



**COUNTY BOARD STAFF COMMITTEE  
TUESDAY – JUNE 11, 2013 – 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 – May 9, 2013 and May 14, 2013
4. Approval of Bills
4. Transfers
5. Pre-Approved Encumbrances
6. Resolutions
  - A. To Recognize Edward Mealey
  - B. To Recognize Douglas Mitchell
  - C. Recognizing Maureen K. Johnson for Her Service to Rock County
  - D. Recognizing Correctional Officer Elizabeth Mielke
  - E. To Recognize Linda Romps
  - F. To Recognize Roberta Kerr
  - G. To Recognize Sherry Gunderson for Her Service to Rock County
  - H. Recognizing Gloria Ferwerda for Service to Rock Haven
  - I. Recognizing Jenny Curless for Service to Rock Haven
  - J. Creating a Position of Case Manager II and Deleting Position of Drug and Alcohol Abuse Counselor
  - K. Increasing the Number of Behavioral Health Redesign Steering Committee Members
7. Approval of Administrative Policy and Procedure Manual Changes
8. Adjournment

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0311100000-63107	PUBL & LEGAL	18,000.00 6.4%	3,297.08	-4,467.04	19,169.96		
	P1300774-PO# 06/01/13 -VN#011191			BELOIT DAILY NEWS		1,169.97	
			CLOSING BALANCE		17,999.99		1,169.97
	COUNTY BOARD		PROG-TOTAL-PO			1,169.97	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,169.97 INCURRED BY COUNTY BOARD. 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

**JUN 11 2013**

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

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0616200000-63200	PUBL/SUBCR/DUES	4,400.00	1.5%	70.00	0.00	4,330.00	
	P1302015-PO# 06/01/13 -VN#016372			STATE BAR OF WISCONSIN CLE			3,634.00
				CLOSING BALANCE	696.00		3,634.00
	CORP. COUNSEL			PROG-TOTAL-PO			3,634.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,634.00 INCURRED BY CORPORATION COUNSEL. 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 \_\_\_\_\_

**JUN 11 2013**

DATE \_\_\_\_\_ DEPT-HEAD \_\_\_\_\_  
 \_\_\_\_\_ CHAIR \_\_\_\_\_

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0814200000-63100	OFC SUPP & EXP P1301973-PO# 06/01/13 -VN#047934	3,500.00 22.8%	800.94	0.00	2,699.06	375.00	
					CLOSING BALANCE		375.00
0814200000-63107	PUBL & LEGAL P1300605-PO# 06/01/13 -VN#010110	35,000.00 1.1%	5,487.56	-5,898.50	35,410.94	411.00	
					CLOSING BALANCE		411.00
0814200000-63200	PUBL/SUBCR/DUES P1301972-PO# 06/01/13 -VN#042688	900.00 62.8%	566.00	0.00	334.00	100.00	
					CLOSING BALANCE		100.00
0814200000-67171	C.A. -\$1000/MORE P1301838-PO# 06/01/13 -VN#015393	9,485.00 89.0%	0.00	8,447.25	1,037.75	1,036.71	
					CLOSING BALANCE	1.04	1,036.71
	HUMAN RESOURCES		PROG-TOTAL-PO			1,922.71	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,922.71 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

**JUN 11 2013**

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

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1919320000-64904	SUNDRY EXPENSE	8,500.00 36.1%	1,853.63	1,215.00	5,431.37		
	P1301792-PO# 06/01/13 -VN#027012		MMPR			343.75	
			CLOSING BALANCE		5,087.62		343.75
	EMPL.RELATED		PROG-TOTAL-PO			343.75	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$343.75 INCURRED BY EMPLOYEE RELATED. 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 **JUN 11 2013** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

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

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Hon. James P. Daley  
Presiding Judge  
INITIATED BY



Juelane J. Teubert  
Circuit Court Office Manager  
DRAFTED BY

Public Safety & Justice  
SUBMITTED BY

May 15, 2013  
DATE DRAFTED

**TO RECOGNIZE EDWARD MEALEY**

1 **WHEREAS**, Edward Mealey has given the citizens of Rock County 24 years of public service;  
2 and,

3  
4 **WHEREAS**, Edward Mealey began his career on May 15, 1989 as a Court Attendant in the  
5 Rock County Circuit Court, with Judge James P. Daley in Branch I and held that position until he  
6 passed away on May 6, 2013; and,

7  
8 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County,  
9 wishes to recognize Edward Mealey for his achievements and significant contributions to the  
10 Rock County Circuit Court and to the citizens of Rock County, and to thank him and his family  
11 for his many years of faithful service.

12  
13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly  
14 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2013 does hereby recognize Edward Mealey for 24  
15 years of service.

16  
17 **BE IT FURTHER RESOLVED**, that the County Clerk is hereby authorized and directed to  
18 furnish a copy of this resolution to Edward Mealey's surviving family.

Respectfully submitted,

**PUBLIC SAFETY AND JUSTICE COMMITTEE**

**COUNTY BOARD STAFF COMMITTEE**

Ivan Collins  
Ivan Collins, Chair

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

Hank Brill  
Hank Brill, Vice Chair

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

Absent  
Mary Beaver

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

Absent  
Brian Knudson

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

Larry Wiedenfeld  
Larry Wiedenfeld

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

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

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

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

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

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Hon. James P. Daley  
Presiding Judge  
INITIATED BY



Juelane J. Teubert  
Circuit Court Office Manager  
DRAFTED BY

Public Safety & Justice  
SUBMITTED BY

May 15, 2013  
DATE DRAFTED

**TO RECOGNIZE DOUGLAS MITCHELL**

- 1 **WHEREAS**, Douglas Mitchell has given the citizens of Rock County 16 years of public service;
- 2 and,
- 3
- 4 **WHEREAS**, Douglas Mitchell began his career on May 1, 1997 as a Court Attendant in the
- 5 Rock County Circuit Court, with Judge John Roethe in Branch V until Judge Roethe's
- 6 retirement; and,
- 7
- 8 **WHEREAS**, Douglas Mitchell continued as Court Attendant with Judge Kenneth Forbeck
- 9 beginning in January 2, 2008, and has held that position until his retirement on June 30, 2013;
- 10 and,
- 11
- 12 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County,
- 13 wishes to recognize Douglas Mitchell for his achievements and significant contributions to the
- 14 Rock County Circuit Court and to the citizens of Rock County, and to thank him for his many
- 15 years of faithful service.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 18 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2013 does hereby recognize Douglas Mitchell for 16
- 19 years of service and extends best wishes to him in his future endeavors.
- 20
- 21 **BE IT FURTHER RESOLVED**, that the County Clerk is hereby authorized and directed to
- 22 furnish a copy of this resolution to Douglas Mitchell.

Respectfully submitted,

**COUNTY BOARD STAFF COMMITTEE**

**PUBLIC SAFETY AND JUSTICE COMMITTEE**

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

Ivan Collins  
Ivan Collins, Chair

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

Henry Brill  
Henry Brill, Vice Chair

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

Absent  
Mary Beaver

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

Absent  
Brian Knudson

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

Larry Wiedenfeld  
Larry Wiedenfeld

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

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

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

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

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Lori Stottler  
INITIATED BY



Lori Stottler  
DRAFTED BY

Finance Committee  
SUBMITTED BY

June 3, 2013  
DATE DRAFTED

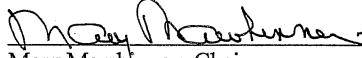
**Recognizing Maureen K. Johnson for Her Service to Rock County**

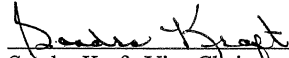
- 1 **WHEREAS**, Maureen K. Johnson (known to all as Pete) began employment in the Rock County Clerk's  
2 office January 22, 1979 as a Temporary Clerk Typist II and was hired permanently on March 12, 1979;  
3 and,  
4  
5 **WHEREAS**, Pete was promoted to Clerk Typist III May 30, 1980, Account Clerk II September 9, 1983,  
6 Account Clerk III April 1, 1986, Temporary Deputy County Clerk October 12, 1989 and has served as the  
7 Deputy County Clerk since January 8, 1990; and,  
8  
9 **WHEREAS**, Pete has worked diligently and competently in her position until her retirement date of July  
10 5, 2013; and,  
11  
12 **WHEREAS**, Deputy County Clerk Johnson has faithfully served the citizens of Rock County as a  
13 dedicated and valued employee of Rock County, having worked under three County Clerks over the  
14 course of her career: Gregory Seefeldt, Kay O'Connell and Lori Stottler; and,  
15  
16 **WHEREAS**, Pete is a talented, skilled and hard-working teammate who often used humor and stamina to  
17 hurdle difficult and demanding times in the office of the County Clerk providing professional and  
18 dedicated service to her co-workers and citizens seeking her help; and,  
19  
20 **WHEREAS**, Pete fulfilled many roles including: preparing payroll for all county employees; acting as a  
21 federal agent in processing passport applications; taking thousands of marriage license applications over  
22 the years; issuing hundreds of work permits to young people entering the workforce; organizing and  
23 managing all County property titles and deeds, county contracts, ordinances and multiple records on  
24 behalf of the office; assisting customers with DMV and DNR requests; and playing a key role in election  
25 administration. In all the diversity her role offered, Deputy County Clerk Johnson enjoyed the busy  
26 environment and never complained when the workload became demanding, as it did in 2012 with  
27 elections. She always acknowledged that we are all replaceable, but let this resolution state that while her  
28 position will be filled in her retirement, her cheery disposition and caring personality will be sorely  
29 missed by her co-workers and friends.  
30  
31 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
32 this \_\_\_\_ day of \_\_\_\_\_, 2013 does hereby recognize Maureen Johnson for her 34 years and 6 months  
33 of faithful service and extends their sincere appreciation for her work and commitment to the office of the  
34 County Clerk and citizens of Rock County; and,  
35  
36 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of  
37 this resolution to Maureen Johnson.

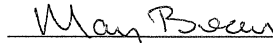


Respectfully submitted,

**FINANCE COMMITTEE**

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

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

  
\_\_\_\_\_  
Mary Beaver

  
\_\_\_\_\_  
Brent Fox

  
\_\_\_\_\_  
J. Russell Podzilni

**COUNTY BOARD STAFF COMMITTEE**

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

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

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Eva Arnold

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Henry Brill

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Betty Jo Bussie

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Marilynn Jensen

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Mary Mawhinney

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Louis Peer

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Kurtis Yankee

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

SHERIFF ROBERT D. SPODEN  
INITIATED BY



CHIEF DEPUTY BARBARA J. TILLMAN  
DRAFTED BY

PUBLIC SAFETY & JUSTICE  
SUBMITTED BY

MAY 31, 2013  
DATE DRAFTED

RECOGNIZING CORRECTIONAL OFFICER ELIZABETH MIELKE

- 1 **WHEREAS**, Elizabeth Mielke began her employment with Rock County on November 16, 1995, as a
- 2 Correctional Officer in the Jail Division; and,
- 3
- 4 **WHEREAS**, Correctional Officer Mielke has diligently served the citizens of Rock County as a dedicated and
- 5 valued employee of Rock County over the past 17 years, and having worked under three Sheriffs over the course
- 6 of her career: Sheriffs Howard Erickson, Eric Runaas, Robert Spoden; and,
- 7
- 8 **WHEREAS**, Correctional Officer Mielke retired from public service on May 21, 2013.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this
- 11 \_\_\_\_\_ day of \_\_\_\_\_, 2013 does hereby recognize Correctional Officer Elizabeth Mielke for her
- 12 over 17 years of faithful service and recommends that a sincere expression of appreciation be given to
- 13 Correctional Officer Elizabeth Mielke along with best wishes for the future.
- 14
- 15 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 16 resolution to Correctional Officer Elizabeth Mielke.

Respectfully submitted,

**PUBLIC SAFETY & JUSTICE COMMITTEE**

**COUNTY BOARD STAFF COMMITTEE**

\_\_\_\_\_  
Ivan Collins, Chair

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

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Henry Brill, Vice Chair

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Sandra Kraft, Vice Chair

\_\_\_\_\_  
Mary Beaver

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Eva Arnold

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Brian Knudson

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Henry Brill

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Larry Wiedenfeld

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Betty Jo Bussie

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Marilynn Jensen

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Mary Mawhinney

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Louis Peer

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

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve  
INITIATED BY

Carla Haigh  
DRAFTED BY

Human Service Board  
SUBMITTED BY

May 31, 2013  
DATE DRAFTED



**TO RECOGNIZE LINDA ROMPS**

1 **WHEREAS**, Linda Romps has served the citizens of Rock County over the past 28 years as a  
2 dedicated and valued employee of Rock County; and,  
3

4 **WHEREAS**, Linda Romps began her career with the County on June 6, 1985 for the Human  
5 Services Department as an Economic Support Specialist. She served in this position until she  
6 moved into an Information and Assistance Specialist position with the Council on Aging.  
7 Linda then returned to the Human Services Department on February 5, 2001 and has diligently  
8 worked in the capacity of Economic Support Specialist until her retirement on June 4, 2013;  
9 and,  
10

11 **WHEREAS**, Linda Romps has proven herself to be a compassionate, caring, and committed  
12 Economic Support Specialist, always advocating for Economic Support program participants,  
13 specializing in serving the elderly and disabled citizens of Rock County; and,  
14

15 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock  
16 County, wishes to commend Linda Romps for her achievements and long and faithful service  
17 to the Department and citizens of Rock County.  
18

19 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,  
20 duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2013, does hereby recognize Linda Romps for  
21 her 28 years of service and extend best wishes to her in her future endeavors; and,  
22

23 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish  
24 a copy of this resolution to Linda Romps.

Respectfully Submitted,

Rock County Human Services Board

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

\_\_\_\_\_  
Phillip Owens

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

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

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

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

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

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

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

**COUNTY BOARD STAFF COMMITTEE**

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

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Eva Arnold

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Henry Brill

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Betty Jo Bussie

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Mary Mawhinney

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Marilynn Jensen

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Louis Peer

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Kurtis L. Yankee

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve  
INITIATED BY



Carla Haigh  
DRAFTED BY

Human Service Board  
SUBMITTED BY

May 31, 2013  
DATE DRAFTED

**TO RECOGNIZE ROBERTA KERR**

1 **WHEREAS**, Roberta Kerr has served the citizens of Rock County over the past 26 years as a  
2 dedicated and valued employee of Rock County; and,  
3  
4 **WHEREAS**, Roberta Kerr began her career with the county on August 3, 1987 for the Human  
5 Services Department as an Economic Support Specialist. She served in this position until  
6 November 22, 2004 when Roberta was promoted to Lead Economic Support Specialist and  
7 has diligently worked in that capacity until her retirement on June 14, 2013; and,  
8  
9 **WHEREAS**, Roberta Kerr has proven herself to be a compassionate, caring, and committed  
10 Lead Economic Support Specialist, always advocating for Economic Support program  
11 participants, mentoring Economic Support staff, and willingly assisting in any needed capacity  
12 within the Economic Support Division; and,  
13  
14 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock  
15 County, wishes to commend Roberta Kerr for her achievements and long and faithful service  
16 to the Department and citizens of Rock County.  
17  
18 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,  
19 duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2013, does hereby recognize Roberta Kerr for  
20 her 26 years of service and extend best wishes to her in her future endeavors; and,  
21  
22 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish  
23 a copy of this resolution to Roberta Kerr.

Respectfully Submitted,

Rock County Human Services Board

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

\_\_\_\_\_  
Phillip Owens

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

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

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

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

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

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

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

**COUNTY BOARD STAFF COMMITTEE**

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

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Eva Arnold

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Henry Brill

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Betty Jo Bussie

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Mary Mawhinney

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Marilynn Jensen

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Louis Peer

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Kurtis L. Yankee

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Craig Knutson  
INITIATED BY

Health Services Committee  
SUBMITTED BY



Randy Terronez  
DRAFTED BY

June 6, 2013  
DATE DRAFTED

**RECOGNIZING SHERRY GUNDERSON FOR HER SERVICE TO ROCK COUNTY**

1 **WHEREAS**, Sherry Gunderson has served the citizens of Rock County for over 17 years as a dedicated  
2 and valued employee of the County; and,  
3

4 **WHEREAS**, Sherry Gunderson has worked in a variety of positions for the County including the  
5 following:

- 6 - Public Health Nurse from 1985 to 1987 which included being recognized "New Public Health Worker  
7 of the Year" by the Wisconsin Public Health Association for her work in establishing new  
8 programming,
- 9 - Head Nurse & Nursing Supervisor, Health Care Center from December 1992 to July 1998,
- 10 - Nursing Supervisor, Health Care Center beginning in February 2004,
- 11 - Promoted to Associate Administrator for Nursing and Program Services in May 2004,
- 12 - Appointed Acting Nursing Home Administrator in July 2004,
- 13 - Appointed Nursing Home Administrator in December 2004; and,  
14

15 **WHEREAS**, Sherry Gunderson has been involved in a variety of National and State organizations  
16 promoting quality nursing home care including:

- 17 - A member of LeadingAge Wisconsin for nine years, Region II Director, Board Secretary, Board  
18 Treasurer, and chaired the Health Issues Committee and the Budget and Finance Committee;
- 19 - A charter member of the American Association of Nurse Assessment Coordinators. Ms. Gunderson  
20 is certified as an assessment coordinator and master teacher in the Resident Assessment Instrument  
21 such that required staff trainings are conducted at Rock Haven, in lieu of sending staff off-site;
- 22 - A member of the Wisconsin Association of County Homes (WACH) which included coordinating a  
23 behavior add-on study to look at ways to obtain additional Medicaid funding for county homes who  
24 serve residents with chronic mental illness; and,  
25

26 **WHEREAS**, Sherry Gunderson laid the groundwork and received the support of the County Board and  
27 County Administrator to replace the 1964 facility with a new facility; and,  
28

29 **WHEREAS**, Ms. Gunderson, was instrumental in guiding the design and construction of the replacement  
30 facility while keeping the existing facility running smoothly; and,  
31

32 **WHEREAS**, the new Rock Haven facility includes state-of-the-art design and home-like atmosphere for  
33 the benefit of the residents and staff; and,  
34

35 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to  
36 commend Sherry Gunderson for her long and faithful service.  
37

38 **NOW THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled  
39 this \_\_\_ of \_\_\_\_\_, 2013 does hereby recognize Sherry Gunderson for her 17 years of service and  
40 extends their best wishes to her in her future endeavors; and,  
41

42 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of  
43 this resolution to Sherry Gunderson.

**RECOGNIZING SHERRY GUNDERSON YEARS OF SERVICE TO ROCK COUNTY**

Page 2

Respectfully Submitted,

**HEALTH SERVICES COMMITTEE**

\_\_\_\_\_  
Betty Jo Bussie, Chair

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

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

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

\_\_\_\_\_  
Steve Howland

**COUNTY BOARD STAFF COMMITTEE**

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

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Sandra Kraft, Vice Chair

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Eva Arnold

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Henry Brill

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Betty Jo Bussie

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Marilynn Jensen

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Mary Mawhinney

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

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



# RESOLUTION

**ROCK COUNTY BOARD**



**OF SUPERVISORS**

Health Services Committee  
INITIATED BY

Sherry Gunderson  
DRAFTED BY

Health Services Committee  
SUBMITTED BY

May 20, 2013  
DATE DRAFTED

**RECOGNIZING GLORIA FERWERDA FOR SERVICE TO ROCK HAVEN**

- 1 **WHEREAS**, Gloria Ferwerda has served the citizens of Rock County over the past 15 years and 9
- 2 months as a dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Gloria Ferwerda began her career with Rock County Health Care Center/Rock Haven
- 5 as Certified Nursing Assistant on August 27, 1996; and,
- 6
- 7 **WHEREAS**, Gloria Ferwerda then worked with the residents as an Activity Therapy Assistant;
- 8 and,
- 9
- 10 **WHEREAS**, Gloria Ferwerda has worked diligently in that position until her retirement on June 1,
- 11 2013; and,
- 12
- 13 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County,
- 14 wishes to commend Gloria Ferwerda for her long and faithful service.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 17 assembled this \_\_\_ of \_\_\_\_\_, 2013 does hereby recognize Gloria Ferwerda for her 15 years
- 18 and 9 months of service and extend their best wishes to her in her future endeavors; and,
- 19
- 20 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a
- 21 copy of this resolution to Gloria Ferwerda.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

\_\_\_\_\_  
Betty Jo Bussie, Chair

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

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

\_\_\_\_\_  
Steve Howland

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

COUNTY BOARD STAFF COMMITTEE

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

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Betty Jo Bussie

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Eva Arnold

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Mary Mawhinney

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Marilynn Jensen

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Kurtis Yankee

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Henry Brill

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Louis Peer

# RESOLUTION

ROCK COUNTY BOARD



OF SUPERVISORS

Health Services Committee  
INITIATED BY

Sherry Gunderson  
DRAFTED BY

Health Services Committee  
SUBMITTED BY

May 20, 2013  
DATE DRAFTED

**RECOGNIZING JENNY CURLESS FOR SERVICE TO ROCK HAVEN**

- 1 **WHEREAS**, Jenny Curless has served the citizens of Rock County over the past 27 years and 5
- 2 months as a dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Jenny Curless began her career with Rock County Health Care Center/Rock Haven as
- 5 Certified Nursing Assistant on February 4, 1986; and,
- 6
- 7 **WHEREAS**, Jenny Curless has worked diligently in that position until her retirement on July 4,
- 8 2013; and,
- 9
- 10 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County,
- 11 wishes to commend Jenny Curless for her long and faithful service.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 14 assembled this \_\_\_ of \_\_\_\_\_, 2013 does hereby recognize Jenny Curless for her 27 years and
- 15 5 months of service and extend their best wishes to her in her future endeavors; and,
- 16
- 17 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a
- 18 copy of this resolution to Jenny Curless.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

\_\_\_\_\_  
Betty Jo Bussie, Chair

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

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

\_\_\_\_\_  
Steve Howland

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

COUNTY BOARD STAFF COMMITTEE

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

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Betty Jo Bussie

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Eva Arnold

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Mary Mawhinney

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Marilynn Jensen

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Kurtis Yankee

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Henry Brill

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Louis Peer

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

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

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Kate Flanagan  
INITIATED BY

Human Services Board  
SUBMITTED BY



Phil Boutwell  
DRAFTED BY

May 28, 2013  
DATE DRAFTED

**Creating a Position of Case Manager II and Deleting Position of Drug and Alcohol Abuse Counselor**

- 1 **WHEREAS**, the Human Services Department requests that the County Board create a position of Case
- 2 Manager II and delete the position of Drug and Alcohol Abuse Counselor; and,
- 3
- 4 **WHEREAS**, the Department believes there are programmatic and service treatment advantages to Rock
- 5 County by filling the position with a higher skill set employee; and,
- 6
- 7 **WHEREAS**, it would difficult to fill the vacant Drug and Alcohol Abuse Counselor position with an
- 8 appropriate candidate given the job duties under the present classification and the need to increase the
- 9 educational requirements to meet best practices; and,
- 10
- 11 **WHEREAS**, the position should be a Case Manager II to allow for other duties to be performed when
- 12 clients do not show up for appointments and when the other AODA staff person, who is a Case Manager
- 13 II is away on benefit time; and,
- 14
- 15 **WHEREAS**, the fiscal impact of the change is minimal and does not require a budget amendment
- 16 because the recently vacated position being reclassified was held by a long-term employee at the top of
- 17 the pay range.
- 18
- 19 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 20 this \_\_\_\_\_ day of \_\_\_\_\_, 2013 does hereby create a position of Case Manager II and delete a
- 21 vacant position of Drug and Alcohol Abuse Counselor.

Respectfully Submitted,

HUMAN SERVICES BOARD

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

\_\_\_\_\_  
Phillip Owens

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

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

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

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

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

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

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

COUNTY BOARD STAFF COMMITTEE

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

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Eva Arnold

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Henry Brill

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Betty Jo Bussie

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Mary Mawhinney

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Marilynn Jensen

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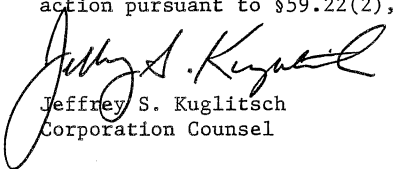
Louis Peer

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Kurtis Yankee

LEGAL NOTE:


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



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

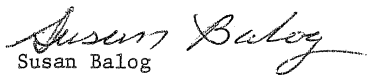
Recommended.



Craig Knutson  
County Administrator

FISCAL NOTE:

No significant fiscal impact.



Susan Balog  
Sr. Accountant/Assistant to Finance Director

## **Executive Summary**

### **Creating a Position of Case Manager II and Deleting Position of Drug and Alcohol Abuse Counselor**

This resolution creates a position of Case Manager II and deletes a vacant Drug and Alcohol Abuse Counselor position. This is warranted for a number of reasons. The job duties under the paraprofessional Drug and Alcohol Abuse Counselor classification are out of date and do not match with current best practices. Much of the work done by the former incumbent was limited to working with the Intoxicated Driver Program. The reclassification allows the new hire to work with a broader population served by the Department, many of whom have co-occurring disorders (e.g. mental illness and drug/alcohol addictions). In addition, the AODA Program presently employs a Case Manager II position. Creating a Case Manager II position allows for both positions to cover each other's appointments and duties.

The personnel action does not require a 2013 budget amendment. The cost savings due to the vacancy created by the retirement of the incumbent employee at the top of the pay range more than offsets the cost.

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

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

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Behavioral Health Redesign  
Steering Committee  
INITIATED BY



Elizabeth Pohlman McQuillen  
DRAFTED BY

Human Services Board  
SUBMITTED BY

June 4, 2013  
DATE DRAFTED

**INCREASING THE NUMBER OF BEHAVIORAL HEALTH REDESIGN STEERING COMMITTEE MEMBERS**

- 1 **WHEREAS**, on March 8, 2012, the Rock County Board of Supervisors established the Behavioral  
2 Health Redesign Steering Committee to bring stakeholders, including providers, administrators,  
3 consumers, family members, justice system personnel, schools, and other community members involved  
4 with the behavioral health system together on a regular basis to discuss issues affecting the system,  
5 resolve problems, plan for the future, and act as an advisory committee to the County Board on matters  
6 involving behavioral health; and,  
7  
8 **WHEREAS**, a Behavioral Health Redesign Steering Committee has been meeting since April 2012; and,  
9  
10 **WHEREAS**, there are behavioral health stakeholders in the community that would be an asset to the  
11 committee if there was availability on the committee; and  
12  
13 **WHEREAS**, the Behavioral Health Redesign Steering Committee is recommending three additional  
14 membership slots be added to the committee to include additional stakeholders to engage in the county's  
15 behavioral health redesign process.  
16  
17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
18 this \_\_\_\_ day of \_\_\_\_\_, 2013 does hereby increase the membership of the Behavioral Health  
19 Redesign Steering Committee to twenty-three.  
20  
21 **BE IT FURTHER RESOLVED**, that one of the new the members will have a one-year appointment, a  
22 second new member will have a two-year appointment, and a third new member will have a three-year  
23 appointment. Subsequent appointments will be for a three year term.

Respectfully submitted,

HUMAN SERVICES BOARD

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

\_\_\_\_\_  
Phillip Owens

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

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

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

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

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

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Marvin Wopat

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



INCREASING THE NUMBER OF BEHAVIORAL HEALTH REDESIGN STEERING COMMITTEE MEMBERS

Page 2

COUNTY BOARD STAFF COMMITTEE

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

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Sandra Kraft, Vice Chair

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Eva Arnold

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Henry Brill

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Betty Jo Bussie

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Mary Mawhinney

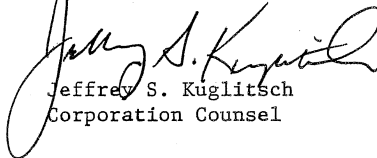
\_\_\_\_\_  
Marilynn Jensen

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

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

LEGAL NOTE:

The County Board is authorized to take this action pursuant to section 59.01 and 59.51, Wis. Stats., in addition to section IV(c) of the Rock County Board of Supervisors Rules of Procedure.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

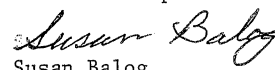
ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator

FISCAL NOTE:

No fiscal impact.

  
Susan Balog  
Sr. Accountant/Assistant to Finance Director

## Executive Summary

### **INCREASING THE NUMBER OF BEHAVIORAL HEALTH REDESIGN STEERING COMMITTEE MEMBERS**

The Rock County Board of Supervisors established the Behavioral Health Redesign Steering Committee (BHRSC) in March 2012 to bring stakeholders involved with the behavioral health system together, on a regular basis, to discuss issues affecting the system, resolve problems, and plan for the future.

The aim of the BHRSC is to facilitate the implementation of a broad system quality improvement process that will lead to improved outcomes for Rock County residents experiencing mental illness and/or substance use disorders. Through the effort of this committee, these individuals will experience improved access to effective treatment and supports and decreased involvement in the justice systems.

When the BHRSC was established, it was set up to contain 20 members across a wide spectrum of agencies. Over the last year, in moving toward systems redesign, the BHRSC has discovered that the inclusion of additional stakeholders vital to county-wide systems change should be included as members of this process. Agencies such as Mercy Health System, HealthNet, and the Janesville School District, amongst others, are critical partners that should be at the table in working on a systems redesign process.

At the BHRSC's May 2013 meeting, the group unanimously agreed that additional community stakeholders needed to be at the table and thus, are requesting the committee be expanded to twenty-three regular members.

## ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Section: Human Resources  
Policy: Work Situations (Atypical)  
Policy No: 5.52  
Effective: ~~1/01/2013~~ 6/15/2013  
Revising: All New 1/01/2013

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Over the years Rock County has used some atypical work situations with employees and others. “Atypical” means something other than the normal “regular” full time or part time employment relationship where an employee occupies an FTE position that has been approved by the County Board either through the annual budgeting process or an amendment to the budget by the County Board during the term of the budget.

It is important to preserve as many of our hiring options as necessary as it continues to get more difficult (in terms of time and costs) to hire qualified candidates for positions. The more opportunities we have to make connections with people who will be good employees for us the more we can reduce the cost and time for recruitment. We should use some of these atypical situations to make sure that a person wants to work for us and we want them as a full time regular worker. These atypical types of appointments may also help us in our diversity recruitment efforts and should be used with that purpose in mind.

The following relationships are examples of “atypical” work situations:

- Limited Term Employees (LTE) - (See Rock County Ordinance 18.1028.)
  - **A “project employee” is a specific type of LTE appointment. Generally a project is funded by some type of grant. The project continues until the grant runs out. At that point the employee whose salary is funded by the grant is no longer employed by Rock County as there are no funds to pay the employee. The employee must be made aware of this when hired. Some grants are renewable making it sometimes difficult to determine a calendar end date for the employee, in this case the end date is the date when the grant runs out.**
- Seasonal Employees - (See Rock County Ordinance 18.1043.)
- Interns - A student from a recognized educational institution. The intern is given the opportunity and benefit of the employer’s facilities for a specified period of time in order to observe what employees do and gain some experience.
  - Unpaid interns. In this case the intern is not an employee of Rock County. Each intern will have a Rock County employee who is assigned to be their mentor.
  - Paid interns. In these cases the students are treated as if they are a “seasonal” employee for compensation purposes. Some Departments have actually budgeted for a paid intern and the person has been identified as such in the ePersonality

system. (IT, Planning and Development, and Finance all have paid interns on a regular basis.)

- “Practicum” - A practicum is part of a course of study designed to give a student a certain number of hours of field experience which will enable the student to obtain a certain degree or advance in their profession by receiving an advanced or supplemental degree. A current Rock County employee may need to do a “practicum” in order to achieve an advanced or supplemental degree. Or a student who is not an employee of Rock County might ask to do a “practicum” with Rock County in order to get their field experience.

A “practicum” is typically not paid, but rather part of a required course of study from a recognized educational institution. Each employee/student who is doing a practicum with Rock County will have a Rock County employee who is assigned to be their “advisor.” The Rock County “advisor” will work closely with the employee/student’s educational advisor. If the person who is doing the practicum is an employee of Rock County, the employee will keep track of their paid work time for the County and their unpaid practicum time separately.

- Volunteers - A person who “donates” their time and/or skills. An example would be a person who volunteers as a driver for the CPS program or the Council on Aging. The person does not receive a salary but is eligible to submit out-of-pocket expenses for reimbursement.
- Pre-permanent employment worker in training/career exploration programs - Applicants who have applied for a permanent position but not been selected or answered a specific posting for a pre-employment program will be ranked and placed on an eligible list. The person who is the highest ranked on the eligible list will be offered the opportunity to be a “Worker in Training” (a seasonal position).
- Contracted employees - Over the years, on advice of the Corporation Counsel’s Office, we have moved many of the licensed doctors that have provided services to us from an “independent contractor” status to a “contracted employee” status. Currently we have two models for this, one in Rock Haven and one in HSD.
- Guardians ad litem – Non employees who we contract with to provide services within the Court System.

The following policies and procedures should govern these types of work situations:

- 1) It is important to be consistent in how we use these types of arrangements. All persons that a Department is proposing to place in any of these atypical work relationships need to be reported to HR and hired with the understanding/approval of HR.
- 2) People in these atypical relationships need to be appropriately classified and tracked in ePersonality (whether they are paid or not).

- 3) Where new funds need to be budgeted or a new position needs to be created (during a current budget) the County Board needs to approve the change.
- 4) The County must not discriminate against anyone in making our decisions about these atypical relationships. Therefore:
  - Unless there is an extraordinary need not to, positions should be advertised and candidates should be recruited through the normal processes.
  - The most qualified candidate should be hired, just as in the regular hiring process. We need to keep our nepotism policy in mind and be very careful when hiring relatives and friends of current employees as student interns.
- 5) We should be willing to enter into standard agreements (such as those for internships and practicums) with educational institutions that are commonly agreed to by other public jurisdictions. Unique modifications should only be made when it is an absolute necessity to meet a specific situation in Rock County.
- 6) We should look for affirmative action opportunities in making these atypical arrangements.
- 7) The benefit to the County must be at least equal to or greater than the benefit to the individual in making any these arrangements.
- 8) All employment contracts entered into as a result of one of these arrangements will be run through the normal contract review process and also signed off on by the HR Director **prior** to taking the contract to the Department's governing committee. We recognize that sometimes time is of the essence and will honor that requirement. The governing committee for the Department seeking the contract must also review it and approve it prior to the employee's start date.
- 9) Negotiation of any of these types of arrangements must be conducted with Corporation Counsel and Human Resource knowledge and involvement.

## ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Section: Human Resources  
Policy: Smoking Regulation  
Policy No: 5.39  
Effective: ~~1/1/2012~~ 6/15/2013  
Revising: (1.13) 03/09 1/1/2012

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1. ~~Definition: "Smoking" as defined by County Ordinance means the use, possession, or holding of a lighted cigar, cigarette, pipe, or any other lighted smoking item.~~

2. ~~Purpose, Authority, and Intent:~~

~~This policy in conformance with County Ordinance is designed to protect the health and comfort of the public through the regulation of smoking, according to the authority granted to this County by Section 101.123 (2) (C) Statutes (also known as the Wisconsin Clean Indoor Air Act).~~

3. ~~Regulation of Smoking: Smoking will not be permitted in any area of county rented or owned buildings or vehicles.~~

4. ~~Exceptions to item 3 include the following:~~

A. ~~County owned property (except buildings and other structures located at the Rock County Fairgrounds) leased or rented to individuals or corporations.~~

B. ~~In an area identified near the main west entrance of the courthouse, which shall be no closer than thirty feet to the main entrance.~~

**Rock County Employees shall comply with the provisions of the Rock County Smoking Ordinance. See Rock County Ordinances, Chapter 3, Part 7, Subpart 1, 3.701.**

**Individual Departments may make reasonable work rules that are in compliance with this Ordinance.**

## ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Section: Human Resources  
Policy: Overtime, Flex and After Hours  
Payments  
Policy No: 5.31  
Effective: ~~1/1/2013~~ **6/15/2013**  
Revising: ~~1/1/2012~~ **1/1/2013**

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### Overtime for Unilateral Employees.

- (A) Unilateral A employees are eligible for overtime compensation on a time and one-half basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.

- (B) Unilateral B Employees (those employees in the following job classifications) shall be eligible for overtime compensation on a straight time basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and the approval of the Department Head:

Assistant to the Information Technology Director  
County Engineer  
Communications Center Shift Supervisor  
Computer Programmer/Analyst I  
Computer Programmer/Analyst II  
Construction Superintendent  
Youth Services Center Supervisor  
Developmental Disabilities Financial Supervisor  
Financial Office Manager  
GEO Application Specialist  
Housing Specialist  
Instructor/Support Specialist  
Materials & Environmental Services Manager  
Mobility Manager  
Network Support Administrator  
Network Technician  
Office Manager  
Payroll Coordinator/Manager  
Planner I  
Planner II  
Planner III  
Public Health Nursing Supervisor

Public Safety Systems Manager  
Public Works Accounting Supervisor  
Public Works Superintendent  
Sanitarian I  
Sanitarian II  
Senior Buyer  
Senior Conservation Specialist  
Senior Planner  
Senior Planner/GIS Manager  
Shop Superintendent  
Tele/Network Specialist  
User Support Specialist  
Victim/Witness Coordinator  
Victim/Witness Specialist

(C) Unilateral C employees, shall not be eligible for overtime. The only exceptions would be:

- (1) in the case of an employment services agreement, which contained such a provision; and
- (2) employees in the following job classifications who are eligible for overtime compensation on a time and one-half basis over forty hours per week:

Assistant Food Service Manager  
Food Services Manager  
Assistant Director of Nursing  
Nursing Supervisor

Full-time, FLSA exempt (salaried), employees classified as “Unilateral C” shall exercise discretion over the methods and manners in which they effectively utilize work time. Exempt employees are expected to average not less than forty (40) hours of work per week. They may be required to attend regular or special meetings, or events, to perform other services outside of regular working hours. In return for these services, these employees may take time off when the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis, which means that “Unilateral C” employees shall take no more than eight (8) hours off per calendar week for hours worked in excess of forty (40) hours, without approval of their supervisor.

All employees shall keep accurate accounts of all hours worked, on time sheets promulgated by the County.

Employees classified as “Unilateral C” may utilize “flex” hours under this policy, upon approval from his or her supervisor from hours accumulated in the current pay period and the pay period immediately preceding that in which the flex time usage occurs.

Flex time may be used contiguous to any other paid benefit time (vacation, sick leave, holiday, etc.).

Flex time is intended to allow some flexibility in work schedules. It is not intended to be an hour-for-hour exchange. Under no circumstances will compensation be paid for any



additional time upon separation, termination, resignation or any other departure for any exempt salaried employee.

Any violations or abuse of this Policy shall be reported to the Human Resources Director for appropriate disciplinary action, up to and including termination.

- (D) Unilateral Highway Division employees shall receive time and one-half compensation when operating snow removal equipment outside of their normal work schedule.
- (E) The accumulation of compensatory time off for unilateral employees shall not exceed eighty hours. No more than twenty (20) hours shall be carried over into the next calendar year.
- (F) Overtime for unilateral employees shall be approved in advance by a Department Head or supervisor and reviewed periodically by the Human Resources Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or emergencies.
- (G) Overtime for unilateral employees shall be scheduled as fairly and equally as practicable among employees based on their qualifications to perform the job.
- (H) Unilateral Employees in the classifications of Human Services Supervisors I and II assigned after-hours on-call responsibility for Child Protective Services or Mental Health Services oversight shall receive one hour of pay or compensatory time for each weekday and two hours for each 24-hour period for weekend coverage. For purposes of this section, "weekend coverage" shall include Friday, Saturday, and/or Sunday.

**When Human Service Supervisors I and II are not available, the Child Protective Services Division Manager or the Mental Health Services Division Manager may be assigned the on-call responsibility by the Department Head. In this situation the Division Manager will be paid a stipend determined by the Human Resources Director based on their annual salary.**

- (I) The Communication Center Operations Manager and the Information Technology employee who is on-call for the Communication Center shall receive four hours of pay for each week of on-call coverage.
- (J) Unilateral Employees in the classification of Assistant Director of Nursing and Nursing Supervisor shall be eligible for overtime compensation on a time and one-half basis over eight (8) hours per day, forty (40) hours per week in compensatory time off, or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.
- (K) Employees in the classification of Assistant Director of Nursing and Nursing Supervisor shall receive shift differential equal to the amount received by Registered Nurses in accordance with the provisions as outlined in HR Policy and Procedure.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:

The following are exceptions to the County Ordinance, which provides for overtime compensation on a time and a one-half basis over forty hours per week.

(AFSCME 1077)

(Public Works) Employees shall be expected to respond to a call and report to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she works less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two hour period of time; further provided, that the aforesaid two hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

(General Services) Each regular full-time Employee shall receive time and one-half of his/her hourly wage rate for all hours worked in excess of eight hours per day, or forty hours per week. In the event an Employee is off duty and called in to work in excess of eight hours per day, he/she shall be paid a minimum of time and one-half for two hours.

Employees shall be expected to respond to a call to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she work less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two-hour period of time; further provided, that the aforesaid two-hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any airport Employee required by management to carry a pager during non-work hours will be compensated at the rate of \$75.00 per week for each week that the Employee carries the pager.

(AFSCME 2489)

14.01 Section B. Each regular full-time employee shall receive time and one-half his/her hourly wage or time and one-half compensatory time off for all hours worked in excess of eight hours per day or forty hours per week; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.

In order to accommodate Family Skills Specialists and Family Service Coordinators, who sometimes work past 5:00 pm in order to meet the needs of the clients they serve, full-time employees shall have some flexibility in scheduling and receiving time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of forty hours per week.

(AMHS RH)

- 14.01 (E) Registered Nurses volunteering to pick up open shifts and/or volunteer to work on short notice as a result of call-offs, shall receive one and one-half times the regular rate of pay for such duty.

14.03 Overtime Pay.

1. All hours worked in excess of forty hours per week by regular full-time employees of the Social Work Division shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.
2. All hours worked in excess of eight hours per day, or forty hours per week, by members of the Nurses Division shall be compensated at the rate of time and one-half the regular rate of pay.

The only exception would be those Nurses assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period.

Overtime pay may be taken in cash or time and one-half compensatory time off, at the option of the employee.

(AFSCME 1258)

C. Overtime and Comp Time: Time and one-half shall be paid for all time worked over eight hours per day and forty hours per week. The only exception would be those Full Time Employees assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period.

Employees will be permitted to accumulate up to eighty hours of compensatory time. Employees may, with the Department Head's approval, elect to take compensatory time off. An employee may use compensatory time on weekend shifts, but only when they arrange for their own replacement to cover their shift at straight-time wages (except for the four hours of overtime that naturally occur in a regular twelve-hour shift). Up to forty (40) hours of unused compensatory time will be carried over into the following year. Each year, as of December 31, accumulated compensatory time in excess of forty (40) hours will be paid out.

In order to accommodate non-crisis Psychiatric Technicians within the Human Services Department who sometimes work past 5:00 pm in order to meet the needs of the clients they serve, full-time employees shall have some flexibility in scheduling and receiving time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of forty hours per week.

(SEIU NURSES)

Section B. Overtime. The Employer shall have the right to require reasonable overtime work in the Rock County Health Department from all employees governed by this labor agreement, if the Employer is unable to find volunteers to work overtime. Each employee shall have the right of refusal on three occasions where a request for overtime work has been made by the Public Health Nurse Director. Occasions where the most senior employees refuse such overtime work consistent with this provision, the least senior employee of the unit shall be required to perform the overtime work. Refusals shall not apply to required evening and weekend meetings.

All time worked in excess of forty (40) hours per week shall be paid at the rate of one and one-half times the employee's regular salary. When the employee is required to attend an evening or weekend meeting, this shall be considered overtime. Overtime compensation shall be paid in cash or compensatory time off at the rate of time and one-half as the employee may elect, with the approval of the Nursing Director. Employees shall be permitted to accumulate up to forty (40) hours of compensatory time in a "comp time bank". Each year, as of December 31, accumulated compensatory time in excess of twenty (20) hours will be paid out on next pay period.

Section C. An employee required by management to carry a pager shall be compensated at the rate of two dollars and fifty cents (\$2.50) per hour. If the employee is required to report to work while carrying a pager, the employee will be paid the greater of two (2) hours pay paid at time and one-half or pay for time actually worked paid at time and one-half. The employee shall also be reimbursed for mileage which is in excess of the distance which she/he travels from his/her residence to the Rock County Public Health Department at the mileage rate specified by the Internal Revenue Service. The two hour minimum pay provision shall apply only if the employee called into work is sent home prior to the commencement of his/her next regular schedule of daily work hours. Any employee will be required to carry a pager only in the event of an emergent public health need.

(YSC)

25.10 Employees working FLSA overtime shall be compensated at a rate of time and one-half the regular rate of pay, or time and one-half in compensatory time, at the option of the employee, not to exceed a total of sixty (60) hours in a calendar year. Once an employee banks sixty (60) hours of Compensatory Time, no additional overtime shall be permitted to be banked as Compensatory Time in the same calendar year, regardless of usage. Utilization of Compensatory Time shall be subject to staffing requirements and approved by the Superintendent or his/her designee. Requests for use of Compensatory Time shall be submitted at least ten (10) days in advance of the date requested. Denial of Compensatory Time off shall not be subject to the grievance procedure.

Compensatory time in excess of twenty (20) hours as of December 31<sup>st</sup>, of each calendar year shall be paid out in January of the subsequent year.

(AMHS HSD)

14.03. Overtime Pay.

1. For employees working an eight (8) hour day, all hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee. If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day, the eight (8) hour overtime provision does not apply.

For employees working a ten (10) hour day schedule, all hours worked in excess of ten (10) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.

2. Hours beyond the regularly scheduled hours (8 or 10 hour days) shall not be scheduled without the employee's consent in non-emergency situations.
3. An employee who is designated for after-hours coverage is not eligible for time and one-half until the end of his/her regularly scheduled shift.

### **Child Protective Services Division**

After-hours procedures for those employees whose job duties require carrying an after-hours cell phone are generally as follows:

After hours are designated as:

Monday, 5:00 pm to Tuesday, 8:00 am	(15 hrs.)
Tuesday, 5:00 pm to Wednesday, 8:00 am	(15 hrs.)
Wednesday, 5:00 pm to Thursday, 8:00 am	(15 hrs.)
Thursday, 5:00 pm to Friday, 8:00 am	(15 hrs.)
Friday, 5:00 pm to Saturday, 5:00 pm	(24 hrs.)
Saturday, 5:00 pm to Sunday, 5:00 pm	(24 hrs.)
Sunday, 5:00 pm to Monday, 8:00 am	(15 hrs.)

The County will provide the designated after-hours cell phones to employees on call during after-hours.

An initial after-hours schedule will be established covering a minimum three (3) month period of time. Using seniority, employees within the Division who have been designated by the County as trained may sign up for after-hours duty on a daily or weekly basis for after-hours shifts during the schedule period. The maximum number of days scheduled in succession will not exceed seven (7) days. If no employee signs up for on-call duty, employees will be assigned on a rotating basis starting with the least senior qualified trained employee.

Employees who have the qualifications and training may be designated to respond to after-hours duties during their off hours will be paid at the applicable overtime rate.

After-hours work will be compensated one hour per documented call (involving a different family). Actual time over the hour will be compensated at time and one-half.

A back-up pool of qualified and trained employees will be established to provide coverage if the employee scheduled is unavailable.

When an employee is off duty and directed to report to work by a supervisor outside of his/her normal schedule he/she will receive time and one-half of his/her hourly rate of pay for all hours actually worked. The two-hour minimum call-in provision may apply only if the employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours.

If an employee receives an off-duty phone call and performs services for the County without leaving home, the employee will receive time and one-half of his/her hourly rate of pay for all hours actually worked

In addition to the normal scheduled work hours, employees will be paid \$3.50 per hour for hours they are on call. Employees will be paid \$5.75 per hour for hours they are on-call on holidays. No employee will be required to take after hours duty for both Thanksgiving and Christmas holidays in the same year or for the same of those holidays in successive years.

### **Crisis Intervention**

If a part-time employee is called in to cover a vacant shift, the employee shall be paid at a straight time rate until they reach eight (8) hours in a day. If he/she receives less than four hours advance notice of such assignment, he/she shall receive one and one-half his/her regular pay for their entire shift.

Compensation for on-call hours will be paid as follows:

- a. The on call Crisis worker is compensated at a rate of \$3.50 per hour while on call.
- b. The on call worker is compensated at a rate \$5.75 per hour on holidays while on call.
- c. The on call worker is compensated at straight time for the actual time worked on a documented call/response until they have worked eight (8) hours per day, or forty (40) hours in a week. Overtime hours will be compensated at a rate of time and one-half their hourly wage.

### **Registered Nurses:**

A full-time Registered Nurse providing services to the Rock County Youth Services Center, over the telephone, outside his or her regular work hours shall be compensated at applicable overtime rates for actual time rounded to the nearest 15-minute increment. A call lasting less than 7 minutes shall be counted as 15 minutes. In a calendar day period in which such service totals less than one-hour, such service shall be compensated as one hour of pay.