

FINANCE COMMITTEE
May 17, 2012

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, May 17, 2012, in Conference Room N-1 Rock County Courthouse East.

Committee Members Present. Supervisors Mawhinney, Kraft, Beaver, Fox and Podzilni.

Committee Members Excused: None.

Staff Members Present. Sherry Oja, Finance Director; Randy Terronez and Nick Osborne, Assistants to County Administrator; Al Dransfield, Senior Buyer; Shirley Connors, Emergency Management Coordinator; Dara Mosley, IT Public Safety Systems Manager; Vicki Brown, Treasurer.

Others Present: None.

Approval of Agenda. Supervisor Kraft moved approval of the amended agenda as presented, second by Supervisor Fox. ADOPTED.

Citizen Participation, Communications, Announcements, Information. Mr. Knutson asked the Committee if they would like to have pre-budget meetings with the County Board Staff Committee again this year. The Committee said they would like to have them again this year.

Chair Mawhinney welcomed Supervisor Podzilni back.

Supervisor Podzilni thanked everyone for the cards and visits.

Supervisor Mawhinney and the Committee offered their condolences to Supervisor Fox on the loss of his Grandmother and Ms. Bondehagen on the loss of her Father.

Approval of Minutes – May 3, 2012. Supervisor Fox moved approval of the minutes of May 3, 2012 as presented, second by Supervisor Podzilni. ADOPTED.

Transfers and Appropriations.

Public Works

FROM

<u>Account #</u>	<u>Amount</u>
41-4350-4240-46205	\$1,387.50
Compensation – Loss of Assets	

TO

<u>Account #</u>	<u>Amount</u>
41-4350-4240-63599	\$1,387.50
Sundry Items	

Sheriff's Office

FROM

TO

<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
21-2100-0000-62400	\$ 4,200	21-2100-0000-62122	\$ 4,200
RR&M – Law Enforcement Services		Attorney Fees – Law Enforcement	
21-2140-2011-61210	2,500	21-2140-2011-63908	2,500
Overtime – HIDTA 2011		Investigative Exp. - HIDTA 2011	

Supervisor Beaver moved approval of the above Transfers for the Finance Committee, second by Supervisor Kraft. ADOPTED.

Bills and Encumbrances

Finance Director	\$	9,344.35
Elections		259.96
County Treasurer		125.00
Tax Deed Expense		6,882.05
Register of Deeds		100.00
Employee Related		784.18
Land Records		95.00
Land Records – Mapping		9,375.00
Information Technology		40,914.08

Supervisor Podzilni moved approval of the above Bills and Encumbrances for the Finance Committee, second by Supervisor Fox. ADOPTED.

Bills Over \$10,000.

Board of Regents	\$	85,828.00
CESA 2		15,828.58
Highline Corporation		34,520.00
Midland Health Testing Inc.		50,897.25

Supervisor Kraft moved approval of the above Bills Over \$10,000 for the Finance Committee, second by Supervisor Beaver. ADOPTED.

Encumbrances Over \$10,000.

Partners in Prevention	\$	39,961.86
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Supervisor Beaver moved approval of the above Encumbrances Over \$10,000 for the Finance Committee, second by Supervisor Fox. ADOPTED.

Pre-Approved Encumbrance Amendments.

Planning & Development

City of Janesville	\$	19,747.00
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Supervisor Podzilni moved approval of the above Pre-Approved Encumbrance Amendments for the Finance Committee, second by Supervisor Beaver. ADOPTED.

General Services

CG Schmidt	\$ 122,053.63
CG Schmidt	10,913.09

Supervisor Fox moved approval of the above Pre-Approved Encumbrance Amendments for the Finance Committee, second by Supervisor Kraft. ADOPTED.

Approval of Bills for Other Departments. None.

Discussion of Publication of the In Rem Foreclosure Action. Ms. Brown explained that the County has published in both the Janesville Gazette and Beloit Daily News for the past few years, and last year, with 80 parcels, the cost of this was about \$3,500. This year we have 265 parcels at this time and do we want to put the ad in just the official newspaper. She added that the County is required to post a Class 3 Notice.

Supervisor Podzilni suggested publishing the notice in the official newspaper with a notice in the other newspaper that the information is online. The Committee supported this.

Purchasing Procedural Endorsements.

Authorizing Purchase of Thermal Imaging Camera for Emergency Management

Ms. Connors said the City of Janesville will pay the difference in price.

Supervisor Beaver moved Purchasing Procedural Endorsement to purchase a Thermal Imaging Camera for Emergency Management from Bendlin, Butler WI, second by Supervisor Podzilni. ADOPTED.

Authorizing Purchase of Comcor Brisas Dinnerware for Rock Haven

Supervisor Beaver moved Purchasing Procedural Endorsement to purchase Comcor Brisas Dinnerware from Boelter, Waukesha WI, second by Supervisor Podzilni. ADOPTED.

Discussion of Internal Controls. Ms. Oja said we have many different approvals our expenditures go through before being paid. Our approval process is one group of people with the check writing process with another group of people. There are only a couple people with access to check writing and the check writing will generate a report, which is verified by someone other than those with check writing capabilities. Rock County has a great many internal controls, people are held to their budgets, and budgets are gone over line by line. Rock County also has very strict auditors who go over our internal controls and let us know if there are any weak areas.

Supervisor Fox asked if the auditors are a third party, with Ms. Oja replying they are.

Mr. Knutson said the biggest problem in Dixon, IL was that there was no segregation of duties.

Report on Cash Balances and Investments. Ms. Oja updated the Committee on cash balances and investments as of April 30, 2012.

Adjournment. Supervisor Beaver moved adjournment at 8:09 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.