



**COUNTY BOARD STAFF COMMITTEE
TUESDAY – JANUARY 12, 2016 – 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 – December 8, 2015
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolutions
 - A. Merit Pay for Non-Represented Employees
 - B. To Create the Position of Community Health Education Coordinator, Create a Class Description, Establish a Pay Range, and Amend the 2016 Budget
 - C. Authorizing Overlap of Accounting Supervisor Position for Department of Public Works, Highway Division
 - D. Creating Two Master Level Social Worker Positions and Amending the 2016 Budget (Resolution will be provided at the meeting.)
 - E. Authorizing Five Month Overlap of One CPS Case Manager Position (Resolution will be provided at the meeting.)
6. Approval of 2016 Wisconsin Counties Association Dues
7. Discussion and Possible Action on Cell Tower at the W. Court Street Tower
8. Semi-Annual Training and Conference Reports
 - A. Corporation Counsel
 - B. County Administrator
 - C. Human Resources
9. Claim
10. Resolution: Setting the 2016 Salary of the County Administrator
11. Adjournment

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
03-1110-0000-63107	PUBL & LEGAL	P1500403	11/30/2015	BELOIT DAILY NEWS	1,394.64
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	15,000.00	7,510.63	0.00	1,394.64	6,094.73
				COUNTY BOARD PROG TOTAL	1,394.64

I have examined the preceding bills and encumbrances in the total amount of **\$1,394.64**

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: ~~DEC 22 2015~~
Jan 7, 2016

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-61920	PHYSICALS	P1500055	12/01/2015	WISCONSIN DEPARTMENT OF JUSTIC	57.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,000.00	7,442.00	0.00	57.00	(1,499.00)
08-1420-0000-63100	OFC SUPP & EXP				
ENC		R1504228	12/15/2015	AMAZON.COM	28.95
		P1500057	12/01/2015	OFFICE PRO INC	31.06
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,500.00	5,460.53	44.11	60.01	(64.65)
08-1420-0000-63107	PUBL & LEGAL				
		P1500052	11/30/2015	BELOIT DAILY NEWS	310.65
		P1500053	11/30/2015	JANESVILLE GAZETTE INC	134.06
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,000.00	14,825.29	350.00	444.71	9,380.00
08-1420-0000-63200	PUBL/SUBCR/DUES				
		P1503752	12/04/2015	VOLUNTARY ACTION CENTER	85.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,080.00	846.00	0.00	85.00	149.00
08-1420-0000-64200	TRAINING EXP				
		P1503672	11/24/2015	YWCA	5,000.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,000.00	13,672.15	170.95	5,000.00	6,156.90
08-1420-0000-64417	RH EXPENSES				
		P1500053	11/30/2015	JANESVILLE GAZETTE INC	230.36
		P1500055	12/01/2015	WISCONSIN DEPARTMENT OF JUSTIC	100.00
		P1500058	11/24/2015	CHRONICLE,THE	105.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,500.00	6,265.98	0.00	435.36	1,798.66
HUMAN RESOURCES PROG TOTAL				6,082.08	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$6,082.08**

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: ~~DEC 22 2015~~
Jan 7, 2016

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
06-1620-0000-63202	LAW BOOKS	P1500049	12/04/2015	WEST GROUP	1,183.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,711.00	1,598.16	0.00	1,183.50	929.34
CORPORATION COUNSEL PROG TOTAL				1,183.50	

I have examined the preceding bills and encumbrances in the total amount of **\$1,183.50**

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 12 2016**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-63107	PUBL & LEGAL	P1500058	12/09/2015	CHRONICLE,THE	126.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,000.00	15,270.00	350.00	126.00	9,254.00
HUMAN RESOURCES PROG TOTAL					126.00

I have examined the preceding bills and encumbrances in the total amount of **\$126.00**

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 12 2016**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
19-1932-0000-64904	SUNDRY EXPENSE	P1503728	12/11/2015	PROFORMA PRINTWORKS	458.33
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,215.00	5,973.43	1,014.00	458.33	1,769.24
EMPLOYEE RECOGNITION ACTIVITY PROG TOTAL				458.33	

I have examined the preceding bills and encumbrances in the total amount of **\$458.33**

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 12 2016**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Pre-Approved Encumbrances

2016...

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
01-1320-0000-64200 ENC	TRAINING EXP	R1600680	01/01/2016	JP MORGAN CHASE BANK NA	185.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,136.00	0.00	0.00	185.00	4,951.00
COUNTY ADMINISTRATOR PROG TOTAL					185.00

I have examined the preceding bills and encumbrances in the total amount of **\$185.00**

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 07 2016**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
03-1110-0000-64201 ENC	CONVENTION EXP	R1600680	01/01/2016	JP MORGAN CHASE BANK NA	2,220.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,820.00	0.00	0.00	2,220.00	3,600.00
03-1110-0000-64904 ENC	SUNDRY EXPENSE	R1600680	01/01/2016	JP MORGAN CHASE BANK NA	500.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,400.00	0.00	0.00	500.00	900.00
COUNTY BOARD PROG TOTAL				2,720.00	

I have examined the preceding bills and encumbrances in the total amount of **\$2,720.00**

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 02 2016**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
01-1320-0000-63200	PUBL/SUBCR/DUES				
		P1600192	01/01/2016	ICMA	666.99
		P1600193	01/01/2016	ICMA	1,052.00
		P1600194	01/01/2016	WISCONSIN CITY COUNTY MANAGEMI	197.25
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,803.00	0.00	299.00	1,916.24	587.76
COUNTY ADMINISTRATOR PROG TOTAL				1,916.24	

I have examined the preceding bills and encumbrances in the total amount of **\$1,916.24**

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: **JAN 11 2016**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
03-1110-0000-63200	PUBL/SUBCR/DUES				
		P1600195	01/01/2016	WISCONSIN COUNTIES UTILITY TAX	3,180.13
		P1600196	01/01/2016	NATIONAL ASSOCIATION OF COUNTI	3,207.00
		P1600197	01/01/2016	WISCONSIN COUNTIES ASSOCIATION	18,938.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	18,920.00	0.00	0.00	25,325.13	(6,405.13)
COUNTY BOARD PROG TOTAL				25,325.13	

I have examined the preceding bills and encumbrances in the total amount of **\$25,325.13**

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 12 2016**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-64200	TRAINING EXP	P1600074	01/01/2016	UNIVERSITY OF WISCONSIN WHITEW	200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	15,000.00	0.00	6,800.00	200.00	8,000.00
HUMAN RESOURCES PROG TOTAL				200.00	

I have examined the preceding bills and encumbrances in the total amount of **\$200.00**

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 12 2016**

Dept Head _____

Committee Chair _____

PURCHASE ORDER NUMBER R1600680 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), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (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 01/04/2016

DEPARTMENT County Board

COMMITTEE County Board Staff

VENDOR NAME JP Morgan Chase NA

ACCOUNT NUMBER 03-1110-0000-63100

FUNDS DESCRIPTION Office Supplies

AMOUNT OF INCREASE \$ 262

INCREASE FROM \$ 0 TO \$ 262

ACCOUNT BALANCE AVAILABLE \$ 800 SB 01/04/16

REASON FOR AMENDMENT Order office supplies for 2016.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
Chair _____ Date _____
(If over \$10,000)

COUNTY BOARD _____
Resolution # _____ Adoption Date _____
(If over \$10,000)

PURCHASE ORDER NUMBER R1600680 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), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (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 01/04/2016

DEPARTMENT Administration

COMMITTEE County Board Staff

VENDOR NAME JP Morgan Chase NA

ACCOUNT NUMBER 01-1320-0000-63100

FUNDS DESCRIPTION Office Supplies

AMOUNT OF INCREASE \$ 800

INCREASE FROM \$ 0 TO \$ 800

ACCOUNT BALANCE AVAILABLE \$ 850 SB 01/04/16

REASON FOR AMENDMENT Order office supplies for 2016.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
Chair _____ Date _____
(If over \$10,000)

COUNTY BOARD _____
Resolution # _____ Adoption Date _____
(If over \$10,000)

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

SUPERVISOR RICK
RICHARD
INITIATED BY



SUPERVISOR RICK RICHARD &
JEFFREY S. KUGLITSCH
DRAFTED BY

SUPERVISOR RICK
RICHARD
SUBMITTED BY

DECEMBER 10, 2015
DATE DRAFTED

MERIT PAY FOR NON-REPRESENTED EMPLOYEES

1 WHEREAS, it is in the best interests of Rock County that the salaries of all employees be
2 adjusted periodically

3
4 WHEREAS, the County has considered the effects of inflation upon salaries, changes in the
5 labor markets, and the need to attract and retain qualified employees

6
7 WHEREAS, Employee merit pay is shown to better improve employee performance, recruiting
8 and retention vs. a pay for longevity plan.

9
10 WHEREAS, Merit pay programs link pay to performance in a manner consistent with the
11 mission of the organization.

12
13 WHEREAS, Employee merit pay and partial merit pay plans are being implemented in an ever
14 increasing number of Wisconsin counties and municipalities; supporting the overall efficacy of such
15 plans.

16
17 WHEREAS, The Rock County Human Resources Department has an existing plan to conduct a
18 study of employee classifications and jobs in 2016.

19
20 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors that it
21 hereby directs the Rock County Administrator and the Rock County Human Resources Director to
22 conduct a merit pay study and develop a merit pay proposal for Rock County's non-represented
23 employees and to present such a proposal to the appropriate committees and to the Rock County Board
24 in the third and fourth quarters of 2016.

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

MERIT PAY FOR NON-REPRESENTED EMPLOYEES

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LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.03(1), 59.22(2) and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

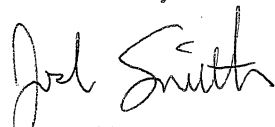
Staff costs to develop this proposal are undetermined at this time.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Matter of Policy.



Josh Smith
County Administrator

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health
INITIATED BY



Amy Spoden, Human Resource Manager
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

December 1, 2015
DATE DRAFTED

**TO CREATE THE POSITION OF COMMUNITY HEALTH EDUCATION COORDINATOR,
CREATE A CLASS DESCRIPTION, ESTABLISH A PAY RANGE, AND AMEND THE 2016
BUDGET**

- 1 **WHEREAS**, the Rock County Health Department requests that a 1.0 FTE Public Health Nurse position be
- 2 deleted and a 1.0 FTE Community Health Education Coordinator position be created; and,
- 3
- 4 **WHEREAS**, this change will help the Rock County Health Department promote community health initiatives;
- 5 and,
- 6
- 7 **WHEREAS**, by promoting these initiatives, the Rock County Health Department can improve the level of
- 8 health knowledge and health behaviors of the community; and,
- 9
- 10 **NOW THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this _____
- 11 day of _____, 2016 hereby approves the deletion of 1.0 FTE Public Health Nurse, create the
- 12 position of a 1.0 Community Health Education Coordinator (Unilateral C), create the class description, and
- 13 establish Pay Range 22 (\$55,770.48-\$67,839.12) effective January 1, 2016.

Respectfully Submitted,

BOARD OF HEALTH

COUNTY BOARD STAFF COMMITTEE

Sandra Kraft
Sandra Kraft, Chair

J. Russell Podzilni, Chair

Louis Peer
Louis Peer, Vice Chair

Sandra Kraft, Vice Chair

Richard Bostwick
Richard Bostwick

Eva Arnold

Greg Addie
Dean Peterson DVM
Dr. Dean Peterson, DVM

Henry Brill

Betty Jo Bussie

Dr. Keith Konkol
Eric Gresens RPh
Eric Gresens, RPh

Mary Mawhinney

Louis Peer

Judith Wade
Connie Winters DDS
Connie Winters, DDS

Alan Sweeney

Terry Thomas

TO CREATE THE CLASSIFICATION OF COMMUNITY HEALTH EDUCATION COORDINATOR

Page 2

FISCAL NOTE:

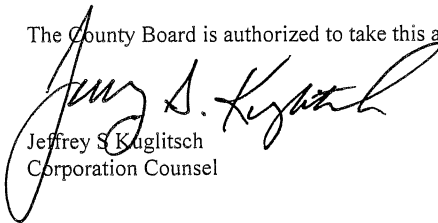
Sufficient funds are available in Health Department 2016 budget for the cost of this position.



Sherry Oja
Finance Director

LEGAL NOTE:

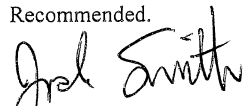
The County Board is authorized to take this action pursuant to sec. 59.22 (2), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Community Health Education Coordinator Position Executive Summary

Reducing the leading causes of preventable death and disability, with special emphasis on underserved populations and health disparities – this mission is the perpetual “North Star” for local health departments (LHD). How LHDs achieve this mission has changed significantly over the past decade. Local Health Department focus has moved toward the reduction of providing personal health services and increased focus on emergency preparedness, epidemiology and surveillance, and primary prevention through education. Additionally, there is an increase in collaboration with other agencies and community partners. This new focus characterizes a new role for health departments as the “chief strategists” for a community. Health departments as chief strategists will lead communities’ health promotion efforts by catalyzing, conducting, supporting, and sustaining health protection and promotion activities in partnership with health care clinicians and leaders in widely diverse sectors, including social services, education, transportation, public safety, and community development.

These changing and expanding LHD roles require new and different skills among members of the LHD workforce. Local public health departments serve as the unique and essential component of an integrated health system that looks out for the population as a whole rather than focusing on the health outcomes of the individual alone. In response to the new challenges and opportunities, we must assume greater accountability for the design and development of the overall strategic plan for improving health in Rock County. To do this, we must identify, coordinate, implement and evaluate cost-beneficial prevention programs and activities that do not use public health budgets to provide services that can be provided through health care providers and facilities. We must also ensure a workforce that meets modern demands.

The goal of community-based public health is to increase the quality, availability, and effectiveness of educational and community-based programs designed to prevent disease and injury, improve health, and enhance quality of life. Health educators play a strong role in helping advance this goal. Health educators offer knowledge, skills, and training that complement others whose work impacts human health. Training in core competencies of public health allows health educators to be an asset to the growth and future work for community-based public health workforces. All efforts of a health educator are geared toward examining and influencing the health outcomes of groups of individuals. Health educators advocate for policy that promotes health equity, access to health care, and the ability to make healthy choices. They use skills that help promote population health and positively impact the health outcomes of all community members.

For local public health practice, the scope and content of work to be performed as well as strategies for addressing public health issues are continuously evolving. The Rock County Public Health Department has been undergoing a strategic planning process to inform and guide the department in organizing and structuring the programs and services offered in Rock County. Additionally, the strategic planning process will serve to identify staffing gaps and serve as a template for performance improvement and more effective workforce development. A vacant public health nurse position has presented the opportunity to address the changing public health environment and scope of work as well as align with strategic planning by converting this position to a community health education coordinator position. This proposed change will be cost neutral in the 2016 budget.

Our current staff, including the nurses, feel that health educators should be an essential part of our team, bringing new skill sets to the agency that will enhance our efforts in population-based health. Many LHDs in Wisconsin employ between one and five health educators. Outagamie and Winnebago counties, as well as the City of Milwaukee currently have open Health Education Coordinator positions. Wood, Pierce, and Oneida counties recently filled similar positions.

POSITION DESCRIPTION		1. Position Control # 644	2. Department, Division and Unit (if applicable) Public Health
3. Name of Employee		4. Unit, Work Address	
5. Classification Title of Position Community Health Education Coordinator		7. Name and Class of Former Incumbent	
6. Class Title Option (to be filled out by Human Resources)			
8. Department Working Title of Position		9. Name and Class of Employees Performing Similar Duties New	
10. Name and Class of First-Line Supervisor Health Officer		11. From Approximately What Date Has The Employee Performed the Work Described Below?	
12. Does This Position Supervise Subordinate Employees in Permanent Positions?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13. Position Summary - Please Describe Below the Major Goals of This Position This is professional work in the field of public health education. The purpose of this position is to promote population health by leading community health promotion initiatives. The work involves providing specialized support to specific public health programs by developing health education materials, systematic approaches for their delivery, and evaluations of their effectiveness. It also includes developing and implementing community health assessments and planning in collaboration with other department staff, other County Departments, community stakeholders, elected officials, and community members. This position seeks out revenue sources and conducts frequent and ongoing grant applications. Supervises Community Health Education programming and staff. Work is typically focused on specific program objectives directed by improving the level of health knowledge thereby improving health behaviors and improving local public health services.			
14. Describe the Goals and Worker Activities of this Position - Goals: Describe the major achievements, outputs or results of this position. Prioritize and list them in descending order of importance (A, B, C, D, etc.) Estimate the percentage of time spent on each goal. - Worker Activities: Under each goal, list the worker activities performed to meet that goal (1., 2., 3., etc.)			
Time %	Priority	Goals / Worker Activities	
35%	A	Lead Community health promotion initiatives 1. Use community health planning expertise to successfully complete the community assessment and planning process, set community health improvement goals/objectives/strategies, identify public policy and action options, develop programs based on evidence, and create monitoring and evaluation plans. 2. Lead the design and application of community health improvement strategies with community partners, members, and stakeholders. 3. Perform data analysis and present findings to community groups, stakeholders, and other professionals. 4. Conduct comprehensive reviews of evidence-related community health assessment and planning, and develop and maintain resources related to new and emerging methods.	

Time %	Priority	Goals / Worker Activities
35%	B	<p>Assist in developing and/or designing of materials and programs to support specific public health program goals and objectives</p> <ol style="list-style-type: none"> 1. Develop public health educational materials, systemic approaches for their delivery, and evaluation of their effectiveness. 2. Provide support in the development, implementation, and evaluation of specific educational programs and materials to meet identified needs in the community. 2. Develop and deliver targeted, culturally appropriate health promotion and disease prevention materials, curriculum, and awareness campaigns. 4. Identify "Community Champions" and develop and foster working relationships. 5. Lead the development and preparation of proposals for funding from external sources for health promotion and disease prevention initiatives and programs.
15%	C	<p>Public health communications.</p> <ol style="list-style-type: none"> 1. Prepare and assist in preparation of department's communication and publications including media interviews, press releases, reports, website content, and updates. 2. Assist in the preparation of annual and other reports.
10%	D	<p>Supervise Community Health Education Programming and staff</p> <ol style="list-style-type: none"> 1. Coordinate, guide, and supervise Community Health Education work assignments and ensure all projects are completed in a timely manner. 2. Conduct train-the-trainer sessions and identify/provide learning opportunities for other Departmental staff. 3. Conduct ongoing and annual health education staff evaluations.
5%	E	<p>Performs other duties as assigned</p>

15. Knowledge, Skills and Abilities (KSAs)

4. KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proficiency in Microsoft programs including Microsoft Outlook, Word, Excel, etc.
- Working knowledge of public health theory, human psychology, social sciences, behavior change theory social marketing theory, and principals of health education and promotion, including adult education methodology
- Working knowledge of community health planning
- Knowledge of community organization and resources
- Excellent oral and written communication skills
- Excellent creative and technical writing skills
- Ability to exercise leadership
- Ability to work independently and interdependently
- Ability to collect, organize and analyze data, as well as to identify significance of findings and effectively report findings and recommendations
- Ability to conduct effective meetings and facilitate group process
- Ability to plan, conduct and evaluate effective education, training and marketing programs
- Ability to plan, organize, prioritize, implement and evaluate work
- Ability to work effectively with multidisciplinary personnel, health agencies, community organizations and coalitions, communities, families and individuals
- Ability to use the computer and a variety of software programs effectively
- Ability to work effectively with people of different ages, cultures, readiness to learn, and learning styles

16. Job Requirements

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelors degree in health education or a closely related field from an accredited college or university. Masters in Public Health preferred
- Three years work experience in community health preferred.
- Experience in analyzing and assessing community health needs and data.
- Valid driver's license
- Motor vehicle in working order
- Community Health Education Specialist certification preferred.
- Bi-lingual (Spanish) preferred.
- Maintain prompt and regular attendance.

17. Essential Job Functions (physical elements, equipment use and working conditions)

5. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work involves walking, sitting, standing, bending, twisting, turning, carrying, pushing, pulling, grasping, reaching and driving.
- Lifting and carrying up to 25 pounds is not uncommon.
- Work hours may include some evenings and/or weekends to accommodate community events
- Work related to public health emergencies may require availability 24 hours a day, seven days a week.
- Working conditions may vary in relation to cold, heat, fatigue, etc.

18. Supervisory Section - To Be Completed By the First-Line Supervisor of this Position

- a. The supervision, direction and review of the work of this position by the supervisor is close general minimal
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the positions.

Signature of First-Line Supervisor _____ Date _____

19. Employee Section - To Be Completed By the Incumbent of this Position

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (Please initial and date attachments.)

Signature of Employee _____ Date _____

20. Signature of Human Resources Manager _____ Date _____

21. Distribute Copies of Signed Form to:

- Human Resources Personnel File Employee Department File

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY



Ben Coopman, Director of Public Works
DRAFTED BY

Public Works Committee
SUBMITTED BY

December 18, 2015
DATE DRAFTED

AUTHORIZING OVERLAP OF ACCOUNTING SUPERVISOR POSITION FOR DEPARTMENT OF PUBLIC WORKS, HIGHWAY DIVISION

- 1 **WHEREAS**, the Department of Public Works, Highway Division has been informed of the
- 2 intended retirement of its Accounting Supervisor in 2016; and,
- 3
- 4 **WHEREAS**, the duties of the Accounting Supervisor are very specialized and can vary
- 5 throughout the year, making the training of the job duties complex; and,
- 6
- 7 **WHEREAS**, temporarily overlapping a successor employee for orientation and training will
- 8 help insure accurate financial processing and minimize disruption to our Public Works
- 9 customers; and,
- 10
- 11 **WHEREAS**, the Department has sufficient funds budgeted and available for the double
- 12 filling of the position.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors
- 15 duly assembled this _____ day of _____, 2016 does hereby authorize
- 16 temporarily overlapping the Public Works Department Accounting Supervisor position, not to
- 17 exceed eight weeks.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice-Chair

Eva Arnold

Brenton Driscoll

Rick Richard

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Allan Sweeney

Terry Thomas

FISCAL NOTE:

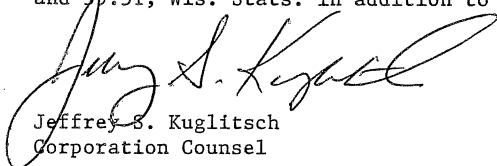
Sufficient funds are available in the Department of Public Works for the overlap of the Accounting Supervisor position.



Sherry Oja
Finance Director

LEGAL NOTE:

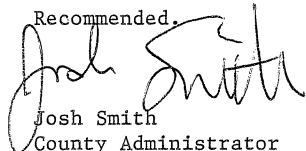
The County Board is authorized to take this action pursuant to §§ 59.22(2), 59.01 and 59.51, Wis. Stats. in addition to Rock County Ordinance 18.309.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

- Executive Summary -

The Public Works Department Accounting Supervisor has informally notified the department head of his intended retirement in June of 2016. This professional position requires extensive accounting knowledge and experience. Additionally, because so many of the Department's accounting practices are dictated by the Wisconsin Department of Transportation Uniform Cost Accounting Manual, there are many specialized funds tracked and account reporting procedures required. Some of these tasks only occur at certain times of the year.

Because of these special job requirements, it is advantageous to bring in the successor employee before the incumbent leaves for the detailed training required to master the duties of the position. The department head has met with the administrator and human resources staff to plan a strategy and map a plan of recruitment for the position.

It was determined that an overlap of the two positions, up to eight weeks, may be needed to successfully accomplish the transition. The anticipated time for recruitment has suggested that the process start in mid-February 2016.

This resolution authorizes up to 8 weeks of double fill of the position for orientation and training. The department is anticipating that the process may take less time, but wants to maintain flexibility should the timeframe not be met. The department anticipated this vacancy in 2015 and included funding for this double fill in its 2016 budget request. No additional funds are being requested at this time.



MEMORANDUM

DATE: January 6, 2016
TO: County Board Staff Committee
FROM: Josh Smith, County Administrator *JMS*
SUBJECT: WCA Dues

The 2016 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	\$ 1,200.00
Developmental Disabilities	572.00
Rock Haven	2,606.00
Public Works Department	2,232.00
County Board Account	<u>\$12,328.00</u>
TOTAL	\$18,938.00

CC: Sherry Oja

JS/mb

MEM.WCADues


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 7, 2016

TO: County Board Staff Committee

FROM: Randy Terronez, 
Assistant to the County Administrator

RE: AT & T Wireless Lease Proposal Request – West Court Street Tower

The West Court Street Tower contains two tenants, AT & T and US Cellular with AT & T the only remaining paying tenant.

In the last year, the County has been approached by various 3rd party representatives of AT & T to extending the lease with a reduced rental amount. The County's response has been to wait to get closer to the end of the contract term before considering any new terms. The current lease expires 2026 but the payment terms end 7/31/18.

In the past several weeks, the County has been offered a proposal by another 3rd party representative that appear to show that the tenant may be agreeable to further negotiation:

1. Length: a 20-year extension, to 2046 with payment terms thru the length of the lease.
2. Annual escalator: current payments call for CPI or 1.25% minimum. Proposal calls for a fixed 1.30% annual increase.

Your discussion and/or direction is requested.



MEMORANDUM

TO: County Board Staff Committee

FROM: Jeffrey S. Kuglitsch
Corporation Counsel *JK*

DATE: December 22, 2015

RE: Out-of-State Training and 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 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 2015.

cc: Josh Smith

MEMORANDUM

DATE: December 22, 2015

TO: County Board Staff Committee

FROM: Josh Smith, County Administrator 

SUBJECT: Out-of-State Training and Conferences

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 2015.

JS/mb

MEM.OUT-OF-STATE

ROCK COUNTY, WISCONSIN



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

December 30, 2015

To: County Board Staff Committee

From: Annette Mikula, Director of Human Resources

Re: Semi-Annual Report of Training Costs Exceeding \$1,000 per Employee per Event

In accordance with Resolution 06-9A-087, adopted September 14, 2006, below is the Human Resource Department's semi-annual report of training costs exceeding \$1,000 per event for the period of July 1, 2015 through December 31, 2015.

NeoGov Annual Training Conference
Las Vegas, Nevada
October 14, 2015 through October 16, 2015

Attendee	Registration	Travel	Lodging	Meals	Total
Annette Mikula Director of Human Resources	\$799.00	\$571.87	\$412.16	\$81.14	\$1,864.17

Cc: Josh Smith



MEMORANDUM

TO: County Board Staff Committee
FROM: Jeffrey S. Kuglitsch, Corporation Counsel
DATE: December 7, 2015
RE: Notice of Claim

CLAIMANT: David Conner
DATE OF INCIDENT: June 26, 2015
DATE OF NOTICE OF CLAIM: October 16, 2015
AMOUNT CLAIMED: \$26,550.84
NATURE OF CLAIM: Wrongful seizure of claimant's vehicle
RECOMMENDATION: Denial.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee
INITIATED BY



Annette Mikula, HR Director
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

December 17, 2015
DATE DRAFTED

SETTING THE 2016 SALARY OF THE COUNTY ADMINISTRATOR

- 1 **WHEREAS**, the County Administrator's current salary is \$129,412.50; and,
- 2
- 3 **WHEREAS**, the County Board Staff Committee reviewed the County Administrator's salary, other benefits,
- 4 and the annual adjustments received by other County employees for 2016; and,
- 5
- 6 **WHEREAS**, the County Board Staff Committee recommends a 1.25% increase to the County Administrator's
- 7 salary and benefits effective 1-1-16, which is consistent with adjustments for other County employees.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled on
- 10 this _____ day of _____, 2016 does hereby authorize that the County Administrator's salary
- 11 be adjusted by 1.25% effective 1-1-16.
- 12
- 13 **BE IT FURTHER RESOLVED**, that the health insurance plan granted other Unilateral employees be
- 14 continued.
- 15
- 16 **BE IT FURTHER RESOLVED**, that the dental plan available to Unilateral employees be continued.
- 17
- 18 **BE IT FURTHER RESOLVED**, that the current car allowance of \$6,000 annually be continued and the
- 19 current expense allowance of \$2,000 annually be continued.
- 20
- 21 **BE IT FURTHER RESOLVED**, that the County continues to contribute annually to a deferred compensation
- 22 program and the contribution in 2016 be \$4,500.

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

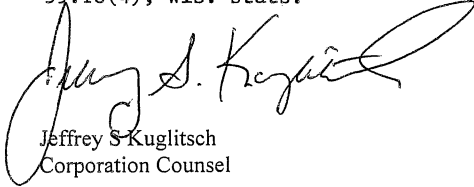
Terry Thomas

RESOLUTION SETTING THE 2016 SALARY OF THE COUNTY ADMINISTRATOR

Page 2

LEGAL NOTE:

The County Board has the authority to take this action pursuant to 59.18(4), Wis. Stats.



Jeffrey S Kuglitsch
Corporation Counsel

FISCAL NOTE:


	<u>Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>% Wage Increase</u>	<u>Overall % Increase</u>
2016	\$160,683.46	\$1,747.88	1.25% eff. 1/1/2016	1.088%



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Matter of policy.



Josh Smith
County Administrator