



**FINANCE COMMITTEE  
THURSDAY, APRIL 16, 2015 - 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. Approval of Minutes –March 26, 2015 and April 2, 2015
4. Transfers and Appropriations
  - A. Sheriff's Office
5.
  - A. Bills
  - B. Bills Over \$10,000
  - C. Encumbrances Over \$10,000
  - D. Pre-Approved Encumbrance Amendments
  - E. Approval of Bills for Other Departments
6. Resolutions
  - A. Authorizing Purchase of Netsmart Avatar Module
  - B. 2014 Supplemental Appropriations and Budgetary Transfers  
(Will be provided at the meeting.)
7. Committee Approvals
  - A. Accepting Staying in the Loop, Hearing Loops for Rock County Libraries Grant and Amending the 2015 Arrowhead Library System Budget
  - B. Accepting ALS Technology Projects 2015 Grant and Amending the 2015 Arrowhead Library System Budget
8. Review and Approval of Updated Fixed Asset Capitalization Policy
9. Report on Cash Balances and Investments
10. Adjournment

# Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR      Date 03/16/15      Transfer No. 15-09  
 Requested By Diane Michaelis      Sheriff Spoden  
    Department      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 21-2100-0000-63501 Description: Gasoline & Other Fuel - LES Current Balance: \$300,624	\$3,000	Account #: 21-2100-0000-65331 Description: Equipment Lease - LES	\$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**

Gasoline prices were lower than budget in January and February.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

A set of leased night vision goggles were lost. The vendor is charging for the lost equipment.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *4/16/15*

**ADMINISTRATIVE NOTE:**

Recommended. *[Signature]*

**REQUIRED APPROVAL**

Governing Committee

Finance Committee

**DATE**

4/16/15

**COMMITTEE CHAIR**

*[Signature]*

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62421	COMPUTER EQUIP	P1501529	02/27/2015	PARK PLACE TECHNOLOGIES	410.93
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,000.00	797.99	2,177.92	410.93	5,613.16
07-1430-0000-62491	SOFTWARE MAINT		03/12/2015	CDW GOVERNMENT INC	(0.16)
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	238,540.00	32,321.13	5,411.96	(0.16)	200,807.07
07-1430-0000-64200	TRAINING EXP	R1501819	03/27/2015	AMAZON.COM	39.53
<b>ENC</b>		P1501492	03/23/2015	WISCONSIN SPILLMAN USERS GROUF	282.25
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	44,200.00	12,113.75	18,282.27	321.78	13,482.20
<b>INFORMATION TECHNOLOGY PROG TOTAL</b>				<b>732.55</b>	
07-1450-0000-62491	SOFTWARE MAINT	P1501444	03/19/2015	TLO LLC	1,320.00
		P1501487	03/23/2015	ESHA RESEARCH	250.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	384,140.00	178,718.62	75,598.50	1,570.00	128,252.88
07-1450-0000-67130	TERMINALS/PC'S	P1501359	03/09/2015	CDW GOVERNMENT INC	885.38
		P1501390	03/10/2015	CDW GOVERNMENT INC	99.39
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	86,731.00	12,556.19	7,249.01	984.77	65,941.03
07-1450-0000-67143	IT CROSS CHARGES	R1501797	03/26/2015	AMAZON.COM	199.99
<b>ENC</b>		P1501364	03/10/2015	CDW GOVERNMENT INC	99.39
		P1501400	03/12/2015	CDW GOVERNMENT INC	32.23
		P1501404	03/11/2015	CDW GOVERNMENT INC	65.42
		P1501596	01/01/2015	ELECTION SYSTEMS AND SOFTWARE	22,280.51
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	200,000.00	25,498.26	34,681.45	22,677.54	117,142.75
<b>IT-CROSS CHARGES PROG TOTAL</b>				<b>25,232.31</b>	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$25,964.86**

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: **APR 16 2015**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
10-1721-0000-63407	COMPUTER SUPPL	P1501519	03/24/2015	MASTERGRAPHICS INC	399.04
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,260.00	794.83	0.00	399.04	3,066.13
<b>LAND RECORDS PROG TOTAL</b>				<b>399.04</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$399.04**

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: **APR 16 2015**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
14-1410-0000-63100	OFC SUPP & EXP	P1500407	03/26/2015	B AND H PHOTO VIDEO INC	254.85
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,500.00	480.26	0.00	254.85	2,764.89
<b>COUNTY CLERK PROG TOTAL</b>				<b>254.85</b>	
14-1411-0000-63103	LEGAL FORMS	P1500406	03/26/2015	ILLINOIS OFFICE SUPPLY	12,232.99
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	22,000.00	1,661.55	0.00	12,232.99	8,105.46
<b>ELECTIONS PROG TOTAL</b>				<b>12,232.99</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$12,487.84**  
 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: **APR 16 2015**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**COMMITTEE APPROVAL REPORT**

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
17-1710-0000-64200	TRAINING EXP	P1501590	03/27/2015	WISCONSIN REGISTER OF DEEDS AS	380.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,107.00	253.90	0.00	380.00	473.10
<b>REGISTER OF DEEDS PROG TOTAL</b>				<b>380.00</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$380.00**  
 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: **APR 16 2015**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**COMMITTEE APPROVAL REPORT**

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
19-1933-0000-64904 ENC	SUNDRY EXPENSE	R1501856	03/31/2015	AMAZON.COM	93.88	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	9,680.00	1,016.10	648.96	93.88	7,921.06	
<b>EMPLOYEE WELLNESS ACTIVITIES PROG TOTAL</b>				<b>93.88</b>		

I have examined the preceding bills and encumbrances in the total amount of **\$93.88**

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: **APR 16 2015**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_



RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board  
INITIATED BY



Sara Mooren  
DRAFTED BY

Human Services Board  
SUBMITTED BY

March 31, 2015  
DATE DRAFTED

**Authorizing Purchase of Netsmart Avatar Module**

- 1 **WHEREAS**, the Human Services Department implemented Netsmart Avatar (Avatar) a  
2 comprehensive Electronic Health Record software solution in 2013 after a Request for Qualifications  
3 and Cost Proposal (#2011-69) was issued and Netsmart was awarded the contract; and,  
4  
5 **WHEREAS**, Avatar is a module based solution and the initial purchase only included the modules that  
6 provided clinical documentation, client management and billing capabilities; and,  
7  
8 **WHEREAS**, the Department is now requesting to purchase the Managed Services Organization  
9 (MSO) module which will provide the capability for HSD to provide better management and  
10 accountability for services that are provided by contracted agencies; and,  
11  
12 **WHEREAS**, HSD contracts with approximately two hundred providers throughout the Department that  
13 provide mental health and AODA treatment and services, and in-home and out-of-home services to  
14 adults, children, youth and families; and,  
15  
16 **WHEREAS**, the MSO module will significantly improve the ability of the Department to manage  
17 contracted services by providing a central electronic location for contract compliance tracking and  
18 funding authorizations; and,  
19  
20 **WHEREAS**, the cost of the MSO module is \$10,000 with an additional \$45,180 in professional services  
21 costs for implementation, and a \$2,100 annual maintenance charge for a total of \$57,280.  
22  
23 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
24 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2015 does hereby authorize the purchase of the Netsmart  
25 Avatar Managed Services Organization module.  
26  
27 **BE IT FURTHER RESOLVED** that payment for this purchase be made to Netsmart upon approval  
28 of the Finance Committee.

Respectfully submitted,

FINANCE COMMITTEE

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Mary Mawhinney, Chair

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Sandra Kraft, Vice Chair

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Mary Beaver

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Brent Fox

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J. Russell Podzilni

FISCAL NOTE:

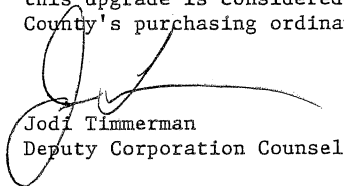
The Information Technology Department will purchase the software and cross-charge the Human Services Department. Sufficient funding is available in both departments for the purchase of this software and related costs.



Sherry Oja  
Finance Director

LEGAL NOTE:

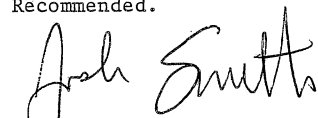
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. This office has been informed that this upgrade is considered to be a sole source purchase and is allowable under the County's purchasing ordinance.



Jodi Timmerman  
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

## **Authorizing Purchase of Netsmart Avatar Module**

### **Executive Summary**

The Human Services Department implemented Netsmart Avatar (Avatar) a comprehensive Electronic Health Record (EHR) software solution in 2013. In 2011 a Request for Qualifications and Cost Proposal (#2011-69) was issued and Netsmart was awarded the contract.

Avatar is a module based solution and the initial purchase only included the modules that provided clinical documentation, client management and billing capabilities. The Department is now requesting to purchase the Managed Services Organization (MSO) module which will provide the capability for HSD to provide better management and accountability for services that are provided by contracted agencies.

HSD contracts with approximately two hundred providers throughout the Department that provide mental health and AODA treatment and services, and in-home and out-of-home services to adults, children, youth and families. The MSO module will significantly improve the ability of the Department to manage contracted services by providing a central electronic location for contract compliance tracking and funding authorizations.

The cost of the MSO module is \$10,000 with an additional \$45,180 in professional services costs for implementation, and a \$2,100 annual maintenance charge for a total of \$57,280.

Of the 12 other Wisconsin Counties using Avatar, nearly all of them have purchased this module as a key component of their EHR solution. When HSD made the initial purchase a decision was made to only implement a few core modules and focus on ensuring successful implementation before expanding to other needed modules.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Steven T. Platteter  
INITIATED BY



Steven T. Platteter  
DRAFTED BY

Arrowhead Library System Board  
SUBMITTED BY

March 16, 2015  
DATE DRAFTED

**ACCEPTING STAYING IN THE LOOP, HEARING LOOPS FOR ROCK  
COUNTY LIBRARIES GRANT AND AMENDING THE 2015 ARROWHEAD  
LIBRARY SYSTEM BUDGET**

1 **WHEREAS**, the Arrowhead Library System (ALS) has been notified of the approval of the Arrowhead  
2 Library System's Staying in the Loop, Hearing Loops for Rock County Libraries grant #15-53-9926-15-  
3 144-LSTA; and,  
4

5 **WHEREAS**, the ALS Board has accepted the grant for a total of \$24,920.  
6

7 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
8 this \_\_\_\_\_ day of \_\_\_\_\_, 2015 amends the Arrowhead Library System's budget as follows:  
9

10	<u>Account Number/</u>	<u>Budget at</u>	<u>Increase</u>	<u>Amended</u>
11	<u>Description</u>	<u>01/01/15</u>	<u>(Decrease)</u>	<u>Budget</u>
12	<u>Source of Funds:</u>			
13	51-5210-2015-42100/ 14 Federal Aid	-0-	\$24,920	\$24,920
15				
16	<u>Use of Funds:</u>			
17	51-5210-2015-67199/ 18 Misc. Equipment	-0-	\$24,920	\$24,920

Respectfully submitted,

ARROWHEAD LIBRARY SYSTEM BOARD

Richard Bostwick  
Richard Bostwick, President

Wes Davis  
Wes Davis

John Watrous  
John Watrous

Bill Wilson  
Bill Wilson

Mike Farrey  
Mike Farrey

Janet Haag  
Janet Haag

Jose Carrillo  
Jose Carrillo

Finance Committee Endorsement

Reviewed and approved on a vote of

\_\_\_\_\_

\_\_\_\_\_  
Mary Mawhinney, Chair

ACCEPTING STAYING IN THE LOOP, HEARING LOOPS FOR ROCK COUNTY LIBRARIES  
GRANT AND AMENDING THE 2015 ARROWHEAD LIBRARY SYSTEM BUDGET

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FISCAL NOTE:


This resolution authorizes the acceptance and expenditure of \$24,920 in Federal Aid for the Arrowhead Library System's Hearing Loops program. No County matching funds are required.



Sherry Oja  
Finance Director

LEGAL NOTE:

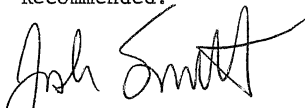
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19). Wis. Stats. As an amendment to the adopted County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

Grant # 15-53-9926-15-144-LSTA

Accepting Arrowhead Library System's *Staying in the Loop, Hearing Loops for Rock County Libraries* & Amending the 2015 Arrowhead Library System Budget

With hearing loss, one of the most common disabilities, hearing loops are an extremely cost efficient and convenient way of providing assistance to those hearing impaired patrons who use hearing aids or have cochlear implants. The Arrowhead Library System (ALS) has been awarded a 2015 LSTA Public Library System Accessibility in Public Libraries Grant to install a total of three meeting/program room hearing loop systems. These Hearing loop systems are to be installed in the Beloit, Edgerton and Hedberg (Janesville) Public Libraries. It is also the intention of this grant to raise awareness of the benefits and availability of hearing loops.

	Budgeted 2015	Revised
51-5210-2015-42100 Federal Aid	0	\$24,920
51-5210-2015-67199 Misc Equipment	0	\$24,920

ALS Board Members

Bill Wilson

Richard Bostwick – President

Wes Davis

Mike Farrey

Janet Haag

Jose Carrillo

John Watrous

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Steven T. Platteter  
INITIATED BY



Steven T. Platteter  
DRAFTED BY

Arrowhead Library System Board  
SUBMITTED BY

March 16, 2015  
DATE DRAFTED

**ACCEPTING ALS TECHNOLOGY PROJECTS 2015 GRANT AND AMENDING  
THE 2015 ARROWHEAD LIBRARY SYSTEM BUDGET**

1 **WHEREAS**, the Arrowhead Library System (ALS) has been notified of the approval of the Arrowhead  
2 Library System's ALS Technology Project 2015 grant #15-53-9926-15-184-LSTA; and,  
3

4 **WHEREAS**, the ALS Board has accepted the grant for a total of \$9,800.  
5

6 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
7 this \_\_\_\_\_ day of \_\_\_\_\_, 2015 amends the Arrowhead Library System's budget as follows:  
8

9	<u>Account Number/</u>	<u>Budget at</u>	<u>Increase</u>	<u>Amended</u>
10	<u>Description</u>	<u>01/01/15</u>	<u>(Decrease)</u>	<u>Budget</u>
11	<u>Source of Funds:</u>			
12	51-5275-2015-42100/ Federal Aid	-0-	\$9,800	\$9,800
13				
14				
15	<u>Use of Funds:</u>			
16	51-5275-2015-62119/ Contractual Services	-0-	\$3,000	\$3,000
17				
18				
19	51-5275-2015-67199/ Misc. Equipment	-0-	\$6,800	\$6,800
20				
21				

Respectfully submitted,

ARROWHEAD LIBRARY SYSTEM BOARD

Finance Committee Endorsement

*Richard Bostwick*  
Richard Bostwick, President

Reviewed and approved on a vote of

*Wes Davis*  
Wes Davis

\_\_\_\_\_  
Mary Mawhinney, Chair

*John Watrous*  
John Watrous

*Bill Wilson*  
Bill Wilson

*Mike Farrey*  
Mike Farrey

*Janet Haag*  
Janet Haag

*Jose Carrillo*  
Jose Carrillo

ACCEPTING ALS TECHNOLOGY PROJECTS 2015 GRANT AND AMENDING THE 2015  
ARROWHEAD LIBRARY SYSTEM BUDGET

Page 2

FISCAL NOTE:

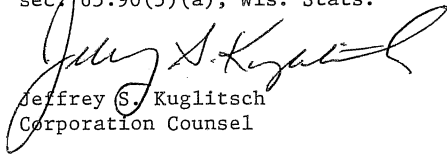
This resolution authorizes the acceptance and expenditure of \$9,800 in Federal Aid for the Arrowhead Library System's Technology Projects program. No County matching funds are required.



Sherry Oja  
Finance Director

LEGAL NOTE:

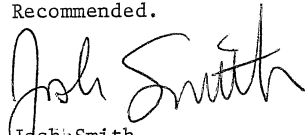
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2015 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator



Grant # 15-53-9926-15-184-LSTA

Accepting Arrowhead Library System's *ALS Technology Projects 2015* & Amending the 2015 Arrowhead Library System Budget

Summary of Grant: Arrowhead Library System (ALS) will maintain effective and secure connections for its member libraries to the Rock Cat ILS by purchasing adequate WAN bandwidth and upgrading the WAN head-end as needed. ALS will also add to and support the Mobile Makerspace Lab that travels to member libraries for makerspace programs. The makerspace provides the opportunity for member libraries to promote community engagement, provide access, foster new ideas, and encourage exploration. The makerspace gives library patrons and the local community an opportunity to explore and test new technologies and equipment in a safe environment.

		Budgeted 2014	Revised
51-5275-2015-42100	Federal Aid	0	\$9,800
51-5275-2015-62119	Contractual Services	0	\$3,000
51-5275-2015-67199	Misc Equipment	0	\$6,800

ALS Board Members

- Bill Wilson
- Richard Bostwick – President
- Wes Davis
- Mike Farrey
- Janet Haag
- Jose Carrillo
- John Watrous