



**COUNTY BOARD STAFF COMMITTEE  
TUESDAY – JULY 8, 2014 – 4:00 P.M.  
CONFERENCE ROOM N-1 – FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order & Approval of Agenda
2. **EXECUTIVE SESSION – 4:00-4:15 P.M.:** Per Section 19.85(1)(e), Wis. Stats.  
Update on Collective Bargaining
3. Approval of Minutes – June 10, 2014
4. Citizen Participation, Communications and Announcements
5. Approval of Bills/Transfers/Pre-Approved Encumbrances
6. Resolutions
  - A. To Ratify the 2014 Labor Agreement between Rock County and the Correctional Officers Association
  - B. Increase the FTE of the Investigative Assistant in the Sheriff's Office
  - C. Amending the 2014 HSD Budget to Accept CLTS Funds and Creating 2.0 FTE Social Worker Positions
  - D. Placing Minimum Wage Advisory Referendum on the November 4, 2014 Rock County Ballot
  - E. Amending the County's Personnel Ordinance
  - F. Authorizing the Purchase of the Rock County Job Center
  - G. Recognizing Craig Knutson for Service to Rock County
7. Adjournment

COMMITTEE APPROVAL REPORT

| Account Number                 | Account Name   | PO#      | Inv Date   | Vendor Name                   | Inv/Enc Amt     |
|--------------------------------|----------------|----------|------------|-------------------------------|-----------------|
| 03-1110-0000-63107             | PUBL & LEGAL   | P1400519 | 06/11/2014 | JANESVILLE GAZETTE INC        | 800.28          |
|                                | Budget         | YTD Exp  | YTD Enc    | Pending                       | Closing Balance |
|                                | 18,247.00      | 7,985.53 | 800.28     | 800.28                        | 8,660.91        |
| 03-1110-0000-64904             | SUNDRY EXPENSE |          |            |                               |                 |
|                                |                | P1400772 | 06/16/2014 | AMERICAN AWARDS AND PROMOTION | 21.42           |
|                                |                | P1402318 | 06/03/2014 | HOLIDAY INN EXPRESS           | 263.32          |
|                                | Budget         | YTD Exp  | YTD Enc    | Pending                       | Closing Balance |
|                                | 2,400.00       | 1,832.65 | 756.17     | 284.74                        | (473.56)        |
| <b>COUNTY BOARD PROG TOTAL</b> |                |          |            | <b>1,085.02</b>               |                 |

I have examined the preceding bills and encumbrances in the total amount of **\$1,085.02**  
 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: **JUL 08 2014**

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

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

COMMITTEE APPROVAL REPORT

| Account Number                        | Account Name   | PO#      | Inv Date   | Vendor Name   | Inv/Enc Amt     |  |
|---------------------------------------|----------------|----------|------------|---------------|-----------------|--|
| 06-1620-0000-63100                    | OFC SUPP & EXP | P1402078 | 06/09/2014 | HENRICKSEN    | 346.25          |  |
|                                       | Budget         | YTD Exp  | YTD Enc    | Pending       | Closing Balance |  |
|                                       | 941.00         | 282.24   | 0.00       | 346.25        | 312.51          |  |
| <b>CORPORATION COUNSEL PROG TOTAL</b> |                |          |            | <b>346.25</b> |                 |  |

I have examined the preceding bills and encumbrances in the total amount of **\$346.25**  
 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: **JUL 08 2014**

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

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

COMMITTEE APPROVAL REPORT

| Account Number                    | Account Name | PO#      | Inv Date   | Vendor Name                   | Inv/Enc Amt     |
|-----------------------------------|--------------|----------|------------|-------------------------------|-----------------|
| 08-1420-0000-64200                | TRAINING EXP | P1402335 | 06/12/2014 | UNIVERSAL MERCANTILE EXCHANGE | 405.00          |
|                                   | Budget       | YTD Exp  | YTD Enc    | Pending                       | Closing Balance |
|                                   | 18,476.00    | 7,315.20 | 920.88     | 405.00                        | 9,834.92        |
| <b>HUMAN RESOURCES PROG TOTAL</b> |              |          |            | <b>405.00</b>                 |                 |

I have examined the preceding bills and encumbrances in the total amount of **\$405.00**

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: **JUL 08 2014**

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

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

# Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR      Date 7-2-2014  
 Requested By Human Resources  
Department

Transfer No. 14-38  
Dave O'Connell  
Department Head

| FROM:   | AMOUNT  | TO:  | AMOUNT  |
|---|---------|--|---------|
| Account #: 08-1420-0000-67130<br>Description: Terminal and PCs<br>Current Balance: \$11,050 | 1500.00 | Account #: 08-1420-0000-62491<br>Description: Software Maintenance | 1500.00 |
| Account #:<br>Description:<br>Current Balance:  |         | Account #:<br>Description:   |         |
| Account #:<br>Description:<br>Current Balance:  |         | Account #:<br>Description:   |         |
| Account #:<br>Description:<br>Current Balance:  |         | Account #:<br>Description:   |         |

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Smart Board came in under budget.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

Cover the cost of our applicant tracking software.

**FISCAL NOTE:**

Sufficient funding is available for transfer. *8/5/14*

**ADMINISTRATIVE NOTE:**

Recommended. *OK 7-3-14*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

Governing Committee \_\_\_\_\_

Finance Committee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

July 1, 2014  
DATE DRAFTED

**TO RATIFY THE 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY  
AND  
THE CORRECTIONAL OFFICERS IN THE SHERIFF'S OFFICE**

- 1 **WHEREAS**, the County is subject to 111.70 of the Wisconsin Statutes; and,
- 2
- 3 **WHEREAS**, representatives of the Correctional Officers Association have met with the County's Bargaining
- 4 Team in an attempt to arrive at a mutual agreement on wages, hours and conditions of employment; and,
- 5
- 6 **WHEREAS**, the parties arrived at a tentative agreement on wages, hours and conditions of employment on
- 7 June 27, 2014; and,
- 8
- 9 **WHEREAS**, the proposed wage settlement represents an across the board wage increase of 1.5% effective
- 10 January 1, 2014 for all members of the unit, and an additional increase for some members of the unit due to
- 11 modifications in the wage grid; and,
- 12
- 13 **WHEREAS**, the membership of the Association has ratified the agreement; and,
- 14
- 15 **WHEREAS**, a summary of the contractual agreement is attached.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
- 18 \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby ratify the terms and conditions of the 2014 labor
- 19 agreement between Rock County and the Correctional Officers Association.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

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

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

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

\_\_\_\_\_  
Alan Sweeney

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

\_\_\_\_\_  
Henry Brill

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

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

TO RATIFY THE 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY AND THE CORRECTIONAL OFFICERS ASSOCIATION

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FISCAL NOTE:

| <u>Base Compensation</u>  | <u>ATB Wage Compensation</u> | <u>Add'l Base Compensation</u> | <u>Overall % Inc.</u> |
|---|------------------------------|--------------------------------|-----------------------|
| \$4,882,064   | 1.5% eff.1/1/2014            | \$54,271                       | 1.1%                  |
| <u>Increase due to the modifications to the 1/1/2014 wage grid:</u> |                              |                                |                       |
|   |                              | \$53,231                       | 1.1%                  |
|   |                              | Total                          | <u>2.2%</u>           |

Increase in Uniform Reimbursement effective 1/1/2014:

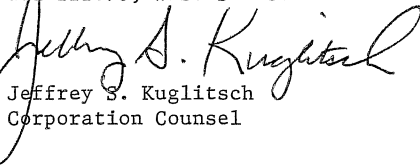
| <u>2013 Rate</u> | <u>2014 Rate</u> | <u>Increase</u> | <u># of Officers</u> | <u>New Cost</u> |
|------------------|------------------|-----------------|----------------------|-----------------|
| \$485            | \$635            | \$150           | 78                   | \$11,700        |



Sherry Oja  
Finance Director

LEGAL NOTE:

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



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

**TO RATIFY THE 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY**  
**AND**  
**THE CORRECTIONAL OFFICERS IN THE SHERIFF'S OFFICE**

**Executive Summary**

Prior to 2013 the Correctional Officers who work for the Sheriff's Office in the Rock County Jail were a part of the AFSCME 2489 bargaining unit. This was a unit of approximately 350 employees in clerical, administrative and para-professional positions in several Rock County Departments. The contract was written very broadly to cover many different job classes and various employment situations.

As a result of changes brought about by Act 10 of the 2011 Legislature (the so called "Budget Repair Bill") bargaining units were either classified as "general employee units" or "law enforcement units." The AFSCME 2489 unit is a general employee unit, whereas the Deputy Sheriff's and Deputy Sheriff's Supervisor units are classified as law enforcement units. Due to Act 10 the general employee units no longer had the ability to bargain about anything other than base wages, whereas law enforcement units still had the ability to bargain a complete contract. Employees in the general units also had to begin paying the employee share of their Wisconsin State Retirement (WRS) contribution when their 2011 contract expired. This meant that all of the employees in the Rock County general employee units: AFSCME 1077, AFSCME 1258, AFSCME 2489, AFSCME 2489-Y, AMHS-HSD, AMHS-RH, SEIU Public Health Nurses, and the Rock County Attorney's Association had to pay 5.9% of their salary into their WRS retirement in 2012; 6.65% in 2013; and 7.0% in 2014. As part of AFSCME 2489 unit the Correctional Officers paid the 5.9% in 2012 and the 6.65% in 2013.

In 2013 the Correctional Officers in Rock County sought to be removed from the AFSCME 2489 general unit and have their own bargaining unit which would be designated as a law enforcement unit. Under Act 10 this would give them the right to bargain a complete contract and not require them to pay the employee share of their WRS contribution.

The issue of whether "jailers" should be in a law enforcement or a general employee unit was first raised in a Wisconsin state court law suit involving Douglas County, the Wisconsin Employment Relations Commission (WERC), and the Wisconsin Professional Police Association (WPPA). Douglas County had taken the position that their jailers were not law enforcement because they were not "sworn" and did no law enforcement duties other than work in the jail. The WERC agreed with that position. The WPPA challenged that decision in the 4<sup>th</sup> District Court of Appeals and the Appellate Court ruled that the determining factor was not the swearing in, or the duties, but rather the fact that the employees had protective status. They ruled that since the jailers had "protective status" they were in fact law enforcement. Thus they had the right to negotiate a full and complete contract. The Appellate Court decision was not appealed to the Wisconsin Supreme Court so it stands as the current law.



[Employees with Protective Status are: law enforcement personnel, including correctional officers, firefighters covered under Social Security, and participants working in positions as defined in WRS statutes as protective occupation employment. Under the State of Wisconsin Employee Trust Fund retirement program, the normal retirement age for general employees is 65. For protective status occupations it is 54 with less than 25 years of service, and 53 with 25 or more years of service. The minimum retirement age is 55 for most general employees and 50 for those employees in protective service occupations.]

Rock County's jailers have had protective status for some 40 years dating back to the first few CETA employees who worked in the jail. Based on the Douglas County decision Rock County agreed to create a separate bargaining unit for the Sheriff's Office jailers. The employees in that unit voted to change from being an AFSCME bargaining unit to being represented by the WPPA. The WPPA and the County began working on a first contract for this newly recognized group towards the end of 2013. The initial contract proposals for the newly created unit were based on the 2014 AFSCME 2489 contract, but modified to meet the different employment situation experienced by the 24/7 jailers in the Sheriff's Office. That bargaining resulted in a tentative agreement on June 27, 2014.

In addition to the 1.5% across the board salary increase that every Rock County employee received in 2014 (except the Deputy Sheriff's Supervisors who have not yet settled), this agreement also dealt with another issue. The AFSCME 2489 contract provided for longevity steps at 60 months, 120 months, 180 months, and 240 months. While this worked well for employees in a general clerical, administrative, paraprofessional unit; it did not recognize the unique job requirements and stresses associated with a 24/7 jail operation. The County therefore agreed to a proposal by the WPPA to shorten the time necessary for the Correctional Officers to reach the top longevity step. We did this by changing the 180 month step to 84 months and changing the 240 month step to 120 months. This involved 32 employees out of the unit of 78 employees. As part of this bargain the Correctional Officers agreed to continue to pay the employee share of their WRS contribution (7.0% in 2014).

The 2014 Deputy Sheriff's contract and the current proposals for the Deputy Sheriff's Supervisors contained a revised uniform allowance effective 1/1/2014. For the Deputy Sheriffs the 2013 rate was increased by \$325 from \$700 to \$1,025 in order to keep up with inflation and the employee's relative buying power. The Correctional Officers received a comparable increase to their uniform allowance language which moved them from \$485 annually to \$635.

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

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

**ORDINANCE  
ROCK COUNTY BOARD OF SUPERVISORS**

Dave O'Connell  
INITIATED BY

Dave O'Connell, Human Resource Director  
DRAFTED BY

County Board  
Staff Committee  
SUBMITTED BY



June 18, 2014  
DATE DRAFTED

**INCREASE THE FTE OF THE INVESTIGATIVE ASSISTANT  
IN THE SHERIFF'S OFFICE**

- 1 **WHEREAS**, the Rock County Board of Supervisors approved the 2012 Budget on November 15, 2011; and,
- 2
- 3 **WHEREAS**, the 2012 adopted Budget includes the creation of one (1) 0.3 FTE position in the classification of
- 4 Investigative Assistant; and,
- 5
- 6 **WHEREAS**, the employee in that classification completes background investigations for prospective Sheriff's
- 7 Office employees and employees for other Rock County Departments; and,
- 8
- 9 **WHEREAS**, the Youth Services Center has a need for additional background checks which can be
- 10 accomplished by increasing the amount of hours for this position from the current 12 hours per week to 16
- 11 hours per week; and,
- 12
- 13 **WHEREAS**, the Human Services Department is willing to assume this additional cost.
- 14
- 15 **NOW THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 16 \_\_\_\_\_ day of \_\_\_\_\_, 2014 increases the FTE of the Investigative Assistant position in the
- 17 Sheriff's Office by 0.1 FTE in order to complete background investigations for the Youth Services Center in the
- 18 Human Services Department.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

PUBLIC SAFETY & JUSTICE COMMITTEE

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

\_\_\_\_\_  
Mary Beaver, Chair

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

\_\_\_\_\_  
Henry Brill, Vice Chair

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

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Brian Knudson

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

\_\_\_\_\_  
Larry Wiedenfeld

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

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

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Kurtis Yankee

HUMAN SERVICES BOARD

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Brian Knudson, Chair

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Sally Jean Weaver-Landers, Vice Chair

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Terry Fell

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Linda Garrett

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William Grahn

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Ashley Kleven

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Kathy Schulz

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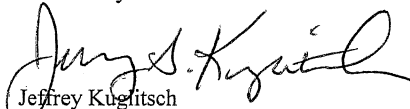
Terry Thomas

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Shirley Williams

LEGAL NTOE:


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



Jeffrey Kuglitsch  
Corporation Counsel

FISCAL NOTE:


The increased Sheriff's Office personnel costs will be cross-charged to the Human Services Department. Sufficient funds are available in the Human Services budget for the cost of this cross-charge.



Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

**RESOLUTION**

**ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve  
INITIATED BY



Phil Boutwell  
DRAFTED BY

County Board Staff Committee  
Finance Committee  
Human Services Board  
SUBMITTED BY

June 17, 2014  
DATE DRAFTED

**Amending the 2014 HSD Budget to Accept CLTS Funds and Creating 2.0 FTE Social Worker Positions**

1 WHEREAS, the CLTS Program makes Medicaid funding available to serve children who have  
2 substantial limitations due to developmental, emotional and/or physical disabilities; and,  
3

4 WHEREAS, as of May 2014, there are 153 children on the wait list for CLTS services in Rock County;  
5 and,  
6

7 WHEREAS, the state has made additional funds available to the Human Services Department that  
8 would take 75 children off the wait list and provide CLTS services for them starting in 2014; and,  
9

10 WHEREAS, the additional funding would pay for case managers who would develop individualized  
11 service plans for each child as well as purchase needed items or services for the children; and,  
12

13 WHEREAS, the new CLTS case management assignments will be split between two new county social  
14 workers and additional contracted staff through Catholic Charities; and,  
15

16 WHEREAS, the state approved case management billing rate for Catholic Charities is sufficient to  
17 cover its staffing increase to provide CLTS case management services so that no county levy is required;  
18 and,  
19

20 WHEREAS, Medicaid billing revenue as well as administrative dollars in the additional funding are  
21 sufficient to cover the cost of the two new Social Worker positions so that no county levy is required.  
22

23 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
24 this \_\_\_\_ day of \_\_\_\_\_, 2014, does hereby approve the creation of 2.0 FTE Social Worker  
25 positions for the CLTS Program; and,  
26

27 **BE IT FURTHER RESOLVED**, that the 2014 Budget be amended as follows:  
28

| Account/Description                   | Budget<br>6/1/14 | Increase<br>(Decrease) | Amended<br>Budget |
|---------------------------------------|------------------|------------------------|-------------------|
| <u>Source of Funds</u>                |                  |                        |                   |
| 36-3691-0000-42100<br>Federal Aid     | \$1,041,502      | \$631,129              | \$1,672,631       |
| <u>Use of Funds</u>                   |                  |                        |                   |
| 36-3691-0000-64604<br>Program Expense | \$1,102,583      | \$571,201              | \$1,673,784       |
| 36-3691-0000-68225<br>Allocated CFIS  | \$199,017        | \$59,928               | \$258,945         |
| 36-3697-0000-61100<br>Regular Wages   | \$1,493,173      | \$32,782               | \$1,525,955       |
| 36-3697-0000-61400<br>FICA            | \$114,343        | \$2,508                | \$116,851         |

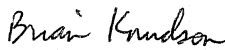
**Amending the 2014 HSD Budget to Accept CLTS Funds and Creating 2.0 FTE Social Worker**  
Page 2

|    |                    |             |            |             |
|----|--------------------|-------------|------------|-------------|
| 47 | 36-3697-0000-61510 | \$104,626   | \$2,294    | \$106,920   |
| 48 | Retirement         |             |            |             |
| 49 |                    |             |            |             |
| 50 | 36-3697-0000-61610 | \$573,981   | \$21,800   | \$595,781   |
| 51 | Health Insurance   |             |            |             |
| 52 |                    |             |            |             |
| 53 | 36-3697-0000-61620 | \$15,462    | \$539      | \$16,001    |
| 54 | Dental Insurance   |             |            |             |
| 55 |                    |             |            |             |
| 56 | 36-3697-0000-61630 | \$381       | \$5        | \$386       |
| 57 | Life               |             |            |             |
| 58 |                    |             |            |             |
| 59 | 36-3697-0000-68380 | (\$199,017) | (\$59,928) | (\$258,945) |
| 60 | CLTS Allocation    |             |            |             |

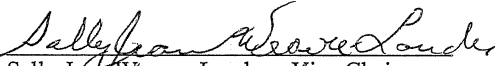
Respectfully submitted,

**Human Services Board**

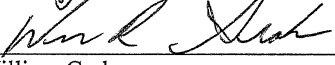
**County Board Staff Committee**

  
\_\_\_\_\_  
Brian Knudson, Chair

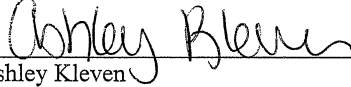
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J. Russell Podzilni, Chair

  
\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

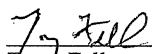
\_\_\_\_\_  
Sandra Kraft, Vice Chair

  
\_\_\_\_\_  
William Grahn

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

  
\_\_\_\_\_  
Ashley Kleven


\_\_\_\_\_  
Henry Brill

  
\_\_\_\_\_  
Terry Fell

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

Absent  
\_\_\_\_\_  
Linda Garrett

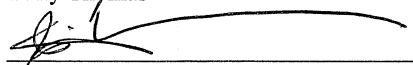
\_\_\_\_\_  
Mary Mawhinney

  
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Kathy Schulz

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Louis Peer

  
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Terry Thomas

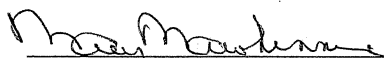
\_\_\_\_\_  
Alan Sweeney

  
\_\_\_\_\_  
Skirley Williams

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

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of 4-0.

  
\_\_\_\_\_  
Mary Mawhinney, Chair

FISCAL NOTE:

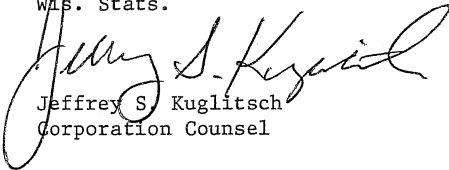
This resolution approves the creation of 2.0 FTE Social Worker positions. This resolution also increases the program expense budget in order to pay for more services through Catholic Charities. The new positions and additional program expense will be funded by federal Medicaid dollars. No additional County funds are required.



Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to Sec. 59.22(2), Wis. Stats. As an amendment to the adopted 2014 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

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## **Executive Summary**

The Children's Long Term Support (CLTS) waiver program provides Medicaid funding for children who fall under three separate groups: Developmental Disabilities (DD), Physical Disabilities (PD), and Severe Emotional Disabilities (SED). At present, there are about 130 children served by this program in Rock County. The CLTS case management assignments are split between two county social workers and contracted staff through Catholic Charities.

As of May 23, 2014 there were 153 children on the wait list for CLTS services. The State of Wisconsin has notified the HSD that it has made additional funding available to serve children with complex health needs. The HSD is expected to use the funds to build capacity to serve children who have been screened eligible for CLTS services. The expectation outlined in the State memo dated March 2014 is that 58 children would be taken off the wait list. The HSD Program Manager believes there is adequate funding to take 75 children off the wait list. The funding would be used bring on four additional case managers in the CLTS program as well as pay for an array of services for the children.

The contract with Catholic Charities would be amended to bring on two additional contracted staff. The HSD would hire two social workers. They would be charged with moving the high need, children off the wait list. These are often complex kids who are currently in out-of-home placements that would benefit from the waiver program, which provides an array of services and pays for the move into a community setting. The children benefit from moving to a better, less restrictive environment. The county benefits from moving children in to waiver slots where 40% of the cost is covered by the County rather than 100% of the cost of substitute care. HSD social workers would also take the difficult cases off the wait list that are at a high risk for an out-of-home placement.

It is recommended the County Board approve the resolution. Up to 75 children and their families will benefit from CLTS services. There is no levy cost attributed to the 2.0 FTE social workers. Their billable hours as well as additional administrative funds in the contract cover the cost of their positions. And finally, it is the intention of the HSD to reduce the number of out-of-home placements and reduce the substitute care budget that pay for those placements in 2015. These positions will help achieve that goal.

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Supervisor Terry Thomas  
INITIATED BY



Supervisor Terry Thomas  
DRAFTED BY

Supervisor Terry Thomas  
SUBMITTED BY

June 16, 2014  
DATE DRAFTED

**PLACING MINIMUM WAGE ADVISORY REFERENDUM ON THE  
NOVEMBER 4, 2014 ROCK COUNTY BALLOT**

- 1 **WHEREAS**, it is one of our most cherished values that there is dignity in work, and that everyone in
- 2 Wisconsin should have the opportunity to work their way into the middle class, not fall out of it; and,
- 3
- 4 **WHEREAS**, we are not short of work ethic in Wisconsin, we are short of good jobs that enable working
- 5 families to begin to work their way up; and,
- 6
- 7 **WHEREAS**, Wisconsin workers are working harder and harder for less and less; every year the minimum
- 8 wage stays the same workers take a pay cut, and wages are now so low that millions of full time workers
- 9 are below the poverty line and qualify for public assistance; and,
- 10
- 11 **WHEREAS**, if people don't earn enough money to pay for the basics like food, rent, and transportation,
- 12 the economy stalls, weakening our communities and damaging local businesses; and,
- 13
- 14 **WHEREAS**, powerful corporations actively use their influence to hold down wages and benefits, creating
- 15 economy-busting jobs rather than economy-boosting jobs; and,
- 16
- 17 **WHEREAS**, nearly nine in ten Wisconsin workers who would benefit from a minimum wage increase are
- 18 20 years of age or older, nearly two-thirds are women, and 234,000 Wisconsin children would see their
- 19 families' income increase; and,
- 20
- 21 **WHEREAS**, our government's role is to maintain a wage and benefit floor to guarantee all work is
- 22 valued, and that no Wisconsin worker is denied an honest day's pay for an honest day's work; and,
- 23
- 24 **WHEREAS**, the great American middle class is not something that just happened, we built it brick by
- 25 brick; and,
- 26
- 27 **WHEREAS**, a \$10.10 minimum wage would bring our wage floor to roughly the same level as it was in
- 28 the late 1960s, adjusted for inflation; and,
- 29
- 30 **WHEREAS**, the most important thing we can do to generate shared prosperity and build an economy that
- 31 works for everyone, not just the powerful, is to create more economy-boosting jobs; and,
- 32
- 33 **WHEREAS**, a \$10.10 minimum wage would raise wages for 587,000 Wisconsin workers by \$816
- 34 million, and generate over \$500 million in additional economic activity in Wisconsin in the next three
- 35 years, resulting in nearly 4,000 new jobs;
- 36
- 37 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 38 this \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby direct the Rock County Clerk to place the following
- 39 advisory referendum question on the countywide ballot at the election to be held on November 4, 2014:
- 40
- 41 " Should the State of Wisconsin increase the minimum wage to \$10.10 per hour?"



**Placing Minimum Wage Advisory Referendum on the November 4, 2014 Rock County Ballot**  
Page 2

Respectfully submitted,

**COUNTY BOARD STAFF COMMITTEE**

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

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

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

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

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

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Henry Brill

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

FISCAL NOTE:

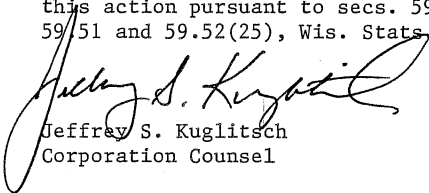
No fiscal impact.



Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51 and 59.52(25), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of Policy.



Craig Knutson  
County Administrator

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

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

**ORDINANCE  
ROCK COUNTY BOARD OF SUPERVISORS**

Dave O'Connell  
INITIATED BY

Dave O'Connell, Human Resource Director  
DRAFTED BY

County Board  
Staff Committee  
SUBMITTED BY



June 18, 2014  
DATE DRAFTED

**AMENDING THE COUNTY'S PERSONNEL ORDINANCE**

- 1 **WHEREAS**, Act 10 and Act 32 of the 2011 Wisconsin State Legislature made numerous changes to Chapter
- 2 111.70 of Wisconsin Statutes; and,
- 3
- 4 **WHEREAS**, those changes significantly impacted the County's traditional bargaining relationship with the
- 5 unions representing Rock County Employees; and,
- 6
- 7 **WHEREAS**, many of the subjects which had traditionally been covered in collective bargaining agreements
- 8 with general employee units are now covered in the Rock County Personnel Ordinance (Chapter XVIII) and
- 9 Rock County Policies and Procedures (Section 5 of the Administrative Policy and Procedures Handbook); and,
- 10
- 11 **WHEREAS**, additional changes to the Ordinance are periodically suggested by Rock County managers in order
- 12 to more effectively and productively manage County operations; and,
- 13
- 14 **WHEREAS**, the County wants to incorporate such a change to the Personnel Ordinance effective at 12:01 a.m.
- 15 September 1, 2014.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 18 \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby amend Chapter XVIII, the County's Personnel
- 19 Ordinance, as follows:

**CHAPTER XVIII**

**PERSONNEL ORDINANCE**

**SECTION 5**

**FRINGE BENEFITS**

18.501 Holidays.

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

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

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

The Director of Nurses, the Assistant Director of Nurses and Nursing Supervisors working in Rock Haven who are required to work a holiday; will be paid or granted compensatory time off at a rate of time and one half and receive an additional day in lieu thereof.

The Youth Services Center Supervisors who are required to work a holiday, will be paid or granted compensatory time off at a rate of time and one half.

For supervisors working at the 911 Communication Center, who are required to work on a holiday, they will be paid or granted compensatory time off at a rate of time and one half for all hours worked between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday.

Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.

Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be granted in lieu thereof.

Regular part-time employees who normally work sixteen or more hours per week shall be paid for holidays which fall on days for which they would otherwise be scheduled to work, according to the number of hours for which they would be scheduled to work on that day.

When a holiday falls within a period of leave with pay, the employee shall receive pay for the holiday.

When a holiday falls within a pay period of leave without pay, the employee shall receive no pay for the holiday.

In order to receive holiday pay, employees must normally be scheduled to work for not less than 4 hours the regular workday before and not less than 4 hours the regular workday after the holiday, unless on authorized paid time off (sick leave, vacation) or on paid FMLA.

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. 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 ~~twenty-four (24) hours~~ 7 days advance notice prior to the beginning of the shift. 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, unit or shift. A floating holiday with less than a ~~twenty-four (24) hours~~ 7 day notice may be taken 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.

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

Page 3

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

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

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

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

\_\_\_\_\_  
Henry Brill

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

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

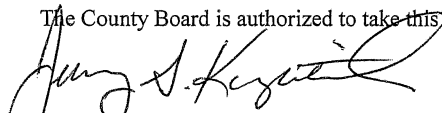
\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Kurtis Yankee


LEGAL NTOE:

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

  
Jeffrey Kuglitsch  
Corporation Counsel

FISCAL NOTE:

No fiscal impact.

  
Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

County Board Staff Committee  
INITIATED BY



Phil Boutwell  
DRAFTED BY

County Board Staff and  
Human Services Board  
SUBMITTED BY

July 1, 2014  
DATE DRAFTED

**Authorizing the Purchase of the Rock County Job Center**

1 **WHEREAS**, Rock County has leased the 60,500 square foot building located at 1900 South Center  
2 Avenue in Janesville since 1998 when Rock County Job Center began operations; and,  
3

4 **WHEREAS**, Rock County spent approximately \$1.2 million of state funds to do leasehold improvements  
5 prior to the opening of the Job Center in July 1998, and spent approximately \$255,000, of state funds in  
6 2013 to renovate space for the new Aging and Disability Resource Center (ADRC) also located at 1900  
7 South Center Avenue; and,  
8

9 **WHEREAS**, the significant investment in leasehold improvements has meant that Rock County and its  
10 Job Center partners who sub-lease space from the County benefit from a lease rate that is less than market  
11 rate; and,  
12

13 **WHEREAS**, Backyard Properties of Rock County, LLC purchased 1900 Center Avenue as well as 1820  
14 Center Avenue and approximately 12 acres of land associated with those parcels from MPI/Janesville Inc.  
15 in June, 2014; and,  
16

17 **WHEREAS**, Backyard Properties as the new landlord assumed the existing Job Center lease that expires  
18 on January 31, 2015; and,  
19

20 **WHEREAS**, Backyard Properties gave the County notice that either it could renew the lease at market  
21 rate or make an offer to purchase the building and approximately 5 acres of adjacent parking lot  
22 associated with the building; and,  
23

24 **WHEREAS**, the County Board Staff Committee authorized staff to conduct a facility condition report on  
25 the property, to secure enough land associated with the building to meet City parking requirements and  
26 negotiate a purchase offer for the land and building; and,  
27

28 **WHEREAS**, an independent facility condition report conducted by Angus Young and Associates reveals  
29 the building structure and systems are in sound condition with need for cosmetic repairs and ongoing  
30 routine maintenance; and,  
31

32 **WHEREAS**, Backyard Properties agrees to allow the County Surveyor to do a Certified Surveyor's Map  
33 that carves out approximately 5 acres of land to give the Job Center/ADRC sufficient parking to meet the  
34 City's parking ordinance; and,  
35

36 **WHEREAS**, Backyard Properties has accepted the County's offer and is contingent upon County Board  
37 approval; and,  
38

39 **WHEREAS**, the purchase of the Job Center/ADRC property is a prudent financial decision that gives the  
40 County long term stability to provide essential services to the public in a well-known and easily  
41 accessible, convenient central location.  
42

43 **NOW, THEREFORE, BE IT RESOLVED** that Rock County Board of Supervisors duly assembled  
44 this \_\_\_\_ day of \_\_\_\_\_, 2014 does hereby agree to purchase the land and building from Backyard  
45 Properties of Rock County LLC described in the accepted offer to purchase at 1900 South Center Avenue  
46 for the price of \$1,918,906.25 and amend the budget as follows:

Authorizing the Purchase of the Rock County Job Center

Page 2

| 47 |                         | BUDGET AT         | INCREASE          | AMENDED       |
|----|-------------------------|-------------------|-------------------|---------------|
| 48 | <u>A/C DESCRIPTION</u>  | <u>06/01/2014</u> | <u>(DECREASE)</u> | <u>BUDGET</u> |
| 49 | <u>Source of Funds:</u> |                   |                   |               |
| 50 | 18-1856-0000-49100      | \$ 0              | \$1,918,907       | \$1,918,907   |
| 51 | Notes Issued            |                   |                   |               |
| 52 |                         |                   |                   |               |
| 53 | <u>Use of Funds:</u>    |                   |                   |               |
| 54 | 18-1856-0000-67171      | \$ 0              | \$1,918,907       | \$1,918,907   |
| 55 | Capital Assets          |                   |                   |               |
| 56 |                         |                   |                   |               |

57 **BE IT FURTHER RESOLVED** that the County Board Chair and County Clerk are authorized to  
58 approve payment and to sign any documents necessary to execute the sale and closing on the property on  
59 or before December 31, 2014.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

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

\_\_\_\_\_  
Sandy Kraft, Vice Chair

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

\_\_\_\_\_  
Henry Brill

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

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

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

\_\_\_\_\_  
Alan Sweeney

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

\_\_\_\_\_  
Mary Mawhinney, Chair

HUMAN SERVICES BOARD

\_\_\_\_\_  
Brian Knutson, Chair

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Linda Garrett

\_\_\_\_\_  
Billy Bob Grahn

\_\_\_\_\_  
Ashley Kleven

\_\_\_\_\_  
Kathy Schulz

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Shirley Williams

FISCAL NOTE:


This resolution authorizes the purchase of the land and building at 1900 South Center Avenue. This resolution also amends the 2014 budget to provide appropriation authority for the purchase. The budget appropriation is to be funded by a future debt issue.



Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.52(6), Wis. Stats. As an amendment to the adopted 2014 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.



Eugene R. Dumas  
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Purchase of the Job Center property is in the County's best interest. As outlined in the Executive Summary it will be far less expensive in the long run even taking into account future repairs which may be needed.

Funding is proposed to come from deferred financing. Depending on other capital needs which may be considered in the 2015 Budget, some sales tax funding may be available to offset some of the cost of this purchase. The actual borrowing will not occur until 2015 so there will be time to make this determination.

Purchase of the Job Center property is recommended.



Craig Knutson  
County Administrator

## **Executive Summary**

### **Brief History of the Job Center**

The State of Wisconsin implemented "Welfare to Work" or W-2 in 1995-97 Biennium, which was a state funded, county operated system to replace AFDC. The State also wished to expand the "Job Center" concept to Rock County, which was a one-stop location for all state/federal funded job seeking and training programs and was willing to put funding into the project.

In October, 1996 the local "Collaborative Planning Team" composed of BTC, Rock HSD, Private Industry Council, DVR, Forward Service Corporation, Wisconsin Job Service, Head Start and the AFL-CIO examined various sites in Rock County and recommended that the vacant K-Mart building on the south side of Janesville was the right size, centrally located building with easy access, and an affordable option to house the Job Center.

The County began lease negotiations with K-Mart in the summer of 1997. The County Board passed a resolution in October 1997 that awarded a construction contract for \$1.2 million to renovate the 60,500 square foot K-Mart building. In July 1998, the Job Center opened to the public.

In 2002, K-Mart sold 12 acres of land that included the Job Center located at 1900 Center Avenue as well as the commercial strip mall located at 1820 Center Avenue to MPI, a real-estate investment company. MPI assumed the lease with the County.

In early 2012, Rock County did a three year-extension of the triple net lease, which expires on January 31, 2015. At present, Rock County occupies about ½ of the building with its Economic Support Division, Long Term Support Division and ADRC. The remaining space is sub-let to Job Center partners.

### **Justification for the Purchase**

In June, 2014 Backyard Properties of Rock County LLC purchased the 12 acres and buildings located at 1900 Center Avenue and 1820 Center Avenue from MPI. The new owner gave the County notice that it either could renew the lease at market rate or make an offer to purchase the Job Center building and sufficient land to meet the City's parking ordinance.

The purchase of the Job Center/ADRC property is a prudent financial decision. The following page provides a 10 year comparison and square foot annual costs of the agreed upon purchase, the current lease, and Backyard Properties' proposed market rate lease. The agreed upon purchase is clearly the best alternative.

Moving operations out of the Job Center is not a good alternative. The below market rate lease rate is in part due to the significant amount of leasehold improvement done with state funding. It is unlikely the County would find anything near the current lease rate, let alone the purchase price without having to do significant renovations, investment in technology and phone systems. The current location at 1900 Center Avenue is well known to the public, it has easy access and is centrally located in Rock County.



## Job Center Purchase Analysis

### Agreed upon purchase price

Purchase price of \$1,918,906 amortized over 15 years

|                            |                  |                        |
|----------------------------|------------------|------------------------|
| Annual amortization        | 127,927          |                        |
| Additional costs:          |                  |                        |
| Insurance                  | 990              |                        |
| Property Taxes             | -                |                        |
| Common Area Expenses       | 31,176           |                        |
| Total Annual Cost:         | 160,093          | = 2.65 total per sq ft |
| <b>Total for Ten Years</b> | <b>1,600,930</b> | *                      |

\* Does not include cost of routine repairs which may be needed.

---

### Current Lease:

|                                 |                  |                        |
|---------------------------------|------------------|------------------------|
| 3.75 per sq ft until 1/31/15    | 226,875          |                        |
| Additional costs:               |                  |                        |
| Insurance                       | 18,708           |                        |
| Property Taxes                  | 41,124           |                        |
| Common Area Expenses            | 31,176           |                        |
| Total Annual Cost:              | 317,883          | = 5.25 total per sq ft |
| <b>If renewed for Ten Years</b> | <b>3,178,830</b> |                        |

---

### Hendricks Proposal #1 - 10 Year Lease

Increase to \$7.00 per square foot (86.7% increase over current)

|                            |                  |                        |
|----------------------------|------------------|------------------------|
| Lease:                     | 423,500          |                        |
| Additional costs:          |                  |                        |
| Insurance                  | 18,708           |                        |
| Property Taxes             | 41,124           |                        |
| Common Area Expenses       | 31,176           |                        |
| Total Annual Cost:         | 514,508          | = 8.50 total per sq ft |
| <b>Total for Ten Years</b> | <b>5,145,080</b> |                        |

---

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Nick Osborne  
INITIATED BY



Nick Osborne  
DRAFTED BY

\_\_\_\_\_  
COUNTY BOARD STAFF  
COMMITTEE  
SUBMITTED BY

JUNE 16, 2014  
DATE DRAFTED

**RECOGNIZING CRAIG KNUTSON FOR SERVICE TO ROCK COUNTY**

- 1 **WHEREAS**, Craig Knutson began his employment with Rock County on February 12, 1979, as Staff
- 2 Assistant to the County Administrator; and,
- 3
- 4 **WHEREAS**, Craig Knutson was promoted to County Administrator effective February 18, 1984; and,
- 5
- 6 **WHEREAS**, Craig Knutson has provided the citizens of Rock County 35 ½ years of dedicated service;
- 7 and,
- 8
- 9 **WHEREAS**, Mr. Knutson has dealt with all aspects of the County organization over the years including
- 10 hiring, retaining and promoting top quality staff and exercising acute acumen in recommending
- 11 financially sound annual budgets and has worked very diligently to help the County position itself to be a
- 12 leader in the delivery of quality services; and,
- 13
- 14 **WHEREAS**, Craig Knutson has been the longest serving County Administrator in the State of
- 15 Wisconsin; and,
- 16
- 17 **WHEREAS**, Craig Knutson will retire as County Administrator on Friday, August 1, 2014; and,
- 18
- 19 **WHEREAS**, the Rock County Board of Supervisors wishes to recognize Craig Knutson for his
- 20 achievements and significant contributions to Rock County.
- 21
- 22 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 23 this \_\_\_\_\_ day of \_\_\_\_\_, 2014, does hereby recognize Craig Knutson for his 35 ½ years of
- 24 faithful service and extends its best wishes to him in his future endeavors; and,
- 25
- 26 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of
- 27 this resolution to Craig Knutson.

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

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

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

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

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

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

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Henry Brill

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