

**FINANCE COMMITTEE
Minutes – October 16, 2014**

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, October 16, 2014, 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; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to County Administrator; Mickey Crittenden, Information Technology Director; Lori Stottler, County Clerk; Michelle Schultz, Real Property Lister; Randy Leyes, Register of Deeds; Ron Burdick, Public Works, Airport Director; Rob Leu, General Services Director.

Others Present: Terry Nolan, City of Janesville.

Approval of Agenda. Supervisor Beaver moved approval of the agenda as presented, second by Supervisor Podzilni. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Approval of Minutes – September 25, 2014 and October 2, 2014. Supervisor Kraft moved approval of the minutes of September 25, 2014 and October 2, 2014 as presented, second by Supervisor Fox. ADOPTED.

Transfers and Appropriations.

Coroner's Office

FROM

<u>Account #</u>	<u>Amount</u>
28-2600-0000-61610	\$ 19,965
Health Insurance	

TO

<u>Account #</u>	<u>Amount</u>
28-2600-0000-63100	\$ 1,865
Office Supplies	
28-2600-0000-67130	3,237
Terminals & PCs	
28-2600-0000-67160	14,863
Capital Assets	

Public Health Department

FROM

<u>Account #</u>	<u>Amount</u>
31-3000-0000-61100	4,000
Regular Wages	
31-3000-0000-61100	25,000
Regular Wages	

TO

<u>Account #</u>	<u>Amount</u>
31-3000-0000-64200	4,000
Training	
31-3000-0000-64000	25,000
Medical Supplies	

Human Services

FROM

<u>Account #</u>	<u>Amount</u>
36-3689-0000-62609	\$ 28,500
State Institutes	

TO

<u>Account #</u>	<u>Amount</u>
36-3664-0000-64200	\$ 4,000
YSC Training Expenses	
36-3664-0000-62119	20,000
YSC Contracted Services	
36-3690-0000-62503	3,000
Outpatient Interpreter Fees	
36-3634-0000-62503	1,500
CYF Interpreter Fees	

DPW - Airport

FROM

<u>Account #</u>	<u>Amount</u>
41-4453-4453-67200	2,899
Capital Improvements	

TO

<u>Account #</u>	<u>Amount</u>
41-4453-4453-67160	2,899
Capital Assets \$500-\$4,999	

Sheriff's Office

FROM

<u>Account #</u>	<u>Amount</u>
21-2560-2014-63100	\$ 1,500
Office Supplies - LEPC	
21-2560-2014-64200	1,500
Training - LEPC	

TO

<u>Account #</u>	<u>Amount</u>
21-2560-2014-62119	\$ 3,000
Other Contracted Services - LEPC	

UW Extension - Fair

FROM

<u>Account #</u>	<u>Amount</u>
56-5610-0000-62203	2,107
Natural Gas	

TO

<u>Account #</u>	<u>Amount</u>
56-5610-0000-62400	4,000
R&M Services	

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

Bills and Encumbrances

Information Technology	\$ 8,105.27
IT Cross Charges	97,224.08
Land Records	1,280.00
Elections	24,028.50
County Treasurer	268.51
Tax Deed Expense	784.80
Property & Liability Insurance	4,887.51
Employee Wellness Activities	189.53

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

Bills Over \$10,000

Wisconsin Department of Transportation	\$ 93,000.00
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Truesdell Corporation of Wisconsin	123,780.00
Illinois Office Supply	23,602.15
Advanced Correctional Healthcare	10,602.70
Tri Cor Mechanical Inc.	43,200.00
Nieman Central Wisconsin Roof	118,878.25
Enterprise Systems Group	46,882.50
Alzheimers Association	11,007.91
Churchill Concrete and Stone	31,160.00

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

Encumbrances Over \$10,000.

Veloiaes Technical Solutions	\$ 27,048.97
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Supervisor Fox moved approval of the above Bills Over \$10,000 for the Finance Committee, second by Supervisor Kraft. ADOPTED.

Pre-Approved Encumbrance Amendments. None.

Approval of Bills for Other Departments.

General Services

General Services	\$ 14,125.44*
Youth Services Center	31.58
Communications Center Operation	269.67
Diversion/ASC	67.20
Jail Capital Improvements	121,200.64
Courthouse Facility Project	123,780.00
HCC Building Complex	13,920.91

Ms. Oja informed the Committee that \$1,095 for Dvorak Landscape Supply LLC should be charged to A/C 18-1837-0000-67200.

Supervisor Kraft moved approval of the above Bills and Encumbrances for the General Services Committee with this correction, second by Supervisor Podzilni. ADOPTED.

Approval to Donate Bicycles to Rock County Transportation Coordinating Committee. Ms. Nolan said these bicycles are abandoned ones from the Sheriff's Office.

Ms. Beaver moved approval to donate these bicycles to the Rock County Transportation Coordinating Committee, second by Supervisor Podzilni. ADOPTED.

Set Meeting Date and Time for Review, Discussion and Recommended Revisions to the 2015 Recommended Budget. The Committee agreed to have the requests for revisions to the 2015 Recommended Budget at the end of the November 6, 2014 Finance meeting.

Department 2015 Budget Review.

County Clerk Ms. Stottler requested the Committee reconsider a reclassification for her County Clerk Specialist to Deputy County Clerk. She said this would be an increase of \$2,700 to \$4,500 to her budget. She said there have changes in her office since 2009 and both employees do, pretty much, the same work.

Mr. Smith said Human Resources does an analysis of other external comparables, and after looking at everything he made the recommendation not to fund this reclassification.

Chair Mawhinney moved to have this reconsideration to the County Clerk 2015 Budget go to the November 6, 2014 Finance meeting, second by Supervisor Podzilni. PASSED on the following vote: Yes – Supervisors Beaver, Mawhinney and Podzilni; No – Supervisors Fox and Kraft.

Finance Director Ms. Oja said her budget is pretty much a cost to continue budget except for the reallocation of the Purchasing Manager position from PR 19 to PR 20, which increased the budget by about \$4,000. Mr. Smith said Human Resources did an analysis of external comparables and this reallocation was recommended.

Information Technology Mr. Crittenden went over his initiatives for 2015.

Chair Mawhinney asked about the tax receipting system. Ms. Schultz said all her information is electronic now.

Register of Deeds Mr. Leyes said he is in agreement with the 2015 Recommended Budget. He added that the Administrator's Comments said the redaction project would be completed in 2015, but this will project will continue for a number of years yet.

Treasurer Ms. Oja said the Treasurer's 2015 Recommended Budget is pretty much cost to continue. She added that the interest on delinquent taxes are down because people are paying their taxes.

Land Records Ms. Schultz said this is pretty much the same as 2014.

Other Ms. Oja handed out copies of the Health Insurance Trust Fund account and said this is a County-wide report.

General Services - Chair Mawhinney said there is a list of projects under General Services and requested some of the projects being worked on now be completed before new ones are started. She added that some of these projects don't seem to moving along very much. She also mentioned the lights in front of the Courthouse are pulled apart and said that we need to take a little more pride in the appearance as they have been sitting like this for two months. Mr. Smith said it is now up to him to make sure there is progress made.

Public Works – The Committee discussed the \$75,000 for a study to be done and thought this was a bit high. Mr. Smith said he feels the study is a good idea as it will help set up best practices. Ms. Oja agreed there is a lot of merit in doing this.

Report on Cash Balances and Investments. Ms. Oja updated the Committee on cash balances and investments as of September 30, 2014.

Ms. Oja informed the Committee that Cutwater Asset Management was purchased by Bank of New York Mellon (BNY Mellon), but that our contract will remain the same. She also mentioned that they had a security breach but that this did not affect Rock County as our information is a matter of public record.

Adjournment. Supervisor Podzilni moved adjournment at 8:55 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.