

**FINANCE COMMITTEE
Minutes – November 15, 2012**

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, November 15, 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; Craig Knutson, County Administrator; Randy Terronez, Assistant to County Administrator; Mickey Crittenden, Information Technology Director; Jodi Millis, Purchasing Manager; Sara Mooren, Administrative Services Division Manager, Human Services; Elizabeth Pohlman McQuillen, Criminal Justice Planner Analyst; Michelle Schultz, Real Property Lister; Diane Michealis, Finance Office Manager, Sheriff's Office; Ben Coopman, Public Works Director.

Others Present: None.

Approval of Agenda. Ms. Oja said they have two additional transfers under item 4. Supervisor Kraft moved approval of the agenda with these additions, second by Supervisor Beaver. ADOPTED.

Citizen Participation, Communications and Announcements. Mr. Crittenden handed out instructions to the Supervisors on how to connect to the County network and went over it. He mentioned that someone will be available to answer questions from 8 A.M. to 8 P.M. at the phone number listed.

Mr. Crittenden handed out a Framework and Timeline for the New Real Property/Tax Receipting System and went over it. He said he met with the Treasurer and Real Property Lister and they are on board with it. Ms. Schultz said she will test it as time permits.

Ms. Oja informed the Committee that they will probably need to meet prior to the County Board meeting on December 13, 2012 at 5:30 P.M.

Approval of Minutes – November 1, 2012. Supervisor Podzilni moved approval of the minutes of November 1, 2012 as presented, second by Supervisor Beaver. ADOPTED.

Transfers and Appropriations.

General Services

FROM

<u>Account #</u>	<u>Amount</u>
18-1810-0000-62203	\$13,825
Natural Gas	
18-1810-0000-62203	\$ 2,000

TO

<u>Account #</u>	<u>Amount</u>
18-1810-0000-67171	\$13,825
Capital Assets	\$1,000 +
18-1810-0000-64200	\$ 2,000

Natural Gas

Rock Haven

FROM

<u>Account #</u>	<u>Amount</u>
32-9000-9940-61710	\$12,000
Workers Compensation	

Human Services

FROM

<u>Account #</u>	<u>Amount</u>
36-3602-0000-63101	\$ 5,218
Postage	
36-3602-0000-65321	8,000
Building Office Lease	
36-3602-0000-62210	10,000
Telephone	
36-3604-0000-61210	5,400
Overtime	
36-3634-0000-68383	33,589
CPS Home Visit Alloc	
36-3634-0000-63300	15,797
Travel (CPS)	
36-3664-0000-61610	35,000
Health Ins (YSC)	
36-3664-0000-65321	20,000
Building Office Lease	
36-3664-0000-62105	7,000
Contracted Food	
36-3664-0000-63400	3,675
Operating Supplies	
36-3666-0000-61108	1,625
Seasonal Wages (LTS)	
36-3689-0000-62503	425
Interpreter Fees (Crisis)	
36-3690-0000-61100	31,850
Regular Wages	
36-3690-0000-61100	7,711
Regular Wages	
36-3713-0000-62119	17,500

Training

TO

<u>Account #</u>	<u>Amount</u>
32-8000-9500-67130	\$12,000
Terminals & PCs	

TO

<u>Account #</u>	<u>Amount</u>
36-3602-0000-67130	\$ 2,300
Terminals & PCs	
36-3602-0000-67161	5,000
Equipment over 5K	
36-3602-0000-67160	5,918
Equipment under 5K	
36-3602-0000-67200	10,000
Capital Improvements	
36-3604-0000-67130	5,400
Terminals & PCs	
36-3634-0000-61108	33,589
Seasonal (CPS)	
36-3634-0000-67130	2,125
Terminals & PCs	
36-3634-0000-67161	13,672
Equipment over 5K	
36-3664-0000-67130	1,775
Terminals & PCs	
36-3664-0000-67200	55,000
Capital Improvements	
36-3664-0000-62119	8,900
Other Contracted Services	
36-3666-0000-67130	1,625
Terminals & PCs (LTS)	
36-3689-0000-67130	425
Terminals & PCs (Crisis)	
36-3690-0000-62170	16,500
Physician & Other Svc	
36-3690-0000-64200	1,500
Training Expense	
36-3690-0000-67130	13,850
Terminals & PCs	
36-3690-0000-67161	6,836
Equipment over 5K	
36-3690-0000-67200	875

Other Contracted Svc		Capital Improvements	
		36-3713-0000-64604	14,000
		Program Expense	
		36-3713-0000-64200	3,500
		Training	
36-3646-0000-62119	1,550	36-3646-0000-67130	5,550
Other Contracted Svc		Terminals & PCs	
36-3706-0000-61610	35,000	36-3706-0000-67130	10,200
Health Ins		Terminals & PCs	
36-3706-0000-61100	24,825	36-3706-0000-67200	1,625
Regular Wages		Capital Improvement	
36-3706-0000-62503	2,000	36-3706-0000-64604	50,000
Interpreter Fees		Program Expense	
36-3634-0000-64604	6,406	36-3634-0000-67130	540
CPS Program Expense		Terminals & PCs	
		36-3634-0000-67161	5,866
		Equipment over 5K	

Public Works

FROM

<u>Account #</u>	<u>Amount</u>
41-4300-4328-62119	\$114,360
Other Contracted Svc	
41-4300-4328-63705	96,240
Asphalt	

TO

<u>Account #</u>	<u>Amount</u>
41-4330-4340-62119	\$240,600
Other Contracted Svc	

County Board

FROM

<u>Account #</u>	<u>Amount</u>
03-1110-0000-61300	\$ 1,700
Per Diem	

TO

<u>Account #</u>	<u>Amount</u>
03-1110-0000-64904	\$ 1,700
Sundry	

Supervisor Kraft moved approval of the above Transfer for the Finance Committee, second by Supervisor Fox. ADOPTED.

Bills and Encumbrances

Finance Director	\$	400.00
County Clerk		250.80
Elections		23,334.27
Land Records - Mapping		3,125.00
Information Technology		3,438.09
Health Ins Trust		45,148.50
Stray Dog		100.00

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

Bills Over \$10,000.

Beloit Police Department	\$	14,627.34
Blackhawk Technical College		11,856.71
Board of Regents		54,297.00
CESA 2		16,614.80
City of Beloit Treasurer		50,000.00
Illinois Office Supply		22,100.28
Janesville Police Department		17,907.07
Survey of the Health of Wisconsin		80,000.00

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

Encumbrances Over \$10,000.

Midland Health Testing Inc.	\$	45,148.50
Gulf South Medical Supply		35,235.08
Veolia ES Technical Solutions LLC		17,108.35

Supervisor Podzilni moved approval of the above Encumbrances Over \$10,000 for the Finance Committee, second by Supervisor Fox. ADOPTED.

Pre-Approved Encumbrance Amendments.

Finance - Purchasing

Janesville Gazette	\$	300.00
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General Services

CG Schmidt	\$	100,558.76
CG Schmidt		22,171.50
CG Schmidt		40,103.04
CG Schmidt		201,080.80

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

Approval of Bills for Other Departments. None.

Discussion and Recommendations Pertaining to Countywide Credit Card Usage.

Ms. Oja explained the County currently has many credit cards distributed throughout the County and some of these cards are in Jeff Smith's name with various credit limit amounts. She said Chase has a program that is very versatile, with controls on types of purchases, credit limits, and we would also earn a 1.5% rebate. Ms. Oja said the most important things are the controls on the cards, the flexibility, and the ease of use.

Supervisor Fox moved to go with Chase, second by Supervisor Podzilni. ADOPTED.

Chair Mawhinney asked that Ms. Oja report back to the Committee on the rebates for different departments.

Resolutions.

Authorizing Purchase of Hitachi Data Systems Expansion Tray and Disk Drives

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 that a Purchase Order for a SAN Expansion Tray and Disk Drives is issued to AE Business Solutions in the amount of \$12,588.00.”

Supervisor Fox moved Approval and Purchasing Procedural Endorsement of the above resolution, second by Supervisor Kraft. ADOPTED.

Worker’s Compensation Loss Control Consulting Services for 2013 and 2014

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, hereby contracts with Willis of Wisconsin for loss control consulting services for 2013 and 2014 at the rate of \$30,000 per year.”

Supervisor Beaver moved Approval of the above resolution, second by Supervisor Podzilni. ADOPTED.

Approving Reinsurance Contract for Stop-Loss Coverage

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this ____ day of _____, 2012 hereby authorizes the execution of a contract with Zurich for administration of the County’s Stop-Loss Coverage effective January 1, 2013.”

Supervisor Podzilni moved Approval of the above resolution, second by Supervisor Beaver. ADOPTED.

Review of Resolutions.

Authorizing Acceptance of 2013 Highway Safety Project Grants

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors assembled this ____ day of _____, 2012, that the Rock County Sheriff is authorized to accept funds under the Highway Safety Project Grants; and,

BE IT FURTHER RESOLVED, that the 2012 budget be amended as follows:

...”

Supervisor Beaver moved Finance Committee Endorsement of the above resolution, second by Supervisor Podzilni. ADOPTED.

Amending the Sheriff's 2012 Budget to Use Equitable Shared Funds – TLO and Lexipol

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 that the 2012 budget be amended as follows:

...”

Supervisor Beaver moved Finance Committee Endorsement of the above resolution, second by Supervisor Fox. ADOPTED.

Amending the 2012 Human Services Department Budget to Accept Additional Funding for Disproportionate Minority Contract

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, does hereby accept \$171,305 in additional funds and amend the 2012 Rock County Human Service Department budget as follows:

...”

Supervisor Fox moved Finance Committee Endorsement of the above resolution, second by Supervisor Podzilni. ADOPTED.

Amending the 2012 Council on Aging Budget to Adjust for Nutrition Services Incentive Program Allocations

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 does hereby amend the Adopted 2012 Rock County Council on Aging budget as follows:

...”

Supervisor Fox moved Finance Committee Endorsement of the above resolution, second by Supervisor Podzilni. ADOPTED.

Authorizing Receipt of Additional Funding for the Wisconsin Department of Natural Resources Grant for Beloit Area Sewer Service Area Planning, and Amending the 2012 Planning and Development Agency Budget

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, does hereby authorize Rock County Planning and Development Agency to accept the 2012 amended DNR funding for Beloit Area Sewer Service Area planning; and,

BE IT FURTHER RESOLVED, that the Rock County Board of Supervisors authorizes the County Board Chair to sign, on behalf of Rock County, the respective Grant Agreement with the State of Wisconsin Department of Natural Resources; and,

BE IT FURTHER RESOLVED, that the 2012 County Budget be amended as follows:

...”

Supervisor Fox moved Finance Committee Endorsement of the above resolution, second by Supervisor Beaver. ADOPTED.

Amending the 2012 Motor Pool Budget and Purchase Authorization

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 does hereby amend the Department of Public Works 2012 Budget as follows:

...

BE IT FURTHER RESOLVED that a Purchase Order be issued as follows for the purchase of one motor pool vehicle:

Ewald Automotive Group \$25,478 for the purchase of one 2013 Chevrolet Traverse AWD 4/Door LS

BE IT FURTHER RESOLVED that payment be made to the vendor for this vehicle upon receipt and acceptance by the Public Works Director.”

Supervisor Fox moved Finance Committee Endorsement of the above resolution, second by Supervisor Podzilni. ADOPTED.

Purchasing Procedural Endorsements.

Awarding Contract for Food Service at the Rock County Jail (2013-2017)

“**NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, that a contract be awarded to Aramark Correctional Services of Oak Brook Terrace, Illinois for comprehensive food service operations for the Rock County Jail.”

Supervisor Beaver moved Purchasing Procedural Endorsement of the above resolution, second by Supervisor Podzilni. ADOPTED.

Authorizing Purchase of CareTracker Software System for Rock Haven

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 that a Purchase Order for CareTracker software be issued to Cerner Corporation, 140 S. Friendship Dr., New Concord, OH 43762 in the amount of \$37,613.85.”

Supervisor Beaver moved Purchasing Procedural Endorsement of the above resolution, second by Supervisor Podzilni. ADOPTED.

Authorizing Contract for JAG Criminal Justice Coordinating Councils (2010) Grant Consultant

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of November 2012 does hereby authorize a contract with Zia Partners and TriWest Group to assist the Behavioral Health Redesign Steering Committee develop a strategic plan and specific implementation processes to improve the County’s mental health and AODA systems, thereby improving the justice system by reducing incarceration and promoting more successful recovery outcomes for residents with mental health and/or substance abuse conditions, in an amount not to exceed \$50,000. All funding is contingent upon the necessary state and federal agency approvals.”

Supervisor Kraft moved Purchasing Procedural Endorsement of the above three resolutions, second by Supervisor Fox. ADOPTED.

Awarding Contract for Courier Services

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, that a contract for Courier services commencing January 1, 2013, be awarded to Package Pro of Janesville, Wisconsin in the amount of \$28,980 based on the terms and conditions set forth in the contract; and,

BE IT FURTHER RESOLVED, that it be a three-year contract with an option for two, one-year annual extensions upon the approval of the Human Services Board.”

Supervisor Podzilni moved Purchasing Procedural Endorsement of the above resolution, second by Supervisor Kraft. ADOPTED.

Awarding Contract for Cropland Lease at Rock County Farm

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 awards the contract for the lease of approximately 392 acres of cropland located at the Rock County Farm to Badgerland Grain Farms, LLC – Nick Viney, 21 Garfield Street, Edgerton, Wisconsin 53534 in the amount of \$357.14 per acre in each of the years – 2013, 2014 and 2015; and,

BE IT FURTHER RESOLVED, that one half (1/2) of the total annual lease payment will be made by Badgerland Grain Farms LLC to Rock County on or before March 1st, and the balance paid on or before October 15th each year.”

Supervisor Kraft moved Purchasing Procedural Endorsement of the above resolution, second by Supervisor Podzilni. ADOPTED.

Approving Purchase of CelleBrite Mobil Data Field Forensic Kit for Sheriff's Office Detective Bureau.

Supervisor Fox moved Purchasing Procedural Endorsement with CelleBrite USA, Corporation, a developer and provider, for UFED Forensic System for the Sheriff's Office, second by Supervisor Podzilni. ADOPTED.

Approval of Contract for Monitoring Services for Sheriff's Office.

Supervisor Beaver moved Purchasing Procedural Endorsement with BI Inc. for Inmate Monitoring Services for the Sheriff's Office, second by Supervisor Kraft. ADOPTED.

Approval of Contract for Gas Cards for Sheriff's Office, Council on Aging and General Services.

Supervisor Fox moved Purchasing Procedural Endorsement with Wright Express-Exxon Mobil for Gas Cards for the Sheriff's Office, Council on Aging and General Services, contingent on Education, Veterans and Aging Services Committee approval, second by Supervisor Podzilni. ADOPTED.

Report on Cash Balances and Investments. Ms. Oja updated the Committee on cash balances and investments as of October 31, 2012.

Adjournment. Supervisor Beaver moved adjournment at 8:24 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.