



**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

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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 4<sup>th</sup>
- (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 1<sup>st</sup> 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

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(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

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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.**