



**Amended
6/30/14**

**FINANCE COMMITTEE
THURSDAY, JULY 3, 2014 - 7:30 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. **Committee Review and Approval of Per Meeting Allowances**
4. Approval of Minutes –June 12, 2014 and June 19, 2014
5. Transfers and Appropriations
 - A. Public Health
 - B. Public Works
6.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - 1) DD Board
 - E. Approval of Bills for Other Departments
 - 1) County Board Staff
7. Committee Approval
 - A. Accepting FoodShare Bonus Funds and Amending the 2014 Budget
 - B. Amending the 2014 HSD Budget to Accept CLTS Funds and Creating 2.0 FTE Social Worker Positions (Contingent on County Board Staff Committee Approval)
 - C. Amending the 2014 Land Conservation Department Budget to Offset Costs Associated with the Purchase of Agricultural Conservation Easement Program
8. Discussion / Possible Action on Change to Responsible Bidder Determination
- ~~8. Report on Cash Balances and Investments~~
9. Adjournment

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 6/26/14
 Requested By Public Health Department
 Department

Transfer No. 14-35
Karen Cain, Health Officer
 Department Head

| FROM: | AMOUNT | TO: | AMOUNT |
|--|---------|---|---------|
| Account #: 31-3000-0000-61610 Description: Health Insurance Current Balance: \$303,206 | \$3,000 | Account #: 31-3000-0000-63100 Description: Office Supplies | \$3,000 |
| Account #: Description: Current Balance: | | Account #: Description: | |
| Account #: Description: Current Balance: | | Account #: Description: | |
| Account #: Description: Current Balance: | | Account #: Description: | |

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

The Health Department had 2 public health nurse vacancies earlier in 2014, making some unspent health insurance funds available.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

We have purchased some office chairs for the department this year out of the #63100 Office Supplies account. This transfer of funds will make funds available for purchase of office supplies for the remainder of 2014.

FISCAL NOTE:

Sufficient funds are available for transfer. *6-26-14*

ADMINISTRATIVE NOTE:

Recommended *[Signature] 6-26-14*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date June 13, 2014 Transfer No. 14-30
 Requested By Public Works Department Benjamin J Coopman, Jr Department Head

| FROM: | AMOUNT | TO: | AMOUNT |
|---|-----------|---|-----------|
| Account #: 41-4300-4321-63505 Description: Tires & Batteries Current Balance: \$125,000 | \$125,000 | Account #: 41-4300-4321-63605 Description: Road Striping | \$125,000 |
| Account #: Description: Current Balance: | | Account #: Description: | |
| Account #: Description: Current Balance: | | Account #: Description: | |
| Account #: Description: Current Balance: | | Account #: Description: | |

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Funds intended for object code 63605 for routine striping of county roads were miskeyed at Public Works when 2014 budget data was being entered.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Striping activity occurs primarily during the summer period and bills for the striping will be coming in for payment which should be posted to the striping account, object code 63605.

FISCAL NOTE:

Sufficient funds are available for transfer. *6-13-14*

ADMINISTRATIVE NOTE:

Recommended *BJC 6-13-14*

REQUIRED APPROVAL

Governing Committee DATE 6-24-2014
 Finance Committee

COMMITTEE CHAIR
[Signature] 6-24-14
 V/Chair

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|------------------------------------|----------------|----------|------------|-------------------|-----------------|
| 05-1500-0000-63100 | OFC SUPP & EXP | P1402118 | 05/21/2014 | STAPLES ADVANTAGE | 68.25 |
| | Budget | YTD Exp | YTD Enc. | Pending | Closing Balance |
| | 5,800.00 | 1,408.48 | 544.94 | 68.25 | 3,778.33 |
| FINANCE DIRECTOR PROG TOTAL | | | | 68.25 | |

I have examined the preceding bills and encumbrances in the total amount of **\$68.25**

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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JUL 03 2014**

Dept Head _____

Committee Chair _____

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt | |
|--------------------|-----------------|------------|------------|--------------------------------|-------------|-----------------|
| 07-1430-0000-62119 | OTHER SERVICES | P1401167 | 05/16/2014 | NETECH CORP | 620.00 | |
| | | P1402267 | 02/13/2014 | WISNET | 169.00 | |
| | | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | | 58,175.00 | 5,426.29 | 18,833.43 | 789.00 | 33,126.28 |
| 07-1430-0000-62400 | R & M SERV | P1402288 | 04/03/2014 | PARK PLACE TECHNOLOGIES | 1,469.14 | |
| | | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | | | | 140,505.00 | 94,714.67 | 7,122.64 |
| 07-1430-0000-62421 | COMPUTER EQUIP | P1402264 | 06/09/2014 | CDW GOVERNMENT INC | 143.57 | |
| | | P1402399 | 06/11/2014 | PARK PLACE TECHNOLOGIES | 820.00 | |
| | | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | | 9,000.00 | 809.09 | 1,555.09 | 963.57 | 5,672.25 |
| 07-1430-0000-62491 | SOFTWARE MAINT | P1402053 | 05/19/2014 | CDW GOVERNMENT INC | 51,775.81 | |
| | | P1402054 | 05/12/2014 | SOLARWINDS INC | 1,358.00 | |
| | | P1402266 | 06/10/2014 | WINMAGIC DATA SECURITY | 389.00 | |
| | | P1402278 | 06/12/2014 | CDW GOVERNMENT INC | 10,250.00 | |
| | | P1402279 | 05/27/2014 | SUNGARD BI TECH INC | 26,714.00 | |
| | | P1402400 | 06/13/2014 | SHI INTERNATIONAL CORP | 7,590.00 | |
| | | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | | 245,387.00 | 244,547.67 | 11,054.77 | 98,076.81 | (108,292.25) |
| 07-1430-0000-63101 | POSTAGE | P1401137 | 06/11/2014 | FEDERAL EXPRESS CORP | 3.70 | |
| | | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | | | | 425.00 | 18.68 | 75.00 |
| 07-1430-0000-63200 | PUBL/SUBCR/DUES | P1402384 | 06/01/2014 | WISCONSIN SPILLMAN USERS GROUF | 150.00 | |
| | | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | | | | 710.00 | 0.00 | 0.00 |
| 07-1430-0000-63407 | COMPUTER SUPPL | P1402337 | 06/13/2014 | CDW GOVERNMENT INC | 14.87 | |
| | | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | | | | 18,176.00 | 4,115.30 | 698.45 |
| 07-1430-0000-64200 | TRAINING EXP | P1401809 | 05/20/2014 | INACOM EDUCATION CENTER | 390.00 | |

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|--|------------------|-----------|------------|-------------------------------|-----------------|
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 41,000.00 | 21,004.04 | 13,621.96 | 390.00 | 5,984.00 |
| 07-1430-0000-64701 | SOFTWARE PURCH | | | | |
| | | P1402053 | 05/19/2014 | CDW GOVERNMENT INC | 34,660.36 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 73,560.00 | 20,953.67 | 3,766.06 | 34,660.36 | 14,179.91 |
| INFORMATION TECHNOLOGY PROG TOTAL | | | | 136,517.45 | |
| 07-1444-0000-62119 | OTHER SERVICES | | | | |
| | | P1402053 | 06/11/2014 | CDW GOVERNMENT INC | 13,794.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 85,625.00 | 0.00 | 71,099.00 | 13,794.00 | 732.00 |
| 07-1444-0000-64701 | SOFTWARE PURCH | | | | |
| | | P1402053 | 05/19/2014 | CDW GOVERNMENT INC | 341,355.29 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 341,170.00 | 0.00 | 0.00 | 341,355.29 | (185.29) |
| IT CAPITAL PROJECTS PROG TOTAL | | | | 355,149.29 | |
| 07-1450-0000-62400 | R & M SERV | | | | |
| | | P1402265 | 06/09/2014 | CDW GOVERNMENT INC | 351.20 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 65,023.00 | 12,023.52 | 0.00 | 351.20 | 52,648.28 |
| 07-1450-0000-62491 | SOFTWARE MAINT | | | | |
| | | P1402401 | 05/18/2014 | PICTOMETRY INTERNATIONAL CORP | 2,880.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 381,909.00 | 20,273.06 | 8,780.64 | 2,880.00 | 349,975.30 |
| 07-1450-0000-67130 | TERMINALS/PC'S | | | | |
| | | P1402336 | 06/12/2014 | CDW GOVERNMENT INC | 2,275.44 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 93,920.00 | 46,917.87 | 14,364.51 | 2,275.44 | 30,362.18 |
| 07-1450-0000-67143 | IT CROSS CHARGES | | | | |
| | | P1401740 | 05/29/2014 | CDW GOVERNMENT INC | (99.39) |
| | | P1401973 | 05/14/2014 | CDW GOVERNMENT INC | 89.31 |
| | | P1402025 | 05/19/2014 | CDW GOVERNMENT INC | 84.23 |
| | | P1402074 | 05/14/2014 | CDW GOVERNMENT INC | 190.54 |
| | | P1402132 | 05/20/2014 | ENTERPRISE SYSTEMS GROUP | 431.25 |
| | | P1402141 | 05/21/2014 | ENTERPRISE SYSTEMS GROUP | 4,179.25 |
| | | P1402162 | 05/23/2014 | ENTERPRISE SYSTEMS GROUP | 1,673.00 |
| | | P1402171 | 05/27/2014 | CDW GOVERNMENT INC | 52.10 |

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt | |
|------------------------------------|--------------|----------|------------|--------------------------|------------------|-----------------|
| | | P1402174 | 06/09/2014 | NETECH CORP | 3,664.15 | |
| | | P1402182 | 05/29/2014 | CDW GOVERNMENT INC | 117.50 | |
| | | P1402233 | 06/03/2014 | CDW GOVERNMENT INC | 634.92 | |
| | | P1402240 | 06/04/2014 | CDW GOVERNMENT INC | 70.15 | |
| | | P1402280 | 06/09/2014 | CDW GOVERNMENT INC | 1,292.07 | |
| | | P1402281 | 06/09/2014 | CDW GOVERNMENT INC | 236.72 | |
| | | P1402282 | 06/09/2014 | CDW GOVERNMENT INC | 195.55 | |
| | | P1402286 | 06/10/2014 | ENTERPRISE SYSTEMS GROUP | 425.75 | |
| | | P1402302 | 06/10/2014 | CDW GOVERNMENT INC | 241.87 | |
| | | P1402303 | 06/12/2014 | CDW GOVERNMENT INC | 217.38 | |
| | | P1402319 | 06/11/2014 | CDW GOVERNMENT INC | 2,858.10 | |
| | Budget | | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 200,000.00 | | 50,116.14 | 31,755.07 | 16,354.45 | 101,774.34 |
| IT-CROSS CHARGES PROG TOTAL | | | | | 21,861.09 | |

I have examined the preceding bills and encumbrances in the total amount of **\$513,527.83**

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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JUL 03 2014**

Dept Head _____

Committee Chair _____

PURCHASE ORDER NUMBER P1400835

PEID 042854

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE June 16, 2014

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME Secured Living, LLC

ACCOUNT NUMBER 33-3310-0000-62604

FUNDS DESCRIPTION CIP 1B

AMOUNT OF INCREASE \$ 207,943

INCREASE FROM \$ 558,192 TO \$ 766,135

ACCOUNT BALANCE AVAILABLE \$ 2,907,177.46 SB 06/18/14

REASON FOR AMENDMENT One current client approved for Medical Assistance funding at the beginning of 2014 and one Brain Injury Waiver client moving into CIP 1B funding due to the elimination of Brain Injury Waiver funding per State directive.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
Chair _____ Date _____
(If over \$10,000)

COUNTY BOARD _____
Resolution # _____ Adoption Date _____
(If over \$10,000)

COMMITTEE APPROVAL REPORT

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt | |
|--------------------|-----------------|----------|------------|---------------------------------------|-----------------|--|
| 06-1620-0000-63200 | PUBL/SUBCR/DUES | P1402181 | 06/04/2014 | STATE BAR OF WISCONSIN | 3,880.00 | |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance | |
| | 4,400.00 | 250.00 | 0.00 | 3,880.00 | 270.00 | |
| 06-1620-0000-64200 | TRAINING EXP | P1402210 | 06/04/2014 | WISCONSIN COUNTIES ASSOCIATION | 175.00 | |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance | |
| | 3,950.00 | 249.00 | 2,040.00 | 175.00 | 1,486.00 | |
| | | | | CORPORATION COUNSEL PROG TOTAL | 4,055.00 | |

I have examined the preceding bills and encumbrances in the total amount of **\$4,055.00**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JUL 03 2014**

Dept Head _____

Committee Chair _____

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|-----------------------------------|----------------|-----------|------------|--------------------------------|-----------------|
| 08-1420-0000-61920 | PHYSICALS | P1400430 | 06/02/2014 | WISCONSIN DEPARTMENT OF JUSTIC | 239.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 10,000.00 | 530.00 | 0.00 | 239.00 | 9,231.00 |
| 08-1420-0000-62119 | OTHER SERVICES | P1402258 | 06/04/2014 | BELOIT HEALTH SYSTEM INC | 63.22 |
| | | P1402304 | 05/31/2014 | OCCUPATIONAL HEALTH CENTER | 316.10 |
| | | P1402308 | 05/30/2014 | TK GROUP INC | 61.95 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 6,000.00 | 3,516.03 | 0.00 | 441.27 | 2,042.70 |
| 08-1420-0000-63107 | PUBL & LEGAL | P1400389 | 04/30/2014 | BELOIT DAILY NEWS | 133.30 |
| | | P1400390 | 04/30/2014 | JANESVILLE GAZETTE INC | 510.12 |
| | | P1400391 | 05/13/2014 | CHRONICLE,THE | 126.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 54,500.00 | 44,568.95 | (0.00) | 769.42 | 9,161.63 |
| 08-1420-0000-64417 | RH EXPENSES | P1400389 | 05/24/2014 | BELOIT DAILY NEWS | 148.55 |
| | | P1400390 | 04/30/2014 | JANESVILLE GAZETTE INC | 277.04 |
| | | P1400430 | 06/02/2014 | WISCONSIN DEPARTMENT OF JUSTIC | 140.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 8,500.00 | 2,085.13 | 0.00 | 565.59 | 5,849.28 |
| HUMAN RESOURCES PROG TOTAL | | | | 2,015.28 | |

I have examined the preceding bills and encumbrances in the total amount of **\$2,015.28**

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 Finance Committee and County Board.

B. Bills under \$10,000 to be paid.

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JUL 03 2014**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|-----------------------------------|-----------------|----------|------------|--------------------|-----------------|
| 19-1914-0000-62104 | CONSULTING SERV | P1400030 | 05/31/2014 | TE BRENNAN COMPANY | 376.30 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 15,000.00 | 2,060.80 | 0.00 | 376.30 | 12,562.90 |
| RISK MANAGEMENT PROG TOTAL | | | | 376.30 | |

I have examined the preceding bills and encumbrances in the total amount of **\$376.30**

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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JUL 03 2014**

Dept Head _____

Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Phil Boutwell, Deputy Director
DRAFTED BY

Human Services Board
SUBMITTED BY

June 11, 2014
DATE DRAFTED

Accepting FoodShare Bonus Funds and Amending the 2014 Budget

1 **WHEREAS**, The U.S. Department of Agriculture through Food, and Nutrition and Consumer Services
2 (FNS) has awarded Wisconsin bonus funds for exceptional performance relating to payment error rates
3 and other performance criteria; and,
4
5 **WHEREAS**, the Department of Health Services has determined that the bonus funding will be
6 distributed to the Consortia under their 2014 IM contracts through a contract addendum; and,
7
8 **WHEREAS**, the Southern Consortium's share of the funding is \$234,752, which was allocated based on
9 FoodShare caseload counts over the first six months of 2013; and,
10
11 **WHEREAS**, the funding must be used for income support related activities and the Human Services
12 Department recommends that Rock County's \$132,730 share of the one-time funding be used to offset the
13 staff cost related to the Affordable Care Act and capital purchases that benefit the Economic Support
14 Division.
15
16 **NOW, THEREFORE, BE IT RESOLVED** the Rock County Board of Supervisors duly assembled
17 this _____ day of _____, 2014 does hereby accept Food Share bonus funds and amends the
18 2014 Human Services Budget as follows:

| | Budget 6/10/14 | Increase (Decrease) | Amended Budget |
|---|-------------------|------------------------|-------------------|
| <u>Source of Funds</u> | | | |
| 36-3604-0000-42100 Federal Aid | \$3,521,472 | \$168,371 | \$3,689,843 |
| <u>Use of Funds</u> | | | |
| 36-3604-0000-61210 Overtime Wages | \$120,000 | \$80,000 | \$200,000 |
| 36-3604-0000-61400 FICA | \$188,430 | \$6,120 | \$194,550 |
| 36-3604-0000-61510 Retirement | \$171,349 | \$5,600 | \$176,949 |
| 36-3604-0000-64604 Program Expense | \$3,000 | \$6,651 | \$9,651 |
| 36-3604-0000-67160 HSD Equip. Under \$5K | \$8,496 | \$45,000 | \$53,496 |
| 36-3604-0000-67200 Capital Improvements | \$0 | \$25,000 | \$25,000 |
| <u>Source of Funds</u> | | | |
| 36-3605-0000-42100 Federal Aid | \$3,805,296 | \$154,357 | \$3,959,653 |

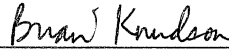
Accepting FoodShare Bonus Funds and Amending the 2014 Budget

Page 2


| | | | | |
|----|---------------------------|-------------|-----------|-------------|
| 48 | <u>Use of Funds</u> | | | |
| 49 | 36-3605-0000-62119 | \$3,817,796 | \$154,357 | \$3,972,153 |
| 50 | Other Contracted Services | | | |

Respectfully submitted,

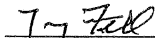
Human Services Board



Brian Knudson, Chair




Sally Jean Weaver-Landers, Vice Chair



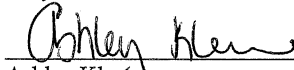
Terry Fell

Absent

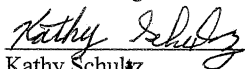
Linda Garrett



Billy Bob Grahn




Ashley Klevan



Kathy Schultz



Terry Thomas



Shirley Williams

FISCAL NOTE:


This resolution adjusts the Human Services budget for \$322,728 in FoodShare bonus funds awarded in 2013 and 2014. No County matching funds are required,



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept these FoodShare bonus funds pursuant to Sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2014 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to Sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair

Executive Summary

The U.S. Department of Agriculture has awarded Wisconsin with FoodShare bonus funds to recognize exceptional performance relating to payment error rates and other performance criteria. The State recently decided to distribute the award to the 10 Income Maintenance Consortia under their 2014 Income Maintenance Contracts. The bonus funds must be spent on income maintenance related expenses.

The Southern Consortium's share of the performance award is \$234,752. The resolution accepts the funding, of which \$102,022 is passed through to our Southern Consortium partner counties (Crawford, Grant, Green, Iowa, Jefferson and Lafayette) and \$132,730 is retained by Rock County. Unexpended funds can be carried forward into 2015.

The account line items in the resolution are difficult to reconcile to the amounts identified above for several reasons. The Southern Consortium received a Food Share bonus award in 2013 and the unspent balance is being carried forward in this resolution. In addition, the Department knew last summer that it would receive the 2014 award. The Department included an estimate of that award in the 2014 Budget. That amount is being reconciled to the actual award. And finally, there is some reconciliation of funding among the Southern Consortium Partners to correct overspending of their 2013 FoodShare bonus award.

The Rock County Human Services Department wishes to use the funds purchase some capital items in 2014. Included are:

- \$33,484 to replace old phones for the Economic Support staff and providing them with wireless headsets.
- \$10,250 to purchase panels for office cubes to reduce noise and distractions to improve the workplace environment.
- \$500 for a wire pull into the training room so that a conference speaker phone can be brought in for training sessions.
- \$1,387 to replace 12 side chairs in the Economic Support waiting area that need to be replaced.

Funds are being appropriated in case they are needed to pay for overtime during the second ACA open enrollment period in late 2014.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve
INITIATED BY



Phil Boutwell
DRAFTED BY

County Board Staff Committee
Finance Committee
Human Services Board
SUBMITTED BY

June 17, 2014
DATE DRAFTED

Amending the 2014 HSD Budget to Accept CLTS Funds and Creating 2.0 FTE Social Worker Positions

1 **WHEREAS**, the CLTS Program makes Medicaid funding available to serve children who have
2 substantial limitations due to developmental, emotional and/or physical disabilities; and,
3

4 **WHEREAS**, as of May 2014, there are 153 children on the wait list for CLTS services in Rock County;
5 and,
6

7 **WHEREAS**, the state has made additional funds available to the Human Services Department that
8 would take 75 children off the wait list and provide CLTS services for them starting in 2014; and,
9

10 **WHEREAS**, the additional funding would pay for case managers who would develop individualized
11 service plans for each child as well as purchase needed items or services for the children; and,
12

13 **WHEREAS**, the new CLTS case management assignments will be split between two new county social
14 workers and additional contracted staff through Catholic Charities; and,
15

16 **WHEREAS**, the state approved case management billing rate for Catholic Charities is sufficient to
17 cover its staffing increase to provide CLTS case management services so that no county levy is required;
18 and,
19

20 **WHEREAS**, Medicaid billing revenue as well as administrative dollars in the additional funding are
21 sufficient to cover the cost of the two new Social Worker positions so that no county levy is required.
22

23 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
24 this ____ day of _____, 2014, does hereby approve the creation of 2.0 FTE Social Worker
25 positions for the CLTS Program; and,
26

27 **BE IT FURTHER RESOLVED**, that the 2014 Budget be amended as follows:
28

| Account/Description | Budget 6/1/14 | Increase (Decrease) | Amended Budget |
|---------------------------------------|------------------|------------------------|-------------------|
| <u>Source of Funds</u> | | | |
| 36-3691-0000-42100 Federal Aid | \$1,041,502 | \$631,129 | \$1,672,631 |
| <u>Use of Funds</u> | | | |
| 36-3691-0000-64604 Program Expense | \$1,102,583 | \$571,201 | \$1,673,784 |
| 36-3691-0000-68225 Allocated CFIS | \$199,017 | \$59,928 | \$258,945 |
| 36-3697-0000-61100 Regular Wages | \$1,493,173 | \$32,782 | \$1,525,955 |
| 36-3697-0000-61400 FICA | \$114,343 | \$2,508 | \$116,851 |

Amending the 2014 HSD Budget to Accept CLTS Funds and Creating 2.0 FTE Social Worker

Page 2

| | | | | |
|----|--------------------|-------------|------------|-------------|
| 47 | 36-3697-0000-61510 | \$104,626 | \$2,294 | \$106,920 |
| 48 | Retirement | | | |
| 49 | | | | |
| 50 | 36-3697-0000-61610 | \$573,981 | \$21,800 | \$595,781 |
| 51 | Health Insurance | | | |
| 52 | | | | |
| 53 | 36-3697-0000-61620 | \$15,462 | \$539 | \$16,001 |
| 54 | Dental Insurance | | | |
| 55 | | | | |
| 56 | 36-3697-0000-61630 | \$381 | \$5 | \$386 |
| 57 | Life | | | |
| 58 | | | | |
| 59 | 36-3697-0000-68380 | (\$199,017) | (\$59,928) | (\$258,945) |
| 60 | CLTS Allocation | | | |

Respectfully submitted,

Human Services Board

County Board Staff Committee

Brian Knudson
Brian Knudson, Chair

J. Russell Podzilni, Chair

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

Sandra Kraft, Vice Chair

William Grahn
William Grahn

Eva Arnold

Ashley Kleven
Ashley Kleven

Henry Brill

Terry Fell
Terry Fell

Betty Jo Bussie

Absent
Linda Garrett
Linda Garrett

Mary Mawhinney

Kathy Schulz
Kathy Schulz

Louis Peer

Terry Thomas
Terry Thomas

Alan Sweeney

Shirley Williams
Shirley Williams

Kurtis L. Yankee

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair

FISCAL NOTE:

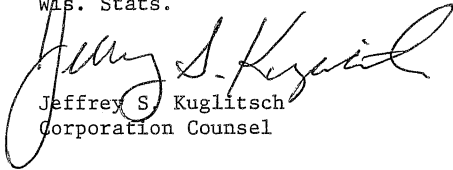
This resolution approves the creation of 2.0 FTE Social Worker positions. This resolution also increases the program expense budget in order to pay for more services through Catholic Charities. The new positions and additional program expense will be funded by federal Medicaid dollars. No additional County funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to Sec. 59.22(2), Wis. Stats. As an amendment to the adopted 2014 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to Sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary

The Children's Long Term Support (CLTS) waiver program provides Medicaid funding for children who fall under three separate groups: Developmental Disabilities (DD), Physical Disabilities (PD), and Severe Emotional Disabilities (SED). At present, there are about 130 children served by this program in Rock County. The CLTS case management assignments are split between two county social workers and contracted staff through Catholic Charities.

As of May 23, 2014 there were 153 children on the wait list for CLTS services. The State of Wisconsin has notified the HSD that it has made additional funding available to serve children with complex health needs. The HSD is expected to use the funds to build capacity to serve children who have been screened eligible for CLTS services. The expectation outlined in the State memo dated March 2014 is that 58 children would be taken off the wait list. The HSD Program Manager believes there is adequate funding to take 75 children off the wait list. The funding would be used bring on four additional case managers in the CLTS program as well as pay for an array of services for the children.

The contract with Catholic Charities would be amended to bring on two additional contracted staff. The HSD would hire two social workers. They would be charged with moving the high need, children off the wait list. These are often complex kids who are currently in out-of-home placements that would benefit from the waiver program, which provides an array of services and pays for the move into a community setting. The children benefit from moving to a better, less restrictive environment. The county benefits from moving children in to waiver slots where 40% of the cost is covered by the County rather than 100% of the cost of substitute care. HSD social workers would also take the difficult cases off the wait list that are at a high risk for an out-of-home placement.

It is recommended the County Board approve the resolution. Up to 75 children and their families will benefit from CLTS services. There is no levy cost attributed to the 2.0 FTE social workers. Their billable hours as well as additional administrative funds in the contract cover the cost of their positions. And finally, it is the intention of the HSD to reduce the number of out-of-home placements and reduce the substitute care budget that pay for those placements in 2015. These positions will help achieve that goal.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Land Conservation Comm.
INITIATED BY



Thomas Sweeney
DRAFTED BY

Land Conservation Comm.
SUBMITTED BY

May 7, 2014
DATE DRAFTED

**AMENDING 2014 LAND CONSERVATION DEPARTMENT BUDGET
TO OFFSET COSTS ASSOCIATED
WITH THE PURCHASE OF AGRICULTURAL CONSERVATION EASEMENT PROGRAM**

1 **WHEREAS**, the Land Conservation Department was allocated funding from the ATC Fund account in
2 2009, per Resolution 09-2B-219, to fund various conservation projects; and,
3

4 **WHEREAS**, a portion of the allocation was earmarked for the implementation of the Purchase of
5 Agricultural Conservation Easements Program (PACE); and,
6

7 **WHEREAS**, the major funding component of the PACE program is the USDA-NRCS Agricultural
8 Conservation Easement Program (ACEP) (formerly referred to as the Farm and Ranchland Preservation
9 Program), which pays up to fifty percent (50%) of the Easement value; and,
10

11 **WHEREAS**, the ACEP guidelines require all easements funded must include a title insurance policy
12 valued for the full purchase price and have a comprehensive conservation easement appraisal
13 completed; and,
14

15 **WHEREAS**, the Land Conservation Department (LCD) purchases a preliminary title insurance policy
16 valued at \$15,000 as part of the initial title search early in the PACE application process and purchases
17 the remaining increment, which totals the full easement purchase price, prior to closing on the Easement
18 acquisition; and,
19

20 **WHEREAS**, due to unforeseen delays, two easements that would have closed in 2013 were moved to
21 early 2014, therefore the associated closing costs will also be incurred in 2014; and,
22

23 **WHEREAS**, an anticipated increase in applications in 2014 will cause a funding short fall for the
24 associated appraisal and title insurance fees; and,
25

26 **WHEREAS**, the Land Conservation Committee requests a transfer from the ATC Fund account and to
27 amend it's budget to reflect the costs associated with the aforementioned components of the PACE
28 Program.
29

30 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
31 assembled this ____ day of _____, 2014, amends the Land Conservation Department's
32 budget as follows:
33

| <u>A/C DESCRIPTION</u> | <u>BUDGET AT 06/01/2014</u> | <u>INCREASE (DECREASE)</u> | <u>AMENDED BUDGET</u> |
|---------------------------------------|---------------------------------|--------------------------------|---------------------------|
| <u>Source of Funds:</u> | | | |
| 62-6350-0000-47000 Transfer In | \$244,781 | \$14,000 | \$258,781 |
| <u>Use of Funds:</u> | | | |
| 62-6350-0000-65109 Other Insurance | \$ 2,000 | \$ 3,000 | \$ 5,000 |
| 62-6350-0000-62101 Appraisal Fees | \$ 5,000 | \$11,000 | \$16,000 |

AMENDING 2014 LAND CONSERVATION DEPARTMENT BUDGET TO OFFSET COSTS ASSOCIATED WITH THE PURCHASE OF AGRICULTURAL CONSERVATION EASEMENT PROGRAM

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Respectfully submitted:

LAND CONSERVATION COMMITTEE

Richard Bostwick, Chair

Alan Sweeney, Vice Chair

Tom Brien

Wes Davis

Jason Dowd

Dave Rebout, USDA-FSA

Rick Richard

Larry Wiedenfeld

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair


ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

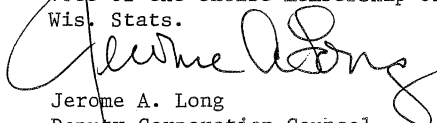
FISCAL NOTE:

This resolution authorizes the use of \$14,000 in ATC Fees for costs associated with the PACE Program. The Land Conservation ATC available fund balance is \$437,130.


Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jerome A. Long
Deputy Corporation Counsel

EXECUTIVE SUMMARY

This resolution requests that money be transferred into the Land Conservation PACE budget from the ATC account to cover costs associated with the Purchase of Agricultural Conservation Easement (PACE) program, specifically the cost of title insurance and appraisal fees.

The LCD experienced delays in the closing of two PACE easements in 2013 until 2014. Also, the LCD anticipates a greater number of applications for the program in 2014 than estimated during the development of the 2014 budget, which will create a budget shortfall. The LCD is expecting at least four new applications for the program in 2014.