



**COUNTY BOARD STAFF COMMITTEE  
TUESDAY – JANUARY 14, 2014 – 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 Bills/Transfers/Pre-Approved Encumbrances
4. Resolutions
  - A. To Ratify the 2014 Labor Agreement between Rock County and AFSCME, Local 2489
  - B. Approving Health Insurance Benefits for Employees in Same-Sex Relationships who meet Eligibility Requirements
5. Semi Annual Out of State Training and Conference Reports
  - A. Corporation Counsel
  - B. County Administrator
  - C. Human Resources
6. Approval of 2014 Wisconsin Counties Association Dues
7. Adjournment

| Account Number                 | Account Name    | PO#      | Inv Date   | Vendor Name                    | Inv/Enc Amt      |
|--------------------------------|-----------------|----------|------------|--------------------------------|------------------|
| 03-1110-0000-63200             | PUBL/SUBCR/DUES | P1400744 | 01/01/2014 | WISCONSIN COUNTIES ASSOCIATION | 18,958.00        |
|                                | Budget          | YTD Exp  | YTD Enc    | Pending                        | Closing Balance  |
|                                | 18,917.00       | 6,334.46 | 0.00       | 18,958.00                      | (6,375.46)       |
| <b>COUNTY BOARD PROG TOTAL</b> |                 |          |            |                                | <b>18,958.00</b> |

I have examined the preceding bills and encumbrances in the total amount of **\$18,958.00**

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: **JAN 14 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

| Account Number                         | Account Name    | PO#      | Inv Date   | Vendor Name             | Inv/Enc Amt     |
|--|-----------------|----------|------------|-------------------------|-----------------|
| 01-1320-0000-63200                     | PUBL/SUBCR/DUES |          |            |                         |                 |
| ENC                                    |                 | R1400818 | 01/02/2014 | JP MORGAN CHASE BANK NA | 299.00          |
| ENC                                    |                 | R1400819 | 01/02/2014 | JP MORGAN CHASE BANK NA | 123.50          |
|  | Budget          | YTD Exp  | YTD Enc    | Pending                 | Closing Balance |
|  | 2,983.00        | 0.00     | 1,376.33   | 422.50                  | 1,184.17        |
| 01-1320-0000-64200                     | TRAINING EXP    |          |            |                         |                 |
| ENC                                    |                 | R1400820 | 01/02/2014 | JP MORGAN CHASE BANK NA | 380.00          |
| ENC                                    |                 | R1400895 | 01/03/2014 | JP MORGAN CHASE BANK NA | 3,620.00        |
|  | Budget          | YTD Exp  | YTD Enc    | Pending                 | Closing Balance |
|  | 4,500.00        | 0.00     | 0.00       | 4,000.00                | 500.00          |
| <b>COUNTY ADMINISTRATOR PROG TOTAL</b> |                 |          |            | <b>4,422.50</b>         |                 |

I have examined the preceding bills and encumbrances in the total amount of **\$4,422.50**  
 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: **JAN 14 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

COMMITTEE APPROVAL REPORT 2014. . . 01/07/2014  
Pre-Approved Encumbrances

| Account Number                 | Account Name   | PO#      | Inv Date   | Vendor Name             | Inv/Enc Amt     |
|--------------------------------|----------------|----------|------------|-------------------------|-----------------|
| 03-1110-0000-64201<br>ENC      | CONVENTION EXP | R1400895 | 01/03/2014 | JP MORGAN CHASE BANK NA | 4,500.00        |
|                                | Budget         | YTD Exp  | YTD Enc    | Pending                 | Closing Balance |
|                                | 4,500.00       | 0.00     | 0.00       | 4,500.00                | 0.00            |
| <b>COUNTY BOARD PROG TOTAL</b> |                |          |            | <b>4,500.00</b>         |                 |

I have examined the preceding bills and encumbrances in the total amount of **\$4,500.00**  
 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: JAN 14 2014

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

COMMITTEE APPROVAL REPORT

2013. . . 01/08/2014

| Account Number                 | Account Name | PO#      | Inv Date   | Vendor Name       | Inv/Enc Amt     |
|--------------------------------|--------------|----------|------------|-------------------|-----------------|
| 03-1110-0000-63107             | PUBL & LEGAL | P1300774 | 11/30/2013 | BELOIT DAILY NEWS | 1,578.45        |
|                                | Budget       | YTD Exp  | YTD Enc    | Pending           | Closing Balance |
|                                | 18,000.00    | 9,198.27 | 0.00       | 1,578.45          | 7,223.28        |
| <b>COUNTY BOARD PROG TOTAL</b> |              |          |            | <b>1,578.45</b>   |                 |

I have examined the preceding bills and encumbrances in the total amount of **\$1,578.45**  
 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: **JAN 14 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

| Account Number                        | Account Name | PO#      | Inv Date   | Vendor Name   | Inv/Enc Amt     |
|---------------------------------------|--------------|----------|------------|---------------|-----------------|
| 06-1620-0000-63202                    | LAW BOOKS    | P1300033 | 12/04/2013 | WEST GROUP    | 943.50          |
|                                       | Budget       | YTD Exp  | YTD Enc    | Pending       | Closing Balance |
|                                       | 1,500.00     | 1,570.44 | 0.00       | 943.50        | (1,013.94)      |
| <b>CORPORATION COUNSEL PROG TOTAL</b> |              |          |            | <b>943.50</b> |                 |

I have examined the preceding bills and encumbrances in the total amount of **\$943.50**

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: **JAN 14 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

| Account Number                    | Account Name   | PO#       | Inv Date   | Vendor Name                    | Inv/Enc Amt     |
|-----------------------------------|----------------|-----------|------------|--------------------------------|-----------------|
| 08-1420-0000-61920                | PHYSICALS      | P1300609  | 11/05/2013 | WISCONSIN DEPARTMENT OF JUSTIC | 447.00          |
|                                   | Budget         | YTD Exp   | YTD Enc    | Pending                        | Closing Balance |
|                                   | 11,000.00      | 4,097.00  | 1,626.50   | 447.00                         | 4,829.50        |
| 08-1420-0000-63100                | OFC SUPP & EXP | P1303494  | 11/25/2013 | HENRICKSEN                     | 266.17          |
|                                   | Budget         | YTD Exp   | YTD Enc    | Pending                        | Closing Balance |
|                                   | 3,500.00       | 3,411.98  | 0.00       | 266.17                         | (178.15)        |
| 08-1420-0000-63107                | PUBL & LEGAL   | P1300603  | 10/31/2013 | BELOIT DAILY NEWS              | 483.68          |
|                                   |                | P1300604  | 11/30/2013 | JANESVILLE GAZETTE INC         | 1,245.28        |
|                                   |                | P1300605  | 11/09/2013 | CHRONICLE,THE                  | 689.00          |
|                                   |                | P1300606  | 11/04/2013 | CAPITAL NEWSPAPERS             | 2,401.62        |
|                                   | Budget         | YTD Exp   | YTD Enc    | Pending                        | Closing Balance |
|                                   | 35,000.00      | 22,319.55 | 0.00       | 4,819.58                       | 7,860.87        |
| 08-1420-0000-64417                | RH EXPENSES    | P1300603  | 10/31/2013 | BELOIT DAILY NEWS              | 135.72          |
|                                   |                | P1300604  | 11/30/2013 | JANESVILLE GAZETTE INC         | 285.13          |
|                                   |                | P1300605  | 11/09/2013 | CHRONICLE,THE                  | 105.00          |
|                                   |                | P1300609  | 11/05/2013 | WISCONSIN DEPARTMENT OF JUSTIC | 180.00          |
|                                   | Budget         | YTD Exp   | YTD Enc    | Pending                        | Closing Balance |
|                                   | 8,500.00       | 4,990.13  | 0.00       | 705.85                         | 2,804.02        |
| <b>HUMAN RESOURCES PROG TOTAL</b> |                |           |            | <b>6,238.60</b>                |                 |

I have examined the preceding bills and encumbrances in the total amount of **\$6,238.60**  
 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: **JAN 14 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

| Account Number                    | Account Name    | PO#      | Inv Date   | Vendor Name        | Inv/Enc Amt     |
|-----------------------------------|-----------------|----------|------------|--------------------|-----------------|
| 19-1914-0000-62104                | CONSULTING SERV | P1300034 | 11/30/2013 | TE BRENNAN COMPANY | 183.06          |
|                                   | Budget          | YTD Exp  | YTD Enc    | Pending            | Closing Balance |
|                                   | 15,000.00       | 2,279.75 | 0.00       | 183.06             | 12,537.19       |
| <b>RISK MANAGEMENT PROG TOTAL</b> |                 |          |            | <b>183.06</b>      |                 |

I have examined the preceding bills and encumbrances in the total amount of **\$183.06**

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: **JAN 14 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_



PURCHASE ORDER NUMBER R1400895

PEID 052519

## PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting ([balog@co.rock.wi.us](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) **and** Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto:jodi@co.rock.wi.us)). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 1/8/2014

DEPARTMENT County Board

COMMITTEE County Board Staff

VENDOR NAME JP Morgan Chase Bank NA

ACCOUNT NUMBER 03-1110-0000-64904

FUNDS DESCRIPTION Sundry

AMOUNT OF INCREASE \$ 600

INCREASE FROM \$ 0 TO \$ 600

ACCOUNT BALANCE AVAILABLE \$ 1,400 SO 1/8/14

REASON FOR AMENDMENT Add account for ordering flowers / plants.

## APPROVALS

GOVERNING COMMITTEE

Chair \_\_\_\_\_

Date \_\_\_\_\_

FINANCE COMMITTEE

(If over \$10,000)

Chair \_\_\_\_\_

Date \_\_\_\_\_

COUNTY BOARD

(If over \$10,000)

Resolution # \_\_\_\_\_

Adoption Date \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Dave O'Connell, HR Director  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

January 8, 2014  
DATE DRAFTED

**TO RATIFY THE 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY  
AND AFSCME, LOCAL 2489**

- 1 **WHEREAS**, the County is subject to 111.70 of the Wisconsin Statutes; and,
- 2
- 3 **WHEREAS**, representatives of AFSCME, Local 2489 have met with the Rock County Management
- 4 bargaining team and arrived at a mutual agreement on base wages; and,
- 5
- 6 **WHEREAS**, the proposed wage settlement represents a base wage increase of 1.5% effective January
- 7 1, 2014; and,
- 8
- 9 **WHEREAS**, the leadership of Local 2489 has ratified the agreement; and,
- 10
- 11 **WHEREAS**, AFSCME, Local 2489 no longer represents the Correctional Officers.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled
- 14 this \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby ratify the terms and conditions of the
- 15 2014 labor agreement with AFSCME, Local 2489.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Hank Brill

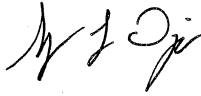
\_\_\_\_\_  
Kurtis L. Yankee

\_\_\_\_\_  
Betty Jo Bussie

TO RATIFY THE 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY AND AFSCME,  
LOCAL 2489

**FISCAL NOTE:**

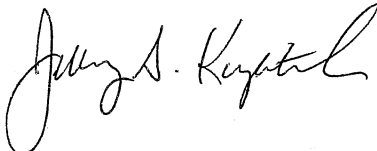
|      | <u>Base<br/>Compensation</u> | <u>Add'l Base<br/>Compensation</u> | <u>Wage<br/>Increase</u> | <u>Overall %<br/>Increase</u> |
|------|------------------------------|------------------------------------|--------------------------|-------------------------------|
| 2014 | \$15,911,713.95              | \$169,784.12                       | 1.5 % eff 1/1/2014       | 1.0670%                       |



Sherry L. Oja  
Finance Director

**LEGAL NOTE:**

The County Board is authorized tot ake this action pursuant to secs. 59.01 and  
111.70, Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.



Craig Knutson  
County Administrator

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

DAVE O'CONNELL, HUMAN  
RESOURCES DIRECTOR  
INITIATED BY



DAVE O'CONNELL, HUMAN  
RESOURCES DIRECTOR  
DRAFTED BY

COUNTY BOARD FINANCE  
COMMITTEE  
SUBMITTED BY

DECEMBER 26, 2013  
DATE DRAFTED

**APPROVING HEALTH INSURANCE BENEFITS FOR EMPLOYEES IN SAME-SEX  
RELATIONSHIPS WHO MEET ELIGIBILITY REQUIREMENTS**

1 WHEREAS, the County of Rock is an organization committed to non-discrimination, as expressed in  
2 applicable County ordinances and policies; and,  
3

4 WHEREAS, those non-discrimination ordinances and policies, include a commitment not to  
5 discriminate on the basis of sexual orientation or family status; and  
6

7 WHEREAS, many current employers, including the State of Wisconsin, several other Wisconsin  
8 municipalities, institutions of higher education, and private sector employers have extended employee  
9 benefits to same gender domestic partners and their dependents; and,  
10

11 WHEREAS, the County of Rock compensates employees through more than just wages and salary by  
12 providing a range of benefits to the employees, including health care, prescription drug coverage,  
13 dental insurance, and other employee benefits offered consistent with the traditional plan structure  
14 including opposite gender spouses and dependents of the County's employees; and,  
15

16 WHEREAS, extension of benefits, including health care, prescription drug coverage, dental insurance,  
17 and other employee benefits not currently required by law to be extended to same gender domestic  
18 partners and other dependents would increase the attractiveness of the County's employment benefit  
19 package, thus facilitating successful employee recruitment and retention; and  
20

21 WHEREAS, Wis. Stats. Sec. 40.02(21d) provides a definition of "domestic partners" for Wisconsin  
22 Retirement System and certain State health insurance benefit purposes and Wisc. Stats. Sec. 770.01(1)  
23 also defines that term for the purposes of the Wisconsin Domestic Partnership Registry; and  
24

25 WHEREAS, the County of Rock finds that it is in the best interests of the County to extend  
26 employment benefits to domestic partners as that term is defined in Wis. Stats. 770.01(1);  
27

28 NOW, THEREFORE, BE IT RESOLVED, that the County Board of Supervisors duly assembled on  
29 this \_\_\_\_ day of \_\_\_\_\_, 2014, hereby goes on record in support of allowing access to and offers  
30 health care, prescription drug coverage, dental insurance, and other employee benefits to domestic  
31 partners of County employees in the same fashion such benefits are extended to spouses of married  
32 County Employees. Such benefits shall be provided to the extent allowed by the IRS and otherwise  
33 allowed by law, specifically including any amendments or new enactments of Wisconsin laws relating  
34 to domestic partners, civil unions or same sex marriages; and should such amendments or enactments  
35 occur, such benefits shall be extended as allowed therein; and  
36

37 BE IT FURTHER RESOLVED, that the County will extend health care, prescription drug coverage,  
38 dental insurance, and other employee benefits to all qualifying domestic partners of County employees  
39 according to the following guidelines:  
40

- 41 1. The definition of domestic partnership of same gender couples used by the County of  
42 Rock will be that used by Wis. Stats. Sec. 40.02(21d) and 770.01(1).  
43

APPROVING HEALTH INSURANCE BENEFITS FOR EMPLOYEES IN  
SAME-SEX RELATIONSHIPS WHO MEET ELIGIBILITY REQUIREMENTS

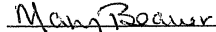
Page 2

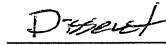
- 44 2. The County of Rock shall require verification of current valid domestic partner  
45 registration pursuant to Wis. Stats. Chapter 770, the Domestic Partnership Act, or the  
46 documentation required by any subsequent change in state law.  
47
- 48 3. The provision of these benefits will be extended to the dependents of those same gender  
49 domestic partners as they would be to the dependents of legally married employees under  
50 the then current provision for dependent coverage in the relevant benefit program.  
51
- 52 4. The benefits provided to domestic partners and their dependents shall be as nearly equal  
53 as possible to those offered to legally married partners, including non-insurance benefits  
54 such as funeral leave for the death of a domestic partner and use of sick leave to care for a  
55 domestic partner.  
56
- 57 BE IT FURTHER RESOLVED, that this resolution shall become effective on March 1, 2014.

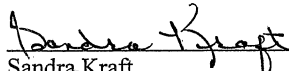
Respectfully Submitted,

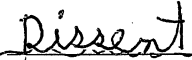
FINANCE COMMITTEE

  
Mary Mawhinney, Chair

  
Mary Beaver

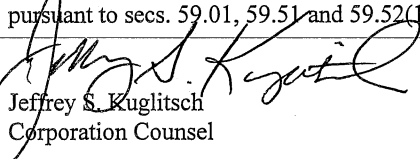
  
Brent Fox

  
Sandra Kraft

  
J. Russell Podzilni


LEGAL NOTE:

In addition to the statutes mentioned in the resolution,  
the County board is authorized to take this action  
pursuant to secs. 59.01, 59.51 and 59.52(11), Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel


FISCAL NOTE:

Based on the experience of other public employer-s, the cost  
may increase one-half to one percent. The health insurance  
trust fund would be used for the additional cost.

  
Susan Balog  
Sr. Accountant/Assistant to Finance Director

ADMINISTRATIVE NOTE:

Extension of this benefit would  
make the County more competitive  
for employee recruitment and  
retention. In the final analysis,  
extension of this benefit is a  
matter of policy.

  
Craig Knutson  
County Administrator

APPROVING HEALTH INSURANCE BENEFITS FOR EMPLOYEES IN SAME-SEX  
RELATIONSHIPS WHO MEET ELIGIBILITY REQUIREMENTS  
Page 3

COUNTY BOARD STAFF COMMITTEE

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

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Eva Arnold

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Henry Brill

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Betty Jo Bussie

---

Marilyn Jensen

---

Mary Mawhinney

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Louis Peer

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Kurtis Yankee

APPROVING HEALTH INSURANCE BENEFITS FOR EMPLOYEES IN SAME-SEX  
RELATIONSHIPS WHO MEET ELIGIBILITY REQUIREMENTS

EXECUTIVE SUMMARY

The Rock County Human Resources Office has been contacted by employees inquiring about why the County does not offer same-sex domestic partner insurance related benefits. In addition, this issue was raised by two of the eight non-law enforcement bargaining units during the 2013 meet and confer sessions.

This resolution is very similar to the one that the City of Beloit passed earlier this year and will take effect on January 1, 2014. It applies to same-sex domestic partners but does not apply to opposite-sex domestic partners. The last survey done by one of the other County Human Resource Directors showed that most public jurisdictions across the State of Wisconsin have not passed this type of Ordinance or a more expansive Ordinance covering both same-sex and opposite-sex domestic partners. However, the number of jurisdictions offering this type of coverage is currently increasing. For those jurisdictions using the State Health Plan they must offer both same-sex and opposite-sex coverage as part of that plan.

Rock County appears to be a leader in this effort along with Dane and Milwaukee County. Public jurisdictions in Rock County that have domestic partner insurance are: City of Beloit (same-sex only); City of Evansville; City of Janesville; City of Milton; City of Edgerton; the Janesville School District; and Blackhawk Technical College. The Beloit School District does not currently cover domestic partners but says it is going to revisit the issue in 2014. Dane County and several public jurisdictions in Dane County (including Madison) do cover domestic partners. Walworth County does not cover domestic partners.

It is difficult to estimate the number of Rock County employees who have a domestic partner. There are currently less than 100 people registered with the County Clerk's Office as having a domestic partner. Only a small percentage of those people would be Rock County employees. There could also be Rock County employees registered in other surrounding counties.

Since Rock County self-funds our health insurance plan the County takes on an unknown risk whenever it enrolls a new employee or dependent. The experience of other public employers indicates that adding domestic partners costs significantly less than 1% per year.

Rock County currently offers both State FMLA coverage and bereavement leave for domestic partners as defined by the Wisconsin Family and Medical Leave Act.


ROCK COUNTY, WISCONSIN



Corporation Counsel Office  
51 South Main Street  
Janesville, WI 53545  
(608) 757-5530  
Fax: (608) 757-5511

**MEMORANDUM**

**TO:** County Board Staff Committee

**FROM:** Jeffrey S. Kuglitsch  
Corporation Counsel 

**DATE:** December 16, 2013

**RE:** Out-of-State Training and Conferences

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Resolution No. 06-9A-087 requires each department head to report semi-annually all instances of attendances at all training, conventions and conferences that exceed costs of \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that no one from my department has attended or will attend any training, conventions and conferences that exceed costs of \$1,000 per event, per employee during the last six months of 2013.


cc: Craig Knutson



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**MEMORANDUM**

**DATE:** January 6, 2014  
**TO:** County Board Staff Committee  
**FROM:** Craig Knutson, County Administrator   
**SUBJECT:** Out-of-State Training and Conferences

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As required by Resolution #06-9A-087, which requires each department head to report semi-annually all instances of attendances at all training, conventions and conferences that exceed \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that the County Administrator's Office did not have anyone who attended a conference that exceeded \$1,000 per event, per employee during the second six months of 2013.

CK/mb

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MEM.OUT-OF-STATE

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ROCK COUNTY, WISCONSIN



Human Resources Dept.  
Rock County Courthouse  
51 South Main Street  
Janesville, WI 53545  
Phone: (608) 757-5520  
FAX: (608) 757-5512

**MEMORANDUM**

TO: Chair J. Russell Podzilni and Members  
of the County Board Staff Committee

FROM: Dave O'Connell  
Human Resources Director 

DATE: January 7, 2014

RE: Semi-Annual Report – Attendance at Trainings/Conventions/Conferences

Resolution No. 06-9A-087 requires each department head to report semi-annually all instances of attendances at all training, conventions and conferences that exceed costs of \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that no one from the Human Resources Department attended any training, convention or conference that exceeds the cost of \$1,000 per event, per employee during the last six months of 2013.

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cc: Craig Knutson, County Administrator

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## MEMORANDUM

**DATE:** January 6, 2014

**TO:** County Board Staff Committee

**FROM:** Craig Knutson, County Administrator 

**SUBJECT:** WCA Dues

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The 2014 dues and magazine charges statement for the WCA is in a consolidated format. The WCA no longer bills each county department separately. Because of this, it is necessary to break the total amount into its component parts and cross-charge to the affected departmental accounts.

Therefore, I ask the Staff Committee to approve payment of the WCA dues in total with the following cross-charges:

|                            |                    |
|----------------------------|--------------------|
| Human Services Department  | \$ 1,204.00        |
| Developmental Disabilities | 576.00             |
| Rock Haven                 | 2,610.00           |
| Public Works Department    | 2,236.00           |
| County Board Account       | <u>\$12,332.00</u> |

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|              |                    |
|--------------|--------------------|
| <b>TOTAL</b> | <b>\$18,958.00</b> |
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CC: Sherry Oja

CK/mb

MEM.WCADues