



**Note
Date**

**FINANCE COMMITTEE
MONDAY, JUNE 1, 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 – May 14, 2015 and May 21, 2015
4. Committee Review and Approval of Per Meeting Allowances
5. Transfers and Appropriations
 - A. Human Services
 - B. Public Health
6.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - 1) Human Services
 - E. Approval of Bills for Other Departments
 - 1) General Services
7. Committee Approval
 - A. Amending the Rock County Budget and Authorizing Payment to the Village of Orfordville for the Reimbursement of Community Development Block Grant Program Funds
8. Set Meeting Date and Times for 2016 Pre-Budget Meetings
9. Adjournment

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 5/21/15

Transfer No. 15-29

Requested By Human Services Department
Department

Charmian Klyve
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 36-3664-0000-61610 Description: YSC Health Insurance Current Balance: \$391,783	\$2,717	Account #: 36-3664-0000-64701 Description: YSC Software Purchase	\$1,690
Account #: Description: Current Balance:		Account #: 36-3664-0000-67160 Description: YSC Equipment < \$5k	\$1,027
Account #: 36-3634-0000-61610 Description: CYF Health Insurance Current Balance: \$702,344	\$2,100	Account #: 36-3634-0000-67130 Description: CYF Terminals and PCs	\$2,100
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

YSC Health Insurance - due to a vacant position during part of the year and new staff selecting a lower level of coverage HSD anticipates savings
 CYF Health Insurance - due to a number of vacant positions and new staff selecting a lower level of coverage HSD anticipates savings

REASON TRANSFER IS NECESSARY - BE SPECIFIC

YSC Software and Equipment Purchase: We are requesting to purchase one Level 1 Scanner and a LaserFiche license. YSC staff will start scanning in Observation logs and other facility compliance tracking information to reduce the amount of paper that is stored both at YSC and over at Medical Records.
 CYF Terminals and PCs - We are requesting to replace two existing laptops for CPS Caseworkers. They are both older models that have had multiple calls to IT for repair. IT has also recommended replacement.

FISCAL NOTE:

Sufficient funds are available for transfer. *5-22-15*

ADMINISTRATIVE NOTE:

Recommended *AKM 5-27-15*

REQUIRED APPROVAL

DATE

Governing Committee _____

Finance Committee _____

COMMITTEE CHAIR

Bruce Knudson

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 05/14/15 Transfer No. 15-30
 Requested By Public Health Department Head Marie-Noel Sandoval
Department Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 31-3000-0000-61100 Description: Regular Wages Current Balance: \$1,432,854	4,000	Account #: 31-3000-0000-61108 Description: Seasonal Wages	4,000
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

Salary savings: Sanitarian II position was under-filled as a Sanitarian I position. Additionally, there was a 1 month delay in filling the position.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

The Department of Health would like to fund a 10-week intern position. The intern will be a student from the community who is interested in pursuing a career in public health. Funding an intern is an excellent way to give back to the community. Hiring interns not only helps students in our community get started; it enhances the local workforce as a whole. Interns gain experience, develop skills, make connections, strengthen their resumes, learn about a field, and assess their interest and abilities. In addition to the advantage of an extra sets of hands, new people bring with them novel perspectives, fresh ideas, and specialized strengths and skill sets. These augment the abilities of our workforce.

FISCAL NOTE:

Sufficient funding is available for transfer. *55,261.5*

ADMINISTRATIVE NOTE:

Recommended *[Signature]*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62421	COMPUTER EQUIP	P1500484	05/06/2015	LASER PRINTER SOLUTIONS LLC	129.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,000.00	3,057.73	1,679.63	129.00	4,133.64
INFORMATION TECHNOLOGY PROG TOTAL				129.00	
07-1450-0000-67130	TERMINALS/PC'S	P1501835	04/24/2015	HEWLETT PACKARD DIRECT CDWG	17,618.04
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	86,731.00	46,458.01	0.00	17,618.04	22,654.95
07-1450-0000-67143	IT CROSS CHARGES	P1501848	04/27/2015	TEAMINTEL	198.00
		P1501875	04/24/2015	WATCHGUARD VIDEO	75.00
		P1501892	04/29/2015	CDW GOVERNMENT INC	1,458.00
		P1501903	04/05/2015	MAGNET FORENSICS USA INC	2,174.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	200,000.00	79,325.37	91,970.19	3,905.00	24,799.44
IT-CROSS CHARGES PROG TOTAL				21,523.04	

I have examined the preceding bills and encumbrances in the total amount of **\$21,652.04**

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: **JUN 04 2015**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
14-1411-0000-63107	PUBL & LEGAL	P1500403	04/30/2015	BELOIT DAILY NEWS	685.02
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,800.00	456.02	0.00	685.02	1,658.96
				ELECTIONS PROG TOTAL	685.02

I have examined the preceding bills and encumbrances in the total amount of **\$685.02**
 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: **JUN 04 2015**

Dept Head _____

Committee Chair _____

APPROVAL OF BILLS OVER \$10,000.00

Rock County

05/26/2015

RESOLUTION NO. _____ AGENDA NO. _____

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING BILLS OVER \$10,000 AS REQUIRED BY COUNTY BD. RULE H. (3). AND FOUND THEM TO BE PROPER AND WITHIN BUDGET.

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON JUN 11 2015, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
P1500118	DD BOARD	D.D.BOARD	OPPORTUNITIES INC	10,893.96
P1500585	HUMAN SERVICES	AODA BG CBRF	TELLURIAN UCAN INC	10,448.00
P1501755	DD BOARD	D.D.BOARD	CESA 2	11,238.85
P1502000	SHERIFF	SHERIFF'S VEHIC.	BANDT COMMUNICATIONS INC	17,032.40

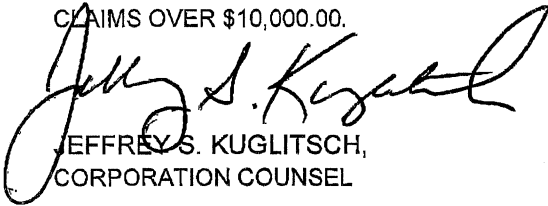
CLAIMS IN THE AMOUNT OF **\$49,613.21** HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

LEGAL NOTE:

THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER \$10,000.00.



JEFFREY S. KUGLITSCH,
CORPORATION COUNSEL

FISCAL NOTE:

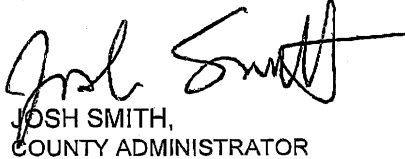
ABOVE LISTED CLAIMS ARE FULLY FUNDED.



SHERRY OJA,
FINANCE DIRECTOR

ADMINISTRATIVE NOTE:

RECOMMENDED



JOSH SMITH,
COUNTY ADMINISTRATOR

PURCHASE ORDER NUMBER P1501409

PEID 047700

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 05/21/2015

DEPARTMENT HUMAN SERVICES

COMMITTEE HUMAN SERVICES

VENDOR NAME ADVANCED CORRECTIONAL HEALTHCARE

ACCOUNT NUMBER 36-3664-0000-62119

FUNDS DESCRIPTION YSC CONTRACTED SERVICES

AMOUNT OF INCREASE \$ 31,337.6

INCREASE FROM \$ 9,500.00 TO \$ 40,837.60

ACCOUNT BALANCE AVAILABLE \$ 43,894.53 SB 05/21/15

REASON FOR AMENDMENT Additional funding needed for nursing services
at YSC.

APPROVALS

GOVERNING COMMITTEE

Chair

Brian Krudson

5-27-15

Date

FINANCE COMMITTEE

(If over \$10,000)

Chair

Date

COUNTY BOARD

(If over \$10,000)

Resolution #

Adoption Date

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62400	R & M SERV	P1500462	05/12/2015	ARAMARK UNIFORM SERVICES INC	185.92
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	133,000.00	55,479.57	58,535.09	185.92	18,799.42
18-1810-0000-63500	R&M SUPPLIES				
		P1500465	05/15/2015	BELOIT FIRE PROTECTION COMPANY	378.20
		P1500466	05/11/2015	BJ ELECTRIC SUPPLY INC	991.29
		P1500468	04/30/2015	CITY OF JANESVILLE	17.50
		P1500476	05/14/2015	ENERGETICS INC	19.84
		P1500488	05/13/2015	FIRST SUPPLY LLC	64.42
		P1500489	05/13/2015	GRAINGER	8.60
		P1500494	05/14/2015	JACK AND DICKS FEED AND GARDEN	1,009.40
		P1500500	05/12/2015	JOHNSTONE SUPPLY	289.60
		P1500511	05/18/2015	PUR CHEM LLC	2,340.00
		P1500517	05/10/2015	SGTS INC	1,820.00
		P1501847	04/21/2015	LAMP RECYCLERS INC	362.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	234,759.00	72,207.74	16,202.21	7,300.85	139,048.20
GENERAL SERVICES PROG TOTAL				7,486.77	
18-1811-0000-62400	R & M SERV	P1500462	05/12/2015	ARAMARK UNIFORM SERVICES INC	32.88
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	39,500.00	836.96	1,237.00	32.88	37,393.16
GLEN OAKS FACILITY OPERATION PROG TOTAL				32.88	
18-1812-0000-62400	R & M SERV	P1500462	05/12/2015	ARAMARK UNIFORM SERVICES INC	34.14
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	81,422.00	7,524.80	5,472.00	34.14	68,391.06
18-1812-0000-63500	R&M SUPPLIES				
		P1500494	04/30/2015	JACK AND DICKS FEED AND GARDEN	128.75
		P1500500	05/14/2015	JOHNSTONE SUPPLY	223.92
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	22,000.00	5,343.05	3,090.06	352.67	13,214.22
YOUTH SERVICES CENTER PROG TOTAL				386.81	
18-1816-0000-63500	R&M SUPPLIES	P1500500	05/14/2015	JOHNSTONE SUPPLY	197.51

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	9,336.26	200.00	197.51	10,266.23
COMMUNICATIONS CTR.OPERATION PROG TOTAL				197.51	
18-1817-0000-67200	CAPITAL IMPROV				
		P1501761	05/06/2015	JOHNSON CONTROLS INC	3,029.45
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,900.00	0.00	5,647.00	3,029.45	12,223.55
DIVERSION PROG/ASC PROG TOTAL				3,029.45	
18-1837-0000-63500	R&M SUPPLIES				
		P1500466	05/12/2015	BJ ELECTRIC SUPPLY INC	19.95
		P1500488	05/13/2015	FIRST SUPPLY LLC	115.50
		P1500489	05/12/2015	GRAINGER	58.94
		P1500499	05/14/2015	JOHNSON TRACTOR INC	5.73
		P1500503	05/11/2015	MC MASTER-CARR SUPPLY COMPANY	445.10
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	112,181.00	17,120.76	8,492.80	643.22	85,924.22
18-1837-0000-67200	CAPITAL IMPROV				
		P1501751	05/13/2015	ADDIE WATER SYSTEMS INC	8,900.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	594,790.00	33,000.00	26,550.00	8,900.00	526,340.00
JAIL CAPITAL IMPROVEMENTS PROG TOTAL				9,543.22	
18-1850-0000-67200	CAPITAL IMPROV				
		P1501823	05/05/2015	MIDWEST COVER INC	290.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	516,000.00	431,898.77	0.00	290.00	83,811.23
YSC CAPITAL IMPROVEMENT PROG TOTAL				290.00	
18-1854-0000-67200	CAPITAL IMPROV				
		P1501764	05/11/2015	KJWW ENGINEERING CONSULTANTS	4,690.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	108,500.00	0.00	42,210.00	4,690.00	61,600.00
LIGHTENING PROTECTION PROJECT PROG TOTAL				4,690.00	

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 **\$25,656.64**

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: **JUN 02 2015**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-0000-62400	R & M SERV	P1500233	05/11/2015	BANDT COMMUNICATIONS INC	32.00
		P1502087	05/18/2015	POMPS TIRE SERVICE INC	2,166.66
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	96,500.00	71,283.32	4,818.40	2,198.66	18,199.62
18-1815-0000-63500	R&M SUPPLIES	P1500221	05/13/2015	NAPA AUTO PARTS	117.78
		P1500231	05/15/2015	AARONS LOCK AND SAFE INC	29.25
		P1500240	05/18/2015	FASTENAL COMPANY	235.21
		P1500242	05/11/2015	HOH WATER TECHNOLOGY INC	434.95
		P1500245	05/19/2015	HOME DEPOT/GECF	53.77
		P1500258	05/06/2015	WERNER ELECTRIC SUPPLY COMPAN	243.40
			Budget	YTD Exp	YTD Enc
	50,000.00	6,642.30	4,125.73	1,114.36	38,117.61
HCC BUILDING COMPLEX PROG TOTAL				3,313.02	

I have examined the preceding bills and encumbrances in the total amount of **\$3,313.02**
 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: **JUN 02 2015**

Dept Head _____

Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development Committee
INITIATED BY

Colin Byrnes; Acting Planning &
Development Director
DRAFTED BY

Planning & Development Committee
SUBMITTED BY



April 20, 2015
DATE DRAFTED

**AMENDING THE ROCK COUNTY BUDGET AND AUTHORIZING PAYMENT TO THE
VILLAGE OF ORFORDVILLE FOR THE REIMBURSEMENT
OF COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS**

1 **WHEREAS**, the Village of Orfordville received Small Cities Community Development Block Grant Funds
2 (CDBG Funds) in 2012. These Federal Block Grants are awarded to state and local governments and are
3 designed exclusively to create affordable housing for low-income households. The Rock County Planning,
4 Economic and Community Development Agency subsequently entered into an Administrative Service Contract
5 on April 9, 2012 for the administration of the Village's housing rehabilitation projects; and,
6
7 **WHEREAS**, in October of 2014, the Wisconsin Department of Administration conducted a monitoring of the
8 Village of Orfordville's CDBG Program. The monitoring resulted in Findings that cited program administration
9 deficiencies in the area of determining program eligibility. Two (2) projects were identified as having CDBG
10 funds expended on costs or activities that did not meet the eligibility requirements for funding under the CDBG
11 Program; and,
12
13 **WHEREAS**, a total of \$30,875.00 of these CDBG funds, that were used in support of these projects, must be
14 paid to the Village of Orfordville; who in turn will reimburse the Wisconsin Department of Administration –
15 CDBG Housing Program; and,
16
17 **WHEREAS**, CDBG Program funds provided as loans are required to be repaid upon sale or transfer of the
18 residence, or when it is no longer the homeowner's primary place of residence, and if repaid these funds may be
19 repaid to the Rock County General Fund account if an Intergovernmental Agreement is completed with the
20 Village of Orfordville for transferring funds; and,
21
22 **WHEREAS**, reimbursement of funding for ineligible projects will serve towards the closing out of the
23 remaining Monitoring Findings and fulfill Rock County's contractual obligations with the Village of
24 Orfordville.
25
26 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
27 _____ day of _____, 2015, hereby authorizes disbursements of Rock County General Funds for
28 repayment in the amount of \$30,875.00 to the Village of Orfordville.
29

30 **BE IT FURTHER RESOLVED**, that the Rock County 2015 Budget be amended as follows:

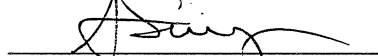
<u>A/C DESCRIPTION</u>	<u>BUDGET AT 5/01/2015</u>	<u>INCREASE (DECREASE)</u>	<u>AMENDED BUDGET</u>
<u>Source of Funds:</u>			
19-1921-0000-47010 Supplemental Appropriation From the General Fund	\$0	\$30,875	\$30,875
<u>Use of Funds:</u>			
19-1990-0000-64904 Refund of Prior Year Revenue	\$0	\$30,875	\$30,875

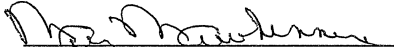
AMENDING THE ROCK COUNTY BUDGET AND AUTHORIZING PAYMENT TO THE VILLAGE OF ORFORDVILLE FOR THE REIMBURSEMENT OF COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS


Page 2


Respectfully Submitted,


PLANNING & DEVELOPMENT COMMITTEE


Alan Sweeney, Chair


Mary Mawhinney, Vice Chair


Wayne Gustina


Jason Heidenreich


Wes Davis

FISCAL NOTE:

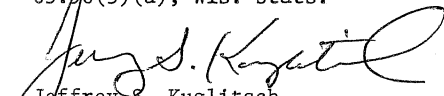
This resolution authorizes the use of \$30,875 from the General Fund for the repayment of CDBG funds that did not meet eligibility requirements.



Sherry Oja
Finance Director

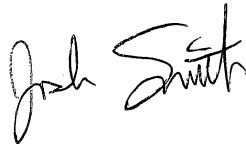
LEGAL NOTE:

The County Board is authorized to take this action pursuant to §§ 59.01 & 59.51, 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

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

_____.

Mary Mawhinney, Chair

**AMENDING THE ROCK COUNTY BUDGET AND AUTHORIZING PAYMENT TO THE
VILLAGE OF ORFORDVILLE FOR THE REIMBURSEMENT
OF COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS**

EXECUTIVE SUMMARY

The Rock County Planning, Economic and Community Development Agency provided Administration Services to the Village of Orfordville for a Community Development Block Grant Fund (CDBG Fund) for the rehabilitation of housing. These Federal CDBG Funds provide money for rehabilitating affordable rental units or owner occupied housing for low-income households. Funds are provided to eligible property owners in the form of a 0% deferred payment loan that is repaid upon sale or transfer of the property, or when the property is no longer the homeowner's primary place of residence.

In February of 2015, the Wisconsin Department of Administration (DOA) conducted a monitoring of the Village of Orfordville's Program. The monitoring resulted in Findings that cited program deficiencies in the area of determining program eligibility. Two (2) projects were identified as having CDBG Funds expended on costs or activities that did not meet the eligibility requirements for funding under the CDBG Program. The total Funding disbursed for these two (2) projects was \$30,875. The contractual agreement for Administration Services provided by the Rock County Planning, Economic and Community Development Agency to the Village of Orfordville obligates Rock County to repay the Village for these ineligible project costs. The Village would then in turn reimburse the DOA the \$30,875.

Money disbursed for project costs or administrative expenses for these ineligible projects must be reimbursed from non-federal funds. This Resolution proposes to pay these funds from the Rock County General Fund account in an effort to address and close out the monitoring Findings. Therefore, funds in the amount of \$30,875 will be an outright supplemental appropriation from the General Fund.