



COUNTY BOARD STAFF COMMITTEE
Minutes – December 12, 2017

Call to Order. Chair Podzilni called the meeting of the County Board Staff Committee to order at 4:00 P.M. in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present: Supervisors Podzilni, Kraft, Peer, Thomas, Brill, Mawhinney, Sweeney and Bussie.

Committee Members Excused: Supervisor Arnold.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Richard Greenlee, Corporation Counsel; Annette Mikula, Human Resources Director; Jodi Millis, Purchasing Manager; Sherry Oja, Finance Director; Shilo Titus, Purchasing Specialist; Chief Deputy Barbara Tillman, Commander Erik Chellevoid, Commander Troy Knudson, Grace Becker, Pat Swartout, Regina Holmberg, Sheriff's Office; Kathy Sucus, 911 Communications Center Director; Sue Balog, Lynn Heimann, Cheryl Mikrut, Gloria Anderson, Charlene Marshall, Susan Armstrong, Finance Office; Joanne Foss, Rock Haven; Kris Baker Ellis, Child Support Director; Brent Sutherland, Facilities Management Director.

Others Present: None.

Approval of Agenda. Supervisor Bussie moved approval of the agenda as presented, second by Supervisor Mawhinney. ADOPTED.

Citizen Participation, Communications and Announcements. Ms. Sucus said her department, 911 Communications Center, have been wearing polo shirts with the logo on them as well as khaki pants since 1993.

Commander Knudson said this is dealing with a certain benefit the Sheriff's Office has been receiving and he hoped this could be settled soon.

Chief Deputy Tillman said this was originally over the Unit 2489 people receiving a \$95 cleaning allowance and has grown into five to six meetings. She said this is a benefit they have had, they have different polo shirts, different pants, boots, etc. they use. Chief Deputy Tillman said these amounts are already in the budget for 2018 as is and doesn't feel we should penalize the employees.

Commander Chellevoid said different events require different clothing, such as Cops and Bobbers, and one uniform does not fit all events.

Ms. Swartout said she did know the reasoning behind this now but suggested going back to doing things the way they were when she started, which was when they made the purchases and were then reimbursed. She said she felt this system worked well.

Ms. Anderson said unilateral office workers have to dress professionally and are not reimbursed for clothing. This is just part of the job.

Ms. Millis said buying in bulk for the entire County would offer us even more savings than individual departments purchasing. She added that MMPR will come in to each department to make sure they have what is needed and all the departments will see the benefit of lower costs.

Approval of Minutes – November 14, 2017. Supervisor Mawhinney moved approval of the minutes of November 14, 2017 as presented, second by Supervisor Brill. ADOPTED.

Transfers. None.

Review of Payments. The Committee accepted the report.

Resolutions.

Recognizing Sarah Hessian

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ___ day _____, 2017, does hereby recognize Sarah Hessian for her fifteen years, six months of service and extend their best wishes to her in her future endeavors.”

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

Recognizing John Welch for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2017 does hereby recognize John Welch for his 21 years, 9 months of service and extend their best wishes to him in his future endeavors.”

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

To Recognize Jenny Dopkins

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this _____ day of _____, 2017 does hereby recognize Jenny Dopkins for her 18 years of service and extend best wishes to her in her future endeavors.”

Supervisor Thomas moved approval of the above resolution, second by Supervisor Bussie. ADOPTED.

Review and Possible Action on Policy 5.45, Uniform/Equipment Allowance. Moved by Supervisor Brill to approve the changes to Policy 5.45, second by Supervisor Sweeney.

Ms. Oja said the desire is to change the policy to make it more equitable across the board and to the tax payers. As the policy stands now the money is paid on the first paycheck of the year and there is no accountability to how it is spent. In 2013 and prior receipts were turned in, looked at and approved. Ms. Oja handed out copies of some of the receipts from 2010, 2012 and 2013 showing the approved purchases of sandals, capri pants, tank tops, socks, T-shirts, jeans, skirts, suits, casual shoes, etc. Ms. Oja said all employees need to wear appropriate clothing relative to our jobs, if a uniform is needed there is no question on the payment. She said the packet includes a proposed change to the policy, which she feels does not penalize the employees. Department heads will determine the need of logo wear and it would be purchased in bulk.

Discussion on department heads determining the type and numbers of logo wear needed; if logo wear needs UV protection; MMPR has access to thousands of catalogs for uniforms and logo wear; the Deputies, Correctional Officers and Command Staff are bargained and are not included in this; the County will pay for logo wear if required; there is no accountability to what is purchased the way the policy is at present; this change would allow for accountability to the tax payer while providing the logo wear required for the various positions/departments; how to inform staff who previously received a lump sum they now have to order through Purchasing; used to order shoes through a store in Black Earth and County has accounts with that store as well as Amazon.com; every employee has to dress professionally and is expected to as part of their job, some just do not get reimbursed; a system could be set up to track each employee in each department if needed; some employees feel this is a benefit due them; employees are aware of clothing needs when they accepted the job; the County did studies of the jobs to make sure we are comparable to others in the area; work place rules may need to be created; cannot use the County to purchase for the employee's benefit, this would create a question of ethics; department heads would determine the number and type of logo wear needed for the different positions in their departments; this revision is countywide for all departments/offices; and there are extenuating circumstances that can be argued for all departments and this policy is just making things more equitable for all employees.

Supervisor Mawhinney called the question, second by Supervisor Bussie.

Ms. Oja said the policy would be for department heads to make determination/requirements for uniforms/logo wear and turn in orders to Purchasing to get the best prices.

Yes – Supervisors Brill, Bussie, Kraft, Mawhinney, Peer, Podzilni, Sweeney and Thomas; No – None; Absent – Supervisor Arnold. CARRIED on a vote of 8-0-1.

Mr. Smith, Ms. Oja and Ms. Mikula will get together to map this out for the department heads and send it out to them.

Review and Possible Action on Appendix A, Unilateral Wage Scale. Supervisor Peer moved approval of the change to Appendix A – Unilateral Wage Scale, second by Supervisor Kraft.

Ms. Mikula said a title was created in two ranges, 11 and 13, and it should be in range 13 as approved in the budget.

ADOPTED.

Adjournment. Supervisor Peer moved adjournment at 5:35 P.M., second by Supervisor Bussie. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.