

COUNTY BOARD STAFF COMMITTEE
Minutes – February 11, 2014

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

Committee Members Present: Supervisors Podzilni, Arnold, Brill, Bussie, Jensen, Kraft and Peer.

Committee Members Absent: Supervisors Mawhinney and Yankee.

Staff Members Present: Craig Knutson, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Jeff Kuglitsch, Corporation Counsel; Dave O’Connell, Human Resources Director; Sherry Oja, Finance Director; Amy Spoden, Human Resources Manager.

Others Present: None.

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

Approval of Minutes. Supervisor Jensen suggested a change to the failed vote on the January 14, 2014 minutes to not include the three absent Supervisors. Supervisor Jensen moved approval of the minutes of January 9, 2014 as presented and January 14, 2014 with the change suggested, second by Supervisor Brill. ADOPTED.

Citizen Participation, Communications and Announcements. Supervisor Brill suggested training some of the County Board Supervisors on how to use the Defibrillator. Mr. O’Connell agreed this would be a good idea.

Supervisor Bussie asked about the possibility of having a picture of the County Board taken before April 2014. Chair Podzilni said he would look into it.

Chair Podzilni informed the Committee that Senators Cullen and Schultz have sponsored a resolution on the Creation of New Nonpartisan Procedures for Legislative and Congressional Redistricting and asked if this is something Rock County should support even though by time we are able to put something through it will be too late. Supervisor Jensen said she would bring a resolution in support to County Board on Thursday. Mr. Kuglitsch said it would then come back to this Committee and then on to County Board on February 27th.

Bills/Encumbrances - 2013.

Human Resources	\$	3.85
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Bills/Encumbrances - 2014.

County Board	\$	840.16
Corporation Counsel		250.00

Transfer

Human Resources

FROM

<u>Account #</u>	<u>Amount</u>
08-1420-0000-62119	\$1,500
Other Contracted Services	
08-1420-0000-63107	6,000
Legal Notices	

TO

<u>Account #</u>	<u>Amount</u>
08-1420-0000-67160	\$1,500
Capital Assets less than \$5,000	
08-1420-0000-67130	6,000
Terminals & PCs	

Pre-Approved Encumbrances None.

Supervisor Kraft moved approval of the above Bills and Encumbrances, Transfers and Pre-Approved Encumbrance Amendment for the County Board Staff Committee, second by Supervisor Arnold. ADOPTED.

Resolutions.

Recognizing Carlyn DeHaan for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014 does hereby recognize Carlyn DeHaan for her 32 years, 4 months of service and extend their best wishes to her in her future endeavors; and,

BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of this resolution to Carlyn DeHaan.”

Recognizing Annette Smith for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014 does hereby recognize Annette Smith for her 32 years, 6 months of service and extend their best wishes to her in her future endeavors; and,

BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of this resolution to Annette Smith.”

Recognizing Russell Bue for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014 does hereby recognize Russell Bue for his 16 years of service and extend their best wishes to him in his future endeavors; and,

BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of this resolution to Russell Bue.”

Recognizing Suzanne Kasminskas for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014 does hereby recognize Suzanne Kasminskas for her 34 years, 2 months of service and extend their best wishes to her in her future endeavors; and,

BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of this resolution to Suzanne Kasminskas.”

Supervisor Bussie moved approval of the above resolutions, second by Supervisor Peer.
ADOPTED.

To Ratify the 2014 Labor Agreement between Rock County and AFSCME, Local 1258 (Rock Haven)

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this ____ day of _____, 2014 does hereby ratify the terms and conditions of the 2014 labor agreement with AFSCME, Local 1258 (Rock Haven).”

To Ratify the 2014 Labor Agreement between Rock County and AFSCME, Local 1077 (Public Works/General Services)

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this ____ day of _____, 2014 does hereby ratify the terms and conditions of the 2014 labor agreement with AFSCME, Local 1077 (Public Works/General Services).”

To Ratify the 2014 Labor Agreement between Rock County and SEIU Healthcare Wisconsin, United for Quality Care (Public Health Nurses)

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this ____ day of _____, 2014 does hereby ratify the terms and conditions of the 2014 labor agreement between Rock County and SEIU Healthcare Wisconsin, United for Quality Care (Public Health Nurses).”

To Ratify the 2014 Labor Agreement between Rock County and the Association of Mental Health Specialists – Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this ____ day of _____, 2014 does hereby ratify the terms and conditions of the 2014 labor agreement with Association of Mental Health Specialists - Rock Haven.”

To Ratify the 2014 Labor Agreement between Rock County and the Association of Mental Health Specialists – Human Services Department

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this ____ day of _____, 2014 does hereby ratify the terms and conditions of the 2014 labor agreement with Association of Mental Health Specialists – Human Services Department.”

To Ratify the 2014 Labor Agreement between Rock County and the Rock County Attorney’s Association

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this ____ day of _____, 2014 does hereby ratify the terms and conditions of the 2014 labor agreement with the Rock County Attorney’s Association.”

Supervisor Peer moved to approve the above six resolutions with one action, second by Supervisor Bussie. ADOPTED.

Supervisor Peer moved approval of the above six resolutions, second by Supervisor Arnold. ADOPTED.

To Ratify the 2014 Labor Agreement between Rock County and Deputy Sheriff’s Association

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014 does hereby ratify the terms and conditions of the 2013-2014 labor agreement between Rock County and the Deputy Sheriff’s Association.”

Mr. O’Connell went over the resolution and answered questions.

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

Discussion and Possible Action on Update to Administrative Policy 5.17 Health Insurance. Mr. O’Connell said this just updates the policy to include domestic partner.

Supervisor Bussie said she thought the wording was already included in the policies when they voted on the resolution at the January 23rd County Board meeting.

Supervisor Jensen moved to update Administrative Policy 5.17 Health Insurance, second by Supervisor Arnold. ADOPTED on the following vote: YES – Supervisors Podzilni, Arnold, Bussie, Jensen, Kraft and Peer; NO – Supervisor Brill; Absent – Supervisors Mawhinney and Yankee.

Discussion and Possible Action on Administrative Policy 3.04 Use of Portable Electric Space Heaters. Mr. O’Connell said in the older buildings the heat is inconsistent at times and some of the employees use electric space heaters. The Safety Committee has been discussing this for some time and has come up with this policy of fairly stringent guidelines each heater must comply with in order to be used.

Supervisor Brill said he feels inspections are very important and they will also help ensure pests are not brought in with the units.

Supervisor Peer moved approval of Administrative Policy 3.04 Use of Portable Electric Space Heaters, second by Supervisor Bussie. ADOPTED.

Request for Vacation Carryover – County Administrator. Mr. Knutson requested a carryover of 18 days, 6 hours of vacation.

Supervisor Brill moved approval for the County Administrator to carry over 18 days, 6 hours of vacation, second by Supervisor Bussie. ADOPTED.

Discussion and Possible Action on Hiring Process for County Administrator. Mr. O'Connell handed out and went over a tentative recruitment/hiring timeline for the upcoming County Administrator vacancy.

Supervisor Peer said no matter how careful we are in the hiring process a person can interview and seem like a good fit when, in fact, they are not. He said he would like to see a 1-year probation period to see if the person will work out. Mr. Knutson said the County Administrator serves at pleasure of the County Board, so this person is perpetually on probation. Mr. O'Connell said the new County Administrator will also have a contract and we will have a probationary period written into it.

Supervisor Jensen moved approval to accept the recruitment/hiring timeline, second by Supervisor Arnold. ADOPTED.

Executive Session: Supervisors Brill and Peer moved to go into Executive Session at 5:05 P.M. per Section 19.85(1)(e) Wis. Stats. Update on Collective Bargaining. ADOPTED on a roll call vote with the following: Ayes – Supervisors Arnold, Brill, Bussie, Jensen, Kraft, Peer, and Podzilni. Supervisors Mawhinney and Yankee were absent.

Chair Podzilni announced that the Committee would meet in closed session per Section 19.85(1)(e) Wis. Stats. Update on Collective Bargaining.

Supervisor Arnold moved to go out of Executive Session at 5:15 P.M., second by Supervisor Brill. ADOPTED.

Adjournment. Supervisor Arnold moved adjournment at 5:15 P.M., second by Supervisor Peer. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.