

ROCK COUNTY, WISCONSIN



Board of Supervisors
51 South Main Street
Janesville, WI 53545
(608)757-5510

**COUNTY BOARD STAFF COMMITTEE
TUESDAY – FEBRUARY 10, 2015 – 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order & Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Approval of Minutes – January 22, 2015 and January 27, 2015
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolutions
 - A. Creating Ad Hoc Board Organization Review Committee
 - B. Amending the 2015 Budget to Accept Treatment Alternative Program Funding and Creating 1.0 FTE Master Social Worker, a .4 FTE Psychiatric Technician and a .2 FTE Registered Nurse
 - C. Re-Allocate Director of Nursing Position
6. Review of Buck Property Appraisal Report
7. **EXECUTIVE SESSION:** Per Section 19.85(1)(g), Wis. Stats. – Confer with Legal Counsel Regarding Possible Litigation
8. Adjournment

2014. . . .

Rock County

COMMITTEE APPROVAL REPORT

02/04/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
03-1110-0000-64904	SUNDRY EXPENSE	P1404036	12/12/2014	PRECISION APPRAISAL AND REAL E	300.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,400.00	4,371.79	0.00	300.00	(2,271.79)
COUNTY BOARD PROG TOTAL				300.00	

I have examined the preceding bills and encumbrances in the total amount of **\$300.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **FEB 10 2015**

Dept Head _____

Committee Chair _____

2014

Rock County

COMMITTEE APPROVAL REPORT

02/04/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-61920	PHYSICALS	P1403997	12/18/2014	WISCONSIN CHIEFS OF POLICE	224.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	3,739.00	0.00	224.50	6,036.50
HUMAN RESOURCES PROG TOTAL				224.50	

I have examined the preceding bills and encumbrances in the total amount of **\$224.50**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **FEB 10 2015**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
06-1620-0000-63200	PUBL/SUBCR/DUES				
		P1500934	01/23/2015	WISCONSIN ASSOCIATION OF COUNT	70.00
		P1501004	01/29/2015	WISCONSIN CHILD SUPPORT ENFORC	180.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,500.00	0.00	0.00	250.00	4,250.00
CORPORATION COUNSEL PROG TOTAL				250.00	

I have examined the preceding bills and encumbrances in the total amount of **\$250.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **FEB 10 2015**

Dept Head _____

Committee Chair _____

2015...

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-63100	OFC SUPP & EXP	P1500679	01/19/2015	STORAGE SYSTEMS MIDWEST INC	13.99
		P1500985	01/14/2015	AMC3 IDENTITY SOLUTIONS	643.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	50.90	0.00	656.99	4,292.11
08-1420-0000-63107	PUBL & LEGAL	P1500056	01/23/2015	MADISON TIMES WEEKLY NEWSPAPE	263.25
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,000.00	0.00	0.00	263.25	24,736.75
HUMAN RESOURCES PROG TOTAL				920.24	

I have examined the preceding bills and encumbrances in the total amount of **\$920.24**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **FEB 10 2015**

Dept Head _____

Committee Chair _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Supervisor Jason Dowd
INITIATED BY



Jason Dowd, County Board Supervisor
DRAFTED BY

Supervisors Jason Dowd, Jeremy Zajac
and Greg Addie
SUBMITTED BY

December 1, 2014
DATE DRAFTED

CREATING AD HOC BOARD ORGANIZATION REVIEW COMMITTEE

1 WHEREAS the Rock County Board of Supervisors are made up of 29 Supervisors elected from geographic
2 districts every two years during the spring election cycle of even numbered years; and,
3

4 WHEREAS the Board of Supervisors operates under a committee system and County Administrator form of
5 government. Supervisors exercise policy supervision of county activities through its committee system and
6 has certain home rule authority to determine aspects of board structure; and,
7

8 WHEREAS the County Board has the authority to establish as many advisory and standing committees to
9 perform its business. Rock County has 13 standing committees and numerous advisory committees that have
10 not received in-depth evaluation regarding scope of services and how each interact and overlap with the
11 other committees for several years; and,
12

13 WHEREAS many other Wisconsin counties have taken actions in recent years to review their board of
14 supervisor structure and restructure committees to improve efficiency and effectiveness; and,
15

16 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors hereby creates an
17 Ad Hoc Board Organization Review Committee with the express duties being to recommend changes or
18 support current structure of county board procedures:
19

- 20 • Review the membership of the County Board and determine if the number of supervisors is at an
21 appropriate number to achieve effective and efficient operations for future years to come.
- 22 • Review County Board rules of procedures and recommend any changes and reorganization of the
23 current rules for clarity and to meet the charge of the County Board of Supervisors.
- 24 • Review each current standing and advisory county board committee, board or commission.
25 Investigate scope of services, membership and identify if each committee is properly meeting
26 purpose and intended responsibilities. Each committee should be closely reviewed to evaluate if
27 committees can remain as currently operating or if committees can be restructured for more
28 effective and efficient actions.
- 29 • Review whether County Board Supervisors should serve four year terms versus the current two
30 year term.
- 31 • Review if a change should be enacted for Board Supervisors to be elected in staggering terms
32 during different election cycles versus the current process of the whole board membership being
33 elected during the same election cycle.
- 34 • Investigate options for televising County Board meetings.
- 35 • Review compensation of Board Supervisors and evaluate if it is comparable with similar counties.
- 36 • Offer recommendations for process and procedural improvements of the County Board that may
37 arise during its review.

38
39 BE IT FURTHER RESOLVED that the Ad Hoc Committee shall consist of 7 County Board
40 Supervisors, and further that said supervisors shall receive compensation for per diems and mileage
41 reimbursement pursuant to county policies. A completed report detailing the findings of the Ad Hoc
42 Committee should be completed and presented to the whole County Board of Supervisors for
43 consideration in time to enact any proposed changes allowed to become effective following the April 2016
44 Supervisor Election cycle.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni , Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

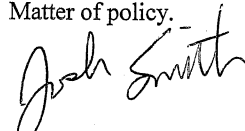
Louis Peer

Alan Sweeney

Terry Thomas

ADMINISTRATIVE NOTE:

Matter of policy.



Josh Smith
County Administrator

FISCAL NOTE:

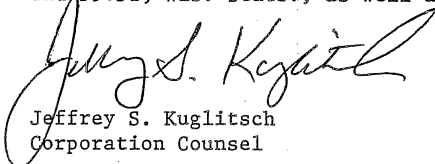
Per County Board Rule IV-C, County Board Supervisors who are members of additional special, single purpose for ad hoc committees are eligible for per meeting allowances and mileage reimbursement



Sherry Oja
Finance committee

LEGAL NOTE:

The County Board is authorized to take this action pursuant to section 59.01 and 59.51, Wis. Stats., as well as Rule IV-C of the County Board rules.



Jeffrey S. Kuglitsch
Corporation Counsel

EXECUTIVE SUMMARY

The Board of Supervisors operates under a committee system and County Administrator form of government. The Board exercises policy supervision of county activities through its committee system and has certain home rule authority to determine aspects of board structure. With the addition of a new county administrator after several decades, there comes a transition where a new administrator develops his own personality and style of leadership and investigates the operations of county government and offers changes according to his individual skill set and experience. The county board has an opportunity to also look at current operations and possibly identify more effective improvements or support how the board operates currently.

This resolution creates a temporary committee to review the county board structure and offer any suggestions that may allow the county board to increase efficiency, effectiveness and streamline procedures. This proposed committee is a self-evaluating tool to develop a discussion and to promote board growth. Identifying best practices from other Wisconsin counties and taking an in-depth look at operations while sharing ideas allow supervisors the ability to better serve the citizen they represent.

The committee would complete a review and issue a report to the whole county board with recommendations. These areas include, membership size of the board; rules of procedures; committee scope of services; structure and possible consolidation or new creation of committees; staggering terms for county supervisors; supervisor compensation; televising county board meetings; other procedural and process improvements and also investigating the idea of changing county supervisor terms to 4 years and creation of a resolution encouraging the State to make this possible.

*Introduced by
Supervisor Dowd
Supervisor ZAJAC
Supervisor Addie*

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Kate Flanagan/Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

February 2, 2015
DATE DRAFTED

**Amending the 2015 Budget to Accept Treatment Alternative Program Funding and
Creating 1.0 FTE Master Social Worker, a .4 FTE Psychiatric Technician and a .2
FTE Registered Nurse**

1 WHEREAS, the Wisconsin Department of Health Services has awarded the Human Services
2 Department \$225,000 in Treatment Alternative Program (TAP) funds renewable for the next 5 years;
3 and,
4

5 WHEREAS, the TAP program operates to provide treatment and case management services as an
6 alternative to incarceration for individuals with substance abuse concerns and co-occurring mental health
7 disorders who would otherwise be incarcerated for their crimes; and,
8

9 WHEREAS, funding from this grant will be used to implement medication assisted treatment, co-
10 occurring psychiatry and nursing services, and integrated mental health and substance abuse counseling
11 and case management; and,
12

13 WHEREAS, to implement the programming, funds will be used to hire one .2 FTE Registered Nurse,
14 one .4 FTE Psychiatric Technician, one 1.0 FTE Master Level Social Worker, and additional funding for
15 psychiatry to add 6 hours per week of prescriber time; and,
16

17 WHEREAS this initiative will function as a collaboration with the Wisconsin Department of Corrections
18 to serve individuals on probation who are at risk of revocation and will work toward strategic goals of
19 improving the interface between behavioral health and criminal justice systems in Rock County.
20

21 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled
22 this _____ day of _____, 2015, does hereby authorize the acceptance of \$225,000 for the
23 Treatment Alternative Program; and,
24

25 BE IT FURTHER RESOLVED, that the creation of 1.0 FTE Master Level Social Worker, .2 FTE
26 Registered nurse, .4 FTE Psychiatric Technician are approved.
27

28 BE IT FURTHER RESOLVED, that the Human Services Department budget for 2015 be amended
29 as follows:
30

31	Budget	Increase	Amended
32	<u>2/2/15</u>	<u>(Decrease)</u>	<u>Budget</u>
33 <u>Source of Funds</u>			
34 36-3696-0000-42100	0	225,000	225,000
35 TAP Federal Aid			
36			
37 <u>Use of Funds</u>			
38 36-3690-0000-61100	2,233,025	115,465	2,348,490
39 MH/AODA Regular Wages			
40 36-3690-0000-61400	156,899	8,833	165,732
41 MH/AODA FICA			
42 36-3690-0000-61510	139,855	6,212	146,067
43 MH/AODA Retirement			
44 36-3690-0000-61610	487,233	21,800	509,033

Amending the 2015 Budget to Accept Treatment Alternative Program Funding and Creating 1.0 FTE Master Social Worker, a .4 FTE Psychiatric Technician and a .2 FTE Registered Nurse

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45	MH/AODA Health Insurance			
46	36-3690-0000-61620	12,903	539	13,442
47	MH/AODA Dental Insurance			
48	36-3690-0000-61630	549	5	554
49	MH/AODA Life Insurance			
50	36-3690-0000-68377	0	(152,854)	(152,854)
51	TAP Allocation			
52	36-3696-0000-62176	0	24,000	24,000
53	TAP Laboratory			
54	36-3696-0000-64604	0	30,396	30,396
55	TAP Program Expense			
56	36-3696-0000-67130	0	2,000	2,000
57	TAP Terminals and PCs			
58	36-3696-0000-68208	0	168,604	168,604
59	TAP Allocated MH/AODA			

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice-Chair

Terry Fell

Linda Garrett

Billy Bob Grahn

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

Amending the 2015 Budget to Accept Treatment Alternative Program Funding and Creating 1.0 FTE Master Social Worker, a .4 FTE Psychiatric Technician and a .2 FTE Registered Nurse
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FISCAL NOTE:

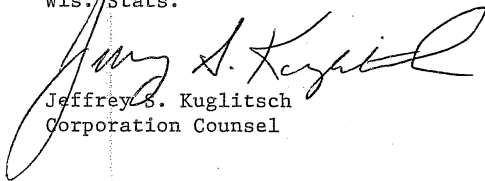
This resolution authorizes the acceptance and expenditure of \$225,000 in Federal Aid for the Treatment Alternative Program. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. and to create these positions pursuant to §59.22(2), Wis. Stats. As an amendment to the adopted 2015 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

Amending the 2015 Budget to Accept Treatment Alternative Program Funding and Creating 1.0 FTE Master Social Worker, a .4 FTE Psychiatric Technician and a .2 FTE Registered Nurse

Executive Summary

The Wisconsin Department of Health Services awarded the Human Services Department \$225,000 in Treatment Alternative Program (TAP) funds for 2015. This funding will be renewable for the next 5 years.

The TAP program operates to provide treatment and case management services as an alternative to incarceration for individuals with substance abuse concerns and co-occurring mental health disorders who would otherwise be incarcerated for their crimes. Funding from this grant will be used to implement medication assisted treatment, co-occurring psychiatry and nursing services, and integrated mental health and substance abuse counseling and case management.

In order to fully implement the programming, funds will be used to hire one .2 FTE Registered Nurse, one .4 FTE Psychiatric Technician, and one 1.0 FTE Master Level Social Worker. This grant also provides additional psychiatry time to add 6 hours per week of prescriber time. Funds will also be used to purchase a laptop package for the Social Worker position and appropriate furniture.

This initiative will function as a collaboration with the Wisconsin Department of Corrections to serve individuals on probation who are at risk of revocation and will work toward strategic goals of improving the interface between behavioral health and criminal justice systems in Rock County.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee
INITIATED BY



Amy Spoden, Acting HR Director
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

February 4, 2015
DATE DRAFTED

RE-ALLOCATE DIRECTOR OF NURSING POSITION

- 1 **WHEREAS**, the position of Director of Nursing has become vacant due to a retirement; and
- 2
- 3 **WHEREAS**, given the critical nature of the nursing program at Rock Haven, it is imperative that the County
- 4 attract the best pool of applicants possible; and
- 5
- 6 **WHEREAS**, the 2013 Salary Study conducted by the Human Resources Department and the 2014 Leading Age
- 7 Wisconsin Nursing Home and Senior Housing Facility Survey indicate that the Director of Nursing current
- 8 wage is not Competitive with Rock County's comparables.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
- 11 _____ day of _____, 2015 hereby authorize that the classification of Director of Nursing be
- 12 reallocated from Pay Range 29 (\$69,937.56-\$85,048.31) to Pay Range 31 (\$74,727.22-\$90,706.90).

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilini, Chair

Mary Mawhinney

Sandra Kraft, Vice-Chair

Louis Peer

Eva Arnold

Alan Sweeney

Henry Brill

Terry Thomas

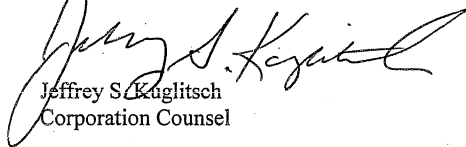
Betty Jo Bussie

RE-ALLOCATE ROCK DIRECTOR OF NURSING

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LEGAL NTOE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.03 and 59.22, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:


Minimal fiscal impact.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.




Josh Smith
County Administrator

ROCK COUNTY, WISCONSIN



County Administrator's Office
51 South Main Street
Janesville, Wisconsin 53545
Phone: 608/757-5510
Web Site: www.co.rock.wi.us

DATE: January 21, 2015
TO: County Board Staff Committee
FROM: Randy Terronez, 
Assistant to County Administrator
RE: Buck Property Appraisal Report

Last summer, the County Board Staff Committee was made aware that an individual had expressed interest in purchasing the property. Staff was authorized to contract for an independent appraisal, under the currently commercial use or under a residential use. The property covers 3.31 acres with approximately 328 feet of Rock River frontage at 9238 North County Road F, Fulton, in the Indianford area.

Gatlin Fenwick (used by the Land Conservation Department) originally quoted \$1,750 to conduct the appraisal. The initial report needed to be updated to reflect the existence of a pipeline easement along the northern portion of the property. The additional cost of \$300 was charged to reflect the updated information. Project costs are being paid out of the County Board's sundry account.

Background

Donated by the prior property owner in 2008, this property covers 3.31 acres with approximately 328 feet of Rock River frontage at 9238 North County Road F, in the Indianford area. It is zoned Commercial Highway Interchange which dates back to when the property was used as a night club. This zoning allows for limited commercial uses such as hotels/motels, gas stations, restaurants, and auto repair shops. Land surrounding this property is zoned Residential. In 2011, the County has undertaken the following activity with costs charged to the County Board's sundry account: asbestos removal (\$2,200), buildings demolition and removal (\$17,729), capping an abandoned as part of a 75% State Cost-Share Agreement through the Land Conservation Department (County cost of \$466).

In 2012, ANR Pipeline leased the property as a holding site for construction materials and paid the County \$500.

The DPW has been periodically mowing the property for the last couple of years.

Appraisal Report

The report prepared by Gatlin Fenwick (under the company name of Precision Appraisal & Real Estate Consultants, LLC), excluding the attachments is 59 pages in length. Copies of the report (excluding attachments) will be available at the Committee meeting or may be requested by contacting Marilyn in the County Administrator's Office.

The following are highlights from the report:

1. The parcel is valued slightly higher if sold for commercial use (\$210,000) than residential use (\$200,000).
2. Impact of the ANR pipeline along the northern portion of the parcel affects the ability to maximize the property for residential use (from 3 possible splits to 2 possible splits). Of the total 3.572 acres, only 2.82 acres are buildable with approximately 0.75 acres affected by the ANR pipeline easement.
3. In analyzing residential transactions, the report finds the area oversupplied and corresponds to a sluggish market. Comparable sales for residential use identified only 3 sales, all local. A larger number of sales would normally be available in a more active market.
4. Comparable sales for commercial use identified 1 local sale, and 3 sales out of county (as far as Waupaca County).
5. The report states that the property will need "exposure time" for a minimum of 6-12 months even though it can range from 0 to 3 years.

Property Options

In a previous outline provided to the Committee, the following options were identified.

1. Keep ownership of property until more demand is shown.
2. Turn into County Park.
3. Offer property to the Town of Fulton or another local governmental entity.
4. Obtain an appraisal and sell the property through one of the following:
 - a. Sealed bid, and establish a minimum bid.
 - b. Contract with a real estate agent to market the property.
 - c. Negotiate with individual making inquiry.

While it may be advantageous to hold onto the property until market conditions improve, this action would be offset by the appraisal report findings becoming outdated.