees of Public Works in the classifications of Shop Crew Leader, Parks/Highway Worker, Highway Sign Maker, Machinists, Mechanics and Welders at no cost to the Employee.

The Employer will pay to each Employee a one-time annual payment of \$250.00, in return for which each Employee shall be required to wear approved safety glasses and safety shoes during all working hours in accordance with posted work rules.

Damage to Personal Articles & Clothing. In the event that personal clothing/articles of an employee are damaged in the employee's normal course of duties and as a result of the actions of a third party, the County will replace the clothing or articles by payment to the employee of a sum that represents a fair market value of clothing or articles at the time of damage. Employees receiving a clothing allowance shall be ineligible for reimbursement for items damaged that are eligible for purchase under the allowance. The amount of reimbursement shall not exceed \$150 per employee per incident.

The incident causing such damage and the value of the clothing or articles damaged, may be subject to verification by a competent witness at the request of the Employer. It will be the sole judgment of the Employer what market value is attached to the particular article or piece of clothing, which shall not be arbitrary, capricious or discriminatory.

(YSC)

Employees will be reimbursed up to \$50 for damage to personal articles and clothing; and up to \$150 for damage to corrective lens replacement by acts occurring while acting within their official capacity.