

COUNTY BOARD STAFF COMMITTEE
Minutes – July 8, 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, Kraft, Arnold, Brill, Bussie, Sweeney and Peer.

Committee Members Absent: Supervisor Mawhinney.

Staff Members Present: Craig Knutson, County Administrator; Nick Osborne, Assistant to the County Administrator; Jeff Kuglitsch, Corporation Counsel; Dave O'Connell, Human Resources Director; Phil Boutwell, Human Services Deputy Director; Alyx Brandenburg, Human Resources Manager.

Others Present: Supervisor Thomas.

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

Executive Session: Supervisors Arnold and Bussie moved to go into Executive Session at 4:01 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, Sweeney, Kraft, Peer and Podzilni. Supervisor Mawhinney was absent and there is one vacancy.

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 4:22 P.M., second by Supervisor Kraft. ADOPTED.

Approval of Minutes. Supervisor Peer moved approval of the minutes of June 10, 2014 as presented, second by Supervisor Arnold. ADOPTED.

Citizen Participation, Communications and Announcements. Mr. Knutson reminded the Committee that the first pre-budget meeting is July 11 at 8 A.M. and the second pre-budget meeting will be July 18 at 8 A.M. with Public Health and the financial overview. Supervisor Bussie said she may not be at the July 18 meeting. Supervisor Arnold said July 18 is the same morning as RSVP.

Supervisor Bussie asked about the lowest responsible bidder provision. Mr. Kuglitsch explained it went to General Services and Finance Committees to add a provision to ensure the bidder has experience of at least 50% of the project size/value and

that it must first be approved to be added by both General Services and Finance Committees prior to being placed on the bid sheets on a case by case basis.

Mr. Kuglitsch informed the Committee that Mr. Dumas retired the day before and Jodi Timmerman has started today as his new Deputy Corporation Counsel. He said Tom Koplien, from Janesville, has taken her position and will start on July 21.

Bills/Encumbrances

County Board	\$ 1,085.02
Corporation Counsel	346.25
Human Resources	405.00

Supervisor Kraft moved approval of the above Bills and Encumbrances for the County Board Staff Committee, second by Supervisor Sweeney. ADOPTED.

Transfer

Human Resources	\$ 1,500.00
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Supervisor Kraft moved approval of the above transfers, second by Supervisor Peer. ADOPTED.

Pre-Approved Encumbrances None.

Resolutions.

To Ratify the 2014 Labor Agreement between Rock County and the Correctional Officers in the Sheriff's Office

“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 the Correctional Officers Association.”

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

Increase the FTE of the Investigative Assistant in the Sheriff's Office

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014 increases the FTE of the Investigative Assistant position in the Sheriff's Office by 0.1 in order to complete background investigations for the Youth Services Center in the Human Services Department.”

Supervisor Kraft moved to put this resolution on the floor for discussion, second by Supervisor Bussie. ADOPTED.

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

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014, does hereby approve the creation of 2.0 FTE Social Worker positions for the CLTS Program; and,

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

...”

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

Mr. Knutson said clients under this program are 60% federally funded where before they were in facilities that were 100% County funded.

ADOPTED.

Placing Minimum Wage Advisory Referendum on the November 4, 2014 County Ballot

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014 does hereby direct the Rock County Clerk to place the following advisory referendum question on the countywide ballot at the election to be held on November 4, 2014:

“Should the State of Wisconsin increase the minimum wage to \$10.10 per hour?”

Supervisor Podzilni moved to put this resolution on the floor for discussion, second by Supervisor Kraft.

Supervisor Thomas said Eau Claire County passed a similar resolution and a number of other counties are discussing it. He said he thought if enough support was shown the Governor may take it more seriously.

Discussion on various “Whereas” clauses in the resolution.

Supervisor Sweeney moved to table the resolution and return it to the author for a rewrite and then to bring it back to the July 22 County Board Staff Committee meeting, second by Supervisor Peer. TABLED on the following vote: Yes – Supervisors Brill,

Bussie, Sweeney, Kraft, Peer and Podzilni; No – Supervisor Arnold; Absent - Supervisor Mawhinney; and one vacancy.

Amending the County’s Personnel Ordinance

“**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2014 does hereby amend Chapter XVIII, the County’s Personnel 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.

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 1st 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.”

Supervisor Sweeney moved approval of the above resolution, second by Supervisor Arnold. ADOPTED.

Authorizing the Purchase of the Rock County Job Center

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

...

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

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

Mr. Knutson went over the purchase process and said the parking lot meets City of Janesville requirements. He added that the seller will put \$10,000 toward repairs in 2014. The rental rates (for 2015 and forward) will be left in place with the proceeds to go toward future repairs, etc. Mr. Knutson suggested the possibility of using excess sales tax funds toward the purchase and would not need to defer the full amount.

ADOPTED.

Recognizing Craig Knutson for Service to Rock County

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014, does hereby recognize Craig Knutson for his 35 ½ years of faithful service and extends its 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 Craig Knutson.”

Supervisor Bussie moved approval of the above resolution, second by Supervisor Arnold. ADOPTED.

Adjournment. Supervisor Arnold moved adjournment at 5:17 P.M., second by Supervisor Peer. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.