

COUNTY BOARD STAFF COMMITTEE
May 10, 2011

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, Peer, Jensen, Yankee and Collins (at 4:09 P.M.).

Committee Members Absent: None.

Staff Members Present: Craig Knutson, County Administrator; Jeff Kuglitsch, Corporation Counsel; Jeff Smith, Finance Director; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Dave O'Connell, Human Resources Director.

Others Present: Neil Deupree.

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

Approval of Minutes. Supervisor Jensen moved approval of the minutes of April 28, 2011 as presented, second by Supervisor Peer. ADOPTED.

Citizen Participation, Communications and Announcements. Mr. Knutson asked the Committee when they would like to meet for the first pre-budget meeting. The Committee decided on Wednesday, June 1st at 3 P.M.

Bills/Encumbrances.

County Board	1,495.17
Corporation Counsel	462.50
Human Resources	1,029.11
Risk Management	1,336.99
Employee Related	44.97

Supervisor Collins arrived at 4:09 P.M.

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

Resolutions.

Designating Beckman Mill County Park Trail System and Boardwalk as Thomas G. Kautz Boardwalk and Trail System

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2011 does hereby designate Beckman Mill County Park Boardwalk and Trail System as Thomas G. Kautz Boardwalk and Trail System.

BE IT FURTHER RESOLVED that the Rock County Parks Staff is directed to place a sign on the Boardwalk and Trail Stem at Beckman Mill County Park Designating it as Thomas G. Kautz Boardwalk and Trail System.”

Supervisor Yankee moved approval of the above resolution, second by Supervisor Jensen. ADOPTED.

Authorizing Naming the Recently Acquired Smith Road Property as Turtle Creek Parkway County Park

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2011 does hereby designate recently acquired Smith Road property as Turtle Creek Parkway County Park.

BE IT FURTHER RESOLVED that the Rock County Parks Staff is directed to place a sign on the Smith Road Property designating it as Turtle Creek Parkway County Park.”

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

Report on Management Training Course. Mr. Knutson said for many years he has wanted a training course for our front line supervisors through managers. He said he has felt there has been a need for basic information on County operations and training on a variety of issues.

Mr. O’Connell gave an overview of the management training course using a PowerPoint presentation.

Supervisor Bussie said she is happy to know if problems arise the supervisors and managers have received the training to handle these situations properly and consistently.

Mr. Terronez said the course also gives “why” things are done the way they are.

Diversity Plan. Mr. Knutson said he, Mr. Deupree and a number of other people have been working for about three years on how we as a county can do a better job in recruiting and keeping people of color in our employ.

Mr. Terronez said diversity is about inclusion and he went over the Rock County Diversity Action Plan. (Attached)

Mr. Deupree said many people added to this plan and he appreciates their efforts. He reminded the Committee that this is a work in progress.

Supervisor Bussie said we should be hiring the most qualified person for the job. Mr. Knutson said the County does hire the most qualified applicant for the position, but we need to be able to make personal contact with the citizens in the County to let them know this is a good place to work. Mr. Deupree said if people think the County doesn't hire people of color, even though this is not true, people won't apply if they feel they won't get the job.

Supervisor Kraft moved support of this endeavor and plan, second by Supervisor Peer. ADOPTED.

Approval to Serve on the BTC Affirmative Action Advisory Committee. Mr. Knutson said according to the personnel ordinance if an employee is asked to serve on a community committee during work hours, the employee needs to receive approval.

Supervisor Bussie moved approval for Mr. O'Connell to serve on the BTC Affirmative Action Advisory Committee, second by Supervisor Arnold. ADOPTED.

Supervisor Brill said he had requested during a General Services meeting a few months ago to have an outlet at each work station at County Board to plug in a laptop. Since then things have snowballed to discussion about getting laptops for each County Board Supervisor. He said all he would like is to have an outlet to plug a laptop into. Mr. Knutson said there had been other requests from Supervisors to look into getting laptops and some other things. He said that he will ask for estimates for putting plug-ins in.

Supervisor Peer asked what happens to the old law books with Mr. Kuglitsch replying that they are recycled. Supervisor Brill added that some of them also go to the historical society and some go to the Jail for inmate use.

Adjournment. Supervisor Arnold moved adjournment at 4:50 P.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

ROCK COUNTY DIVERSITY ACTION PLAN

I. POLICY:

Rock County recognizes that diversity and inclusion are prominent factors that can maximize the success of our workplace. County employees reflect the different cultures, backgrounds, beliefs and abilities inherent in the larger population of Rock County.

Diversity is a global vision in today's marketplace and an integral part of a community's quality of life and economic development strategy. Rock County realizes that by understanding, respecting and creatively making use of this diversity among our employees, we will come closer to meeting the needs of the residents.

The foundation of our diversity philosophy is to clearly articulate to employees and the general public our intention to create a culture that enhances our ability to hire, retain, develop, manage and promote a diverse workforce. We will ensure that our employees and consumers are treated fairly, free from intolerance and discrimination.

In managing diversity it is our goal to recognize and reward employees based upon their contributions to the Diversity Plan. The significant cultural, social and economic dividends arising from diversity within our employee base will enhance our ability to provide sound and responsive county governmental services to the residents of Rock County.

II. DEFINITION:

The term "diversity" shall include: race, ethnicity, age, gender, sexual orientation, disability, as well as geographic diversity. Diversity can also include the range and variety of characteristics and beliefs of individuals.

III. VALUES:

Rock County's organizational performance is greatly enhanced when people with different backgrounds and perspectives are engaged in the County's activities and decision-making process according to the Rock County Mission Statement.

Embracing diversity enhances the excellence and effectiveness of the County, adds to the quality of life and promotes a comprehensive economic development strategy.

IV. DIVERSITY WORK GROUP:

- A. The County Administrator will establish a Diversity Work Group. The Human Resources Department will staff the work group.
- B. The role of the work group will be:

1. To assist the County in advocating the value of diversity,
2. To continually strive to increase and maintain its diverse workforce,
3. To ensure that cultural diversity is fostered at all levels of the County organization, and
4. To oversee the implementation of this plan.

V. COUNTY MANAGEMENT RESPONSIBILITIES:

- A. Incorporate into the County's management performance evaluation system the measures of diversity implementation.
- B. Lead and Share the County's Diversity Policy among other workforces in Rock County, through the use of community networks (Centers of Influence, etc.).
- C. Recognize that a diversity plan needs to be locally driven, will require modifications over time, and there is no magic recipe for success.
- D. Develop an annual Plan of Work that addresses the major components of this Plan such as:
 1. Inspire community members to feel comfortable applying for and working for Rock County,
 2. Provide outreach, speakers, etc.
 3. Act as role models, share success stories.
 4. Recruit and Advertise:
 - Review annually where we advertise
 - Look for alternatives to traditional postings
 - Identify and remove barriers to the County's electronic application system.
 5. Become involved with Community Organizations.
 - Have representatives of Rock County speak to appropriate community agencies, Beloit Pastors' meetings, etc. (speakers bureau)
 6. Become involved with the schools – reach out to kids.
 - Create summer internships/mentoring (shadow 1 week/4 Fridays)
 - Have interns update minority area businesses/gathering places.
 7. Become involved with the 5.0 economic group.
 8. Monitor individual retention rates for supervisors and managers.
 - Create a welcoming environment.
 - Create a baseline plan of action that can be modified for each department.
 9. Provide focus groups of customers
 - Recognize the value of employees as public relations agents for the County.

10. Develop support mechanisms with other community organizations.
11. Perform exit interviews.
12. Promote opportunities for advancement within the County.
13. Identify resources to support implementation of the Annual Plan of Work.

VI. RELATIONSHIP TO COUNTY AFFIRMATIVE ACTION PLAN:

This Plan acknowledges that the ends are very similar to that of the County's Affirmative Action Plan and are not intended to duplicate or replace the efforts of the County's AAP but can further enhance and complement the effectiveness of the County's AAP.