

ROCK COUNTY, WISCONSIN



Board of Supervisors  
51 South Main Street  
Janesville, WI 53545  
(608)757-5510

**NOTE: Date, Time  
and Location**

**COUNTY BOARD STAFF COMMITTEE  
THURSDAY – MARCH 28, 2013 – 5:30 P.M.  
JURY DELIBERATION ROOM – FOURTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order & Approval of Agenda
2. Approval of Minutes – February 28, 2013
3. Citizen Participation, Communications and Announcements
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolution
  - 1) To Amend the 2013 Human Services Budget to Delete a 1.0 FTE Administrative Assistant Position and Create a 1.0 FTE Secretary 1 Position
6. Adjournment

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0113200000-63200	PUBL/SUBCR/DUES	3,654.00	17.3%	632.50	0.00	3,021.50	
	P1301454-PO# 03/20/13 -VN#023619			ICMA		637.89	
				CLOSING BALANCE	2,383.61		637.89
	COUNTY ADMINISTR			PROG-TOTAL-PO		637.89	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$637.89  
 INCURRED BY COUNTY ADMINISTRATOR. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

COUNTY BOARD STAFF

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_

DEPT-HEAD

**MAR 28 2013**

DATE \_\_\_\_\_

CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0311100000-63107	PUBL & LEGAL	18,000.00	0.0%	773.89	-773.88	17,999.99	
	P1300774-PO# 03/20/13 -VN#011191			BELOIT DAILY NEWS		580.88	
				CLOSING BALANCE		17,419.11	580.88
0311100000-64904	SUNDRY EXPENSE	1,400.00	0.0%	0.00	0.03	1,399.97	
	P1300030-PO# 03/20/13 -VN#011199			BELOIT FLORAL COMPANY		40.00	
				CLOSING BALANCE		1,359.97	40.00
	COUNTY BOARD			PROG-TOTAL-PO		620.88	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$620.88 INCURRED BY COUNTY BOARD. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

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COUNTY BOARD STAFF

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_

DEPT-HEAD

**MAR 28 2013**

DATE \_\_\_\_\_

CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0814200000-61920	PHYSICALS	11,000.00 0.9%	349.00	-245.99	10,896.99		
	P1300609-PO# 03/20/13 -VN#017412			WISCONSIN DEPARTMENT OF JUSTIC		47.00	
	P1301399-PO# 03/20/13 -VN#041182			STANARD AND ASSOCIATES INC		1,261.00	
				CLOSING BALANCE	9,588.99		1,308.00
0814200000-63100	OFC SUPP & EXP	3,500.00 12.7%	179.43	266.17	3,054.40		
	P1301350-PO# 03/20/13 -VN#047987			COMPSYCH		353.55	
				CLOSING BALANCE	2,700.85		353.55
0814200000-63107	PUBL & LEGAL	35,000.00 0.0%	3,062.59	-3,062.53	34,999.94		
	P1300604-PO# 03/20/13 -VN#013607			JANESVILLE GAZETTE INC		124.85	
				CLOSING BALANCE	34,875.09		124.85
0814200000-64200	TRAINING EXP	26,985.00 16.9%	4,585.76	0.00	22,399.24		
	03/20/13 -VN#049974			O CONNELL, DAVID		27.82	
	P1301400-PO# 03/20/13 -VN#051712			WORKPLACE ANSWERS		4,195.00	
				CLOSING BALANCE	18,176.42		4,222.82
0814200000-64417	RH EXPENSES	8,500.00 10.4%	1,464.89	-580.71	7,615.82		
	P1300604-PO# 03/20/13 -VN#013607			JANESVILLE GAZETTE INC		22.03	
	P1300609-PO# 03/20/13 -VN#017412			WISCONSIN DEPARTMENT OF JUSTIC		80.00	
				CLOSING BALANCE	7,513.79		102.03
	HUMAN RESOURCES		PROG-TOTAL-PO			6,111.25	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6,111.25 INCURRED BY HUMAN RESOURCES. 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 COUNTY BOARD.  
 B. BILLS UNDER \$10,000 TO BE PAID.  
 C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

COUNTY BOARD STAFF COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**MAR 28 2013**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000063-29663	W C TRUST	0.00 100.0%	-108,472.00	33,600.00	74,872.00		
	P1301452-PO# 03/21/13 -VN#050537			TRICOR INC		50,036.00	
				CLOSING BALANCE	24,836.00		50,036.00
	BAL.SHEET A/C			PROG-TOTAL-PO		50,036.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$50,036.00 INCURRED BY BALANCE SHEET ACCOUNT. 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 COUNTY BOARD.
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C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

COUNTY BOARD STAFF

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL

DEPT-HEAD

**MAR 28 2013**

DATE

CHAIR

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve, HSD Director  
INITIATED BY

Charmian Klyve, HSD Director  
DRAFTED BY



Human Services Board  
SUBMITTED BY

March 20, 2013  
DATE DRAFTED

**TO AMEND THE 2013 HUMAN SERVICES  
BUDGET TO DELETE A 1.0 FTE ADMINISTRATIVE ASSISTANT POSITION AND  
CREATE A 1.0 FTE SECRETARY I POSITION**

- 1 **WHEREAS**, the Human Services Department has a vacancy in an Administrative Assistant position
- 2 created by the retirement of the incumbent; and,
- 3
- 4 **WHEREAS**, in the beginning of 2012 the Rock County Human Services Department (HSD) assumed
- 5 the lead fiscal and administrative responsibilities for a seven county consortium to perform economic
- 6 support functions for the Southern Income Maintenance Consortium; and,
- 7
- 8 **WHEREAS**, the HSD Director and the Manager of the Economic Support Division have re-assessed
- 9 their staffing needs for the Division in light of this new role which includes a heavy emphasis on
- 10 monitoring State performance standards across all seven counties; and,
- 11
- 12 **WHEREAS**, HSD has an urgent need for a position to create and track State standards and produce
- 13 confidential reports, not only based on the work of the Rock County staff, but also staff in the other six
- 14 counties in the Consortium; and,
- 15
- 16 **WHEREAS**, HSD can function with one less Administrative Assistant position, but is in need of the
- 17 unilateral position skill level identified in the position description and further the confidential nature of
- 18 this position; and,
- 19
- 20 **WHEREAS**, the incumbent in the position was a long tenured employee with the County, therefore,
- 21 hiring for this position would not require a budgetary adjustment.
- 22
- 23 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 24 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2013 deletes the (1.0 FTE) Administrative
- 25 Assistant in HSD and creates the position of a (1.0 FTE) Secretary I in HSD.

Respectfully submitted,

**Human Services Board**

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

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Phillip Owens

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Sally Jean Weaver-Landers, Vice Chair

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

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

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

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

\_\_\_\_\_  
Marvin Wopat

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

**COUNTY BOARD STAFF COMMITTEE**

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

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

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

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

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

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

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

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Mary Mawhinney

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Betty Jo Bussie

FISCAL NOTE:

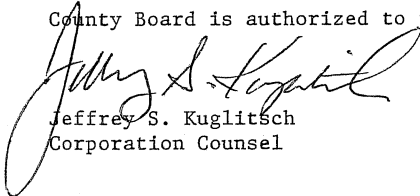
This resolution deletes a 1.0 FTE Administrative Assistant and creates a 1.0 FTE Secretary I position. Sufficient funding is available in the HSD budget for this staffing change.



Sherry Oja  
Finance Director

LEGAL NOTE:

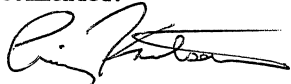
County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## EXECUTIVE SUMMARY

The Human Services Department has a 1.0 Administrative Assistant position vacated by a retiring incumbent and is seeking to create a 1.0 Secretary 1 position. Creation of this position is necessitated by Rock County assuming fiscal and administrative oversight for the Southern Income Maintenance Consortium which includes Rock County and six surrounding counties.

Rock County holds the contract with the State of Wisconsin on behalf of the Southern Income Maintenance Consortium and is responsible for monitoring the performance standards set forth in that contract. As a result, the role of Rock County as lead agency requires that we consistently monitor and track our outcomes and take corrective action as needed. This position will be responsible for that report tracking and monitoring for Rock County, as well as our partner counties. It is a unilateral position as the position tracks the performance of Rock County Economic Support staff as well as the Economic Support staff within of our partner agencies.

The creation of this position will not result in the need for any additional budgetary authority as the incumbent was a long tenured employee paid at the top of the salary range.