

ROCK COUNTY, WISCONSIN

**NOTE: Location,  
Time & Date**



**FINANCE COMMITTEE  
THURSDAY – APRIL 26, 2018 - 5:30 P.M.  
JURY DELIBERATION ROOM - FOURTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**AGENDA**

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – April 5, 2018
5. Review of Payments
6. Review of Payments
7. Review of Payments over \$10,000
8. Transfers
  - A. Finance (5)
7. Resolutions
  - A. 2017 Supplemental Appropriations and Budgetary Transfers
8. Committee Endorsement
  - A. Confirmation of Appointment of Nursing Home Administrator and Amending 2018 Budget
9. Adjournment

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF MARCH 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
00-0000-0001-17100	POSTAGE METER CH				
		P1800036	03/15/2018	UNITED MAILING SERVICES INC	422.41
		P1800037	03/15/2018	UNITED STATES POSTAL SERVICE	20,000.00
00-0000-0001-22158	SHORT TERM DISAB				
		P1800340	03/15/2018	NATIONAL INSURANCE SERVICES OF	7,990.83
00-0000-0001-22159	LONG TERM DIS				
		P1800340	03/15/2018	NATIONAL INSURANCE SERVICES OF	6,756.21
				<b>GENERAL FUND PROG TOTAL</b>	<b>35,169.45</b>
00-0000-0063-29663	W C TRUST				
			03/01/2018	ALLIANCE,THE	1,522.57
				<b>ISF-SELF INS PROG TOTAL</b>	<b>1,522.57</b>
00-0000-0071-29264	DLF-SUPPLIES/EXP				
		P1800040	03/01/2018	BLISS COMMUNICATIONS INC	59.06
				<b>AGENCY FUNDS PROG TOTAL</b>	<b>59.06</b>

I have reviewed the preceding payments in the total \$36,751.07

Date: \_\_\_\_\_ Dept \_\_\_\_\_  
Committee \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF MARCH 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
05-1500-0000-63100	OFC SUPP & EXP				
		P1800038	03/08/2018	JP MORGAN CHASE BANK NA	501.26
05-1500-0000-63107	PUBL & LEGAL				
		P1800034	03/15/2018	BLISS COMMUNICATIONS INC	130.88
05-1600-0000-63200	PUBL/SUBCR/DUES				
		P1800038	03/08/2018	JP MORGAN CHASE BANK NA	120.00
05-1600-0000-64200	TRAINING EXP				
		P1800038	03/08/2018	JP MORGAN CHASE BANK NA	1,200.00
05-1600-0000-68010	EXP.ALLOCATIONS				
		P1800038	03/08/2018	JP MORGAN CHASE BANK NA	5,701.23
		P1800334	03/08/2018	PACKAGE PRO EXPRESS DELIVERY I	3,504.54
				<b>FINANCIAL SERVICES PROG TOTAL</b>	<b>11,157.91</b>
05-1520-0000-62119	OTHER SERVICES				
			03/01/2018	EMPLOYEE BENEFITS CORPORATION	1,780.20
				<b>SECTION 125 FLEXIBLE SPENDING PROG TOTAL</b>	<b>1,780.20</b>
05-1660-0000-62400	R & M SERV				
		P1800165	03/29/2018	RHYME BUSINESS PRODUCTS	844.00
05-1660-0000-63104	PRNT & DUPLICATI				
		P1800038	03/08/2018	JP MORGAN CHASE BANK NA	1,354.38
				<b>CENTRAL SERVICES PROG TOTAL</b>	<b>2,198.38</b>

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF MARCH 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
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I have reviewed the preceding payments in the total \$15,136.49

Date: Dept \_\_\_\_\_  
Committee \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF MARCH 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62119	OTHER SERVICES	P1800373	03/16/2018	CHARTER COMMUNICATIONS	1,494.82
07-1430-0000-62400	R & M SERV	P1800381	03/29/2018	GENERAL HEATING AND AIR CONDIT	1,370.00
07-1430-0000-62421	COMPUTER EQUIP	P1800636	03/08/2018	CDW GOVERNMENT INC	1,226.33
07-1430-0000-62491	SOFTWARE MAINT	P1703025	03/08/2018	ORACLE CORPORATION	1,048.23
		P1800383	03/15/2018	JP MORGAN CHASE BANK NA	31.64
		P1800721	03/08/2018	CITRIX SYSTEMS INC	25,171.50
07-1430-0000-63100	OFC SUPP & EXP	P1800387	03/08/2018	STAPLES BUSINESS ADVANTAGE	20.68
07-1430-0000-63101	POSTAGE	P1800383	03/15/2018	JP MORGAN CHASE BANK NA	28.54
07-1430-0000-63200	PUBL/SUBCR/DUES	P1800383	03/15/2018	JP MORGAN CHASE BANK NA	50.00
07-1430-0000-63407	COMPUTER SUPPL	P1800636	03/08/2018	CDW GOVERNMENT INC	144.81
07-1430-0000-64701	SOFTWARE PURCH	P1800383	03/15/2018	JP MORGAN CHASE BANK NA	29.95
		P1800636	03/08/2018	CDW GOVERNMENT INC	311.08
		P1800733	03/16/2018	MOTOROLA SOLUTIONS INC	3,280.00
07-1430-0000-67130	TERMINALS/PC'S	P1800636	03/16/2018	CDW GOVERNMENT INC	124.68
07-1430-0000-67131	OTHER COMP HARDW	P1800636	03/29/2018	CDW GOVERNMENT INC	1,376.43
		P1800942	03/08/2018	B AND H PHOTO VIDEO	9,568.00
				<b>INFORMATION TECHNOLOGY PROG TOTAL</b>	<b>45,276.69</b>
07-1438-0000-64200	TRAINING EXP	P1800383	03/15/2018	JP MORGAN CHASE BANK NA	149.98
				<b>LAW RECORDS PROG TOTAL</b>	<b>149.98</b>
07-1440-0000-64701	SOFTWARE PURCH	P1702101	03/15/2018	SUPERION LLC	5,675.00
				<b>GENERAL LEDGER UPGRADE PROG TOTAL</b>	<b>5,675.00</b>
07-1444-0000-64701	SOFTWARE PURCH	P1601559	03/08/2018	HIGHLINE CORPORATION	4,125.00
07-1444-0000-67161	CA \$5,000/MORE	P1801047	03/15/2018	ENTERPRISE SYSTEMS GROUP	1,111.00
		P1801147	03/15/2018	ENTERPRISE SYSTEMS GROUP	9,043.50
				<b>IT CAPITAL PROJECTS PROG TOTAL</b>	<b>14,279.50</b>
07-1450-0000-62400	R & M SERV	P1801183	03/15/2018	PARADIGM IMAGING GROUP	1,845.00
		P1801267	03/29/2018	ITOUCH BIOMETRICS LLC	2,970.00

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF MARCH 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
07-1450-0000-62491	SOFTWARE MAINT	P1800852	03/15/2018	AMERICAN DATA	77.50
		P1801209	03/15/2018	ESHA RESEARCH	250.00
		P1801226	03/29/2018	GUARDIAN TRACKING LLC	1,620.00
07-1450-0000-64701	SOFTWARE PURCH	P1800732	03/15/2018	MOTOROLA SOLUTIONS INC	1,640.00
07-1450-0000-67130	TERMINALS/PC'S	P1800637	03/08/2018	CDW GOVERNMENT INC	15,530.59
		P1800638	03/08/2018	CDW GOVERNMENT INC	18,510.76
		P1801044	03/08/2018	PARAGON DEVELOPMENT SYSTEMS	9,678.60
		P1801163	03/29/2018	PARAGON DEVELOPMENT SYSTEMS	48,393.00
07-1450-0000-67143	IT CROSS CHARGES	P1800637	03/08/2018	CDW GOVERNMENT INC	407.22
		P1800638	03/08/2018	CDW GOVERNMENT INC	3,137.99
		P1801184	03/15/2018	ENTRE COMPUTER SOLUTIONS INC	89.00
07-1450-0000-67160	CA \$500-\$4,999	P1801282	03/29/2018	CDW GOVERNMENT INC	1,054.19
<b>IT-CROSS CHARGES PROG TOTAL</b>					<b>105,203.85</b>

I have reviewed the preceding payments in the total \$170,585.02

Date: \_\_\_\_\_ Dept \_\_\_\_\_  
Committee \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF MARCH 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
14-1410-0000-44155	WORK PERMITS				
		P1800047	03/16/2018	EQUAL RIGHTS DIVISION	7.50
14-1410-0000-63100	OFC SUPP & EXP				
		P1800043	03/08/2018	OFFICE PRO INC	31.48
		P1800044	03/01/2018	MID CITY OFFICE PRODUCTS	74.70
		P1800046	03/29/2018	ELECTION SYSTEMS AND SOFTWARE	335.27
				<b>COUNTY CLERK PROG TOTAL</b>	<b>448.95</b>
14-1411-0000-62114	TAB/CANVASING				
		P1801168	03/08/2018	HOLTERMAN,LARRY	50.00
14-1411-0000-63103	LEGAL FORMS				
		P1800041	03/29/2018	BEAR GRAPHICS INC	843.01
14-1411-0000-63107	PUBL & LEGAL				
		P1800040	03/08/2018	BLISS COMMUNICATIONS INC	766.99
14-1411-0000-63200	PUBL/SUBCR/DUES				
		P1801241	03/22/2018	BLISS COMMUNICATIONS INC	119.80
				<b>ELECTIONS PROG TOTAL</b>	<b>1,779.60</b>

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF MARCH 2018

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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I have reviewed the preceding payments in the total \$2,228.55

Date: Dept \_\_\_\_\_

Committee \_\_\_\_\_



COMMITTEE REVIEW REPORT  
FOR THE MONTH OF MARCH 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
15-1540-0000-64926	BANK SERV,CHGS.	P1800343	03/22/2018	BRINKS INC	499.05
COUNTY TREASURER PROG TOTAL					<u>499.05</u>

I have reviewed the preceding payments in the total \$499.05

Date: \_\_\_\_\_ Dept \_\_\_\_\_  
Committee \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF MARCH 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
17-1710-0000-63100	OFC SUPP & EXP	P1800327	03/08/2018	WISCONSIN DEPARTMENT OF ADMINI	12.48
17-1710-0000-63106	PLAT BOOKS	P1800328	03/08/2018	MAPPING SOLUTIONS	212.50
<b>REGISTER OF DEEDS PROG TOTAL</b>					<b>224.98</b>

I have reviewed the preceding payments in the total **\$224.98**

Date: \_\_\_\_\_ Dept \_\_\_\_\_

Committee \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF MARCH 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
19-1912-0000-61710	WORKERS COMP	P1800336	03/01/2018	WILLIS OF WISCONSIN INC	6,800.00
WORKER'S COMPENSATION PROG TOTAL					<u>6,800.00</u>
19-1915-0000-62104	CONSULTING SERV	P1800335	03/01/2018	ASSOCIATED BENEFITS AND RISK C	6,500.00
19-1916-0000-62119	OTHER SERVICES		03/01/2018	ALLIANCE,THE	6,453.76
			03/01/2018	PBA INC	42,598.35
19-1915-0000-62199	OTHER SERV		03/01/2018	COORDINATED CARE PROGRAMS LLC	28,792.20
HEALTH INSURANCE PROG TOTAL					<u>83,344.31</u>
19-1933-0000-64904	SUNDRY EXPENSE	P1801082	03/22/2018	MMPR POWERED BY HALO	343.70
EMPLOYEE WELLNESS ACTIVITIES PROG TOTAL					<u>343.70</u>

I have reviewed the preceding payments in the total \$90,488.01

Date: \_\_\_\_\_ Dept \_\_\_\_\_  
Committee \_\_\_\_\_

Rock County

REPORT OF PAYMENTS OVER \$10,000

04/02/2018

<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Amount Paid</u>
	SHERIFF	SHERIFF	EWALD AUTOMOTIVE GROUP	-7,200.00
	SHERIFF	HEALTH INSURANCE	COORDINATED CARE PROGRAMS LLC	28,792.20
	SHERIFF	HEALTH INSURANCE	PBA INC	42,598.35
P1701336	FACILITIES	COURTHOUSE SECUR	GILBANK CONSTRUCTION INC	144,286.20
P1702525	FACILITIES	HCC COMPLEX	JD ENVIRONMENTAL LLC	103,600.00
P1702906	SHERIFF	SHERIFF	EWALD AUTOMOTIVE GROUP	24,471.50
P1800020	SHERIFF	SHERIFF	EWALD AUTOMOTIVE GROUP	19,345.50
P1800037	NOT APPLICABLE	GENERAL FUND	UNITED STATES POSTAL SERVICE	20,000.00
P1800204	ROCK HAVEN	RH CONT SERV T18	GENESIS REHABILITATION SERVICE	41,465.16
P1800248	ROCK HAVEN	RH CONT SERV T18	THRIFTY WHITE PHARMACY	13,397.84
P1800251	ROCK HAVEN	SUPP SERV ADMIN	WISCONSIN DEPARTMENT OF HEALTH	21,760.00
P1800340	NOT APPLICABLE	GENERAL FUND	NATIONAL INSURANCE SERVICES OF	14,747.04
P1800538	SHERIFF	CORR.FACILITY	ADVANCED CORRECTIONAL HEALTHCA	74,118.22
P1800541	SHERIFF	CORR.FACILITY	ARAMARK CORRECTIONAL SERVICES	45,078.03
P1800547	SHERIFF	CORR.FACILITY	BI INC	15,441.44
P1800616	SHERIFF	SHERIFF	KWIK TRIP EXTENDED NETWORK	16,484.29
P1800666	FACILITIES	ECLIPSE CENTER	HENDRICKS COMMERCIAL PROPERTIE	11,424.57
P1800667	FACILITIES	COMM.CTR.OPER.	PETERSON CLEANING INC	20,818.92
P1800721	INFORMATION TECH	INFORMATION TECH	CITRIX SYSTEMS INC	25,171.50
P1800946	SR CIT PROG	DELIVERED MEALS	BEST EVENTS	22,092.16
P1801115	NOT APPLICABLE	GENERAL FUND	CITY OF JANESVILLE	25,934.01
P1801123	UW EXTENSION	U.W.EXTENSION	UNIVERSITY OF WISCONSIN EXTENS	74,556.60
P1801163	INFORMATION TECH	IT-CROSS CHARGES	PARAGON DEVELOPMENT SYSTEMS IN	48,393.00

Rock County

REPORT OF PAYMENTS OVER \$10,000

04/02/2018

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CLAIMS IN THE AMOUNT \$846,776.53 HAVE BEEN PAID FOR THE MONTH OF MARCH 2018 .

PLEASE CONTACT THE FINANCE DIRECTOR WITH ANY QUESTIONS:

SHERRY OJA

608-757-5534

SHERRY.OJA@CO.ROCK.WI.US

## Rock County Transfer Request - Over \$5,000

TO: FINANCE DIRECTOR  
Requested By Finance

Date 4/10/18  
Department \_\_\_\_\_

Transfer No. 17-236  
Department Head Sherry Oja

FROM:	AMOUNT	TO:	AMOUNT
Account #: 19-1922-0000-64904 Description: Contingency Fund Current Balance: \$92,500	\$67,201	Account #: 14-1411-0000-63103 Description: Elections Legal Forms	\$1,458
Account #: Description: Current Balance:		Account #: 19-1932-0000-64604 Description: Employee Recognition	\$212
Account #: Description: Current Balance:		Account #: 19-1933-0000-64904 Description: Employee Wellness	\$275
Account #: Description: Current Balance:		Account #: 19-1991-0000-64904 Description: Add'l Expense-Prior Years	\$65,256

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Portion of Contingency fund for 2017 has not yet been used.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

To reconcile the 2017 Budget to Actual amounts and close the 2017 budget.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *4-10-18*

**ADMINISTRATIVE NOTE:**

Recommended *[Signature]* *4-10-18*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

Governing Committee \_\_\_\_\_

Finance Committee \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Rock County Transfer Request - Over \$5,000

TO: FINANCE DIRECTOR

Date 4/10/18

Transfer No. 17-237

Requested By Finance

Sherry Oja

Department

Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 19-1922-0000-64904 Description: Contingency Fund Current Balance: \$25,299	\$25,299	Account #: 22-1200-0000-62170 Description: Circuit Court-Physicians	\$19,991
Account #: Description: Current Balance:		Account #: 64-6451-0000-64904 Description: Address Signs	\$1,104
Account #: Description: Current Balance:		Account #: 64-6900-0000-62100 Description: Board of Adjustment	\$4,204
Account #: Description: Current Balance:		Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Portion of Contingency fund for 2017 has not yet been used.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

To reconcile the 2017 Budget to Actual amounts and close the 2017 budget.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *4-10-18*

**ADMINISTRATIVE NOTE:**

Recommended *[Signature]* *4-10-18*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

Governing Committee \_\_\_\_\_

Finance Committee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Rock County Transfer Request - Over \$5,000

TO: FINANCE DIRECTOR      Date 4/10/18      Transfer No. 17-233  
 Requested By Finance      Department      Sherry Oja      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 19-1923-0000-64904 Description: Salary Reserve Current Balance: \$675,000	\$476,409	Account #: 01-1320-0000-61100 Description: County Admin - Wages	\$2,461
Account #: Description: Current Balance:		Account #: 10-1720-0000-61100 Description: Real Property-Wages	\$10,835
Account #: Description: Current Balance:		Account #: 21-2100-0000-61210 Description: Sheriff-Overtime Wages	\$113,952
Account #: Description: Current Balance:		Account #: 21-2200-0000-61210 Description: Jail - Overtime Wages	\$349,161

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Salary Reserve for 2017 has not yet been used.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

County Admin and Real Prop - Staff cost of living raise  
 Sheriff and Jail- Overtime lines over budget

**FISCAL NOTE:**

Sufficient funds are available for transfer. *95 4-10-18*

**ADMINISTRATIVE NOTE:**

Recommended *Sherry Oja 4-10-18*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

- Governing Committee \_\_\_\_\_
- Finance Committee \_\_\_\_\_

\_\_\_\_\_

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## Rock County Transfer Request - Over \$5,000

TO: FINANCE DIRECTOR      Date 4/10/18      Transfer No. 17-235  
 Requested By Finance      Department      Sherry Oja      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 19-1923-0000-64904 Description: Salary Reserve Current Balance: \$1,548	\$1,548	Account #: 30-3900-0000-61100 Description: COA - Wages	\$1,414
Account #: Description: Current Balance:		Account #: 64,6420-0000-61100 Description: Economic Dev-Wages	\$134
Account #: Description: Current Balance:		Account #: Description: V	
Account #: Description: Current Balance:		Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Salary Reserve for 2017 has not yet been used.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

Staff cost of living raise

**FISCAL NOTE:**

Sufficient funds are available for transfer. *4/10-18*

**ADMINISTRATIVE NOTE:**

Recommended *[Signature]* *4-10-18*

**REQUIRED APPROVAL**

DATE

COMMITTEE CHAIR

- Governing Committee \_\_\_\_\_
- Finance Committee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Rock County Transfer Request - Over \$5,000

TO: FINANCE DIRECTOR      Date 4/10/18      Transfer No. 17-234  
 Requested By Finance      Department      Sherry Oja      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 19-1923-0000-64904 Description: Salary Reserve Current Balance: \$198,591	\$197,043	Account #: 22-1200-0000-61100 Description: Circuit Court - Wages	\$50,267
Account #: Description: Current Balance:		Account #: 23-2400-0000-61100 Description: Comm Center-Wages	\$95,343
Account #: Description: Current Balance:		Account #: 24-1612-0000-61610 Description: Victim/Witness Health Ins	\$12,000
Account #: Description: Current Balance:		Account #: 28-2650-0000-61100 Description: ME Wages	39,433

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Salary Reserve for 2017 has not yet been used.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

Circuit Court and Comm Center- Staff cost of living raise  
 Victim/Witness - New staff choose a different level of health insurance than budgeted  
 ME - Overage resulting from change in the way the department is staffed

**FISCAL NOTE:**

Sufficient funds are available for transfer. *4/10/18*

**ADMINISTRATIVE NOTE:**

Recommended *JMO 4-10-18*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

- Governing Committee \_\_\_\_\_
- Finance Committee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Distribution: **EMAIL** Sherry Oja and Susan Balog

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee \_\_\_\_\_  
INITIATED BY



Sherry Oja, Finance Director  
DRAFTED BY

Finance Committee \_\_\_\_\_  
SUBMITTED BY

April 10, 2018  
DATE DRAFTED

**2017 SUPPLEMENTAL APPROPRIATIONS AND BUDGETARY TRANSFERS**

1 **WHEREAS**, adjustments must be made to close the 2017 General Ledger; and,  
2  
3 **WHEREAS**, the Finance Committee has reviewed and approved the supplemental appropriations and  
4 transfers.  
5  
6 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly  
7 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2018 does hereby amend the 2017 Budget as  
8 follows:  
9

<u>A/C DESCRIPTION</u>	<u>2017 BUDGET</u>	<u>CHANGE</u>	<u>AMENDED BUDGET</u>
<b><u>Source of Funds:</u></b>			
19-1921-0000-47010 General Fund Application	2,247	999,971	1,002,218
<b><u>Use of Funds:</u></b>			
19-1912-0000-61710 Worker's Compensation	195,000	130,547	325,547
19-1990-0000-64904 Refund of Prior Years Rev	-0-	554,980	554,980
21-2100-0000-61210 Sheriff-Overtime Wages	256,250	265,561	521,811
22-1200-0000-62125 Circuit Courts Indigent Counsel Fees	150,000	48,883	198,883
<b><u>Source of Funds:</u></b>			
36-3605-0000-42100 IM Consortium Federal Aid	3,126,632	624,836	3,751,468
<b><u>Use of Funds:</u></b>			
36-3605-0000-62119 IM Consortium-Contracted Serv	3,126,632	624,836	3,751,468

2017 SUPPLEMENTAL APPROPRIATIONS AND BUDGETARY TRANSFERS

Page 2

Respectfully submitted,

**FINANCE COMMITTEE**

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

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Mary Beaver

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
J. Russell Podzilni

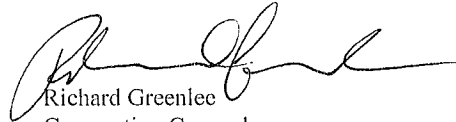
ADMINISTRATIVE NOTE:

Recommended,

  
Josh Smith  
County Administrator

LEGAL NOTE:

As an amendment to the 2017 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.

  
Richard Greenlee  
Corporation Counsel

FISCAL NOTE:

This resolution amends the 2017 Budget for those programs where expenses exceeded budget appropriations. To limit data entry and legal notice publication costs, only selected line items within programs were adjusted. The line items shown contain the net budget adjustment for the program and do not necessarily reflect the overage of that particular line item.

  
Sherry Oja  
Finance Director

## Executive Summary

Every April, as we finalize the closing of the books for the previous year, we identify programs where total expenses for the program exceeded total budget appropriations. This resolution adjusts the budgets for those programs. To limit data entry and legal notice publication costs, only selected line items for each program is adjusted. This adjustment is a net adjustment and does not necessarily reflect the overage of that particular line item.

The source of funds for these adjustments can come from recognizing the receipt of higher than expected revenues, transfers from the Contingency Fund, transfers from the Salary Reserve, or transfers from the General Fund.

This resolution shows a transfer of \$999,971 from the General Fund. This resolution is just a small snapshot of the 2017 books. It does not show all the programs that were under budget for the year. Even with the transfer from the General Fund per this resolution, we estimate the General Fund fund balance will stay consistent from 2016 to 2017.

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Health Services Committee  
INITIATED BY



Amy Spoden, Asst. Human Resource Dir.  
DRAFTED BY

Health Services Committee  
SUBMITTED BY

April 17, 2018  
DATE DRAFTED

**CONFIRMATION OF APPOINTMENT OF NURSING HOME ADMINISTRATOR AND  
AMENDING 2018 BUDGET**

1 **WHEREAS**, the former Nursing Home Administrator resigned on November 30, 2017; and,  
2  
3 **WHEREAS**, the County has conducted a recruitment effort to fill the job of Nursing Home  
4 Administrator; and,  
5  
6 **WHEREAS**, the candidates were screened with the most qualified being interviewed; and,  
7  
8 **WHEREAS**, the County Administrator has appointed Clayton Kalmon, who has been recommended  
9 by the Health Services Committee; and,  
10  
11 **WHEREAS**, Rock County has a contract with Pathway Health Services for interim nursing home  
12 administrator services, which were supplied by Mr. Kalmon; and,  
13  
14 **WHEREAS**, under this contract, direct employment of Mr. Kalmon by Rock County requires a  
15 payment to Pathway Health Services equal to 30% of his first-year salary; and,  
16  
17 **WHEREAS**, this payment is equal to the amount Rock County would have paid Pathway Health  
18 Services under a separate contract that was under consideration to recruit potential nursing home  
19 administrator candidates.  
20  
21 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled  
22 this \_\_\_\_\_ day of \_\_\_\_\_, 2018, confirms the appointment of Clayton Kalmon, as Nursing  
23 Home Administrator in accordance with the attached conditions of employment  
24

25 **BE IT FURTHER RESOLVED** that the 2018 Budget be amended as follows:

<u>A/C DESCRIPTION</u>	<u>2018 BUDGET</u>	<u>CHANGE</u>	<u>AMENDED BUDGET</u>
<b>Source of Funds:</b>			
32-8000-9500-46400 Rock Haven Fund Balance	-0-	\$37,359	\$37,359
<b>Use of Funds:</b>			
32-8000-9500-62104 Consulting Services	\$5,000	\$37,359	\$42,359

Respectfully Submitted,

HEALTH SERVICES COMMITTEE

\_\_\_\_\_  
Norvain Pleasant, Chair

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Brenton Driscoll

\_\_\_\_\_  
Vacant

\_\_\_\_\_  
Kara Hawes

CONFIRMATION OF APPOINTMENT OF NURSING HOME ADMINISTRATOR AND  
AMENDING 2018 BUDGET

Page 2

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Vacant, Vice Chair

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Vacant

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Betty Jo Bussie

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

\_\_\_\_\_

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

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.



Richard Greenlee  
Corporation Counsel

FISCAL NOTE:

Funding for the Nursing Home Administrator position was included in the 2018 budget. Per the resolution, the additional funds needed to close out the Pathway Health Services' contract will come from the Rock Haven fund balance.



Sherry Oja  
Finance Director

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# COUNTY OF ROCK, WISCONSIN

## Employment Services Agreement

THIS AGREEMENT, made and entered into by and between the County of Rock (hereinafter referred to as "EMPLOYER") and Clayton Kalmon (hereinafter, "EMPLOYEE"),

### WITNESSETH:

WHEREAS EMPLOYER whose address is c/o County Administrator, 51 South Main Street, Janesville, WI 53545, desires to obtain the services of Clayton Kalmon to serve as Nursing Home Administrator,

WHEREAS EMPLOYEE, whose current address is 1200 Adler Rd, Marshfield, WI 54449 is able and willing to serve as Nursing Home Administrator;

NOW, THEREFORE, in consideration of the promises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, EMPLOYER and EMPLOYEE do agree as follows:

1. CONDITIONS OF EMPLOYMENT; GENERAL PROVISIONS. Employment of EMPLOYEE is subject to the general supervision and shall be conducted pursuant to the orders, advice and direction of the County Administrator and be governed by the terms and conditions of Chapter 18 of the Rock County Ordinance, except as to the terms and conditions that are herein modified. Employment is further subject to EMPLOYEE's compliance with and implementation of policies established from time to time by EMPLOYER in the exercise of its lawful authority. EMPLOYEE shall perform such other duties as are customarily performed by one holding the same or similar positions in other governmental organizations or businesses which provide similar services. EMPLOYER reserves to the County Administrator the right to require EMPLOYEE to render such other and unrelated services and duties as may be assigned from time to time by the County Administrator.

2. DUTIES OF EMPLOYEE; GENERAL PROVISIONS. EMPLOYEE agrees to perform lawfully, faithfully, industriously, competently, dutifully and to the best of EMPLOYEE's ability, all of the duties that may be required of EMPLOYEE pursuant to the express or implied terms of this agreement, to the level of satisfaction that the County Administrator may reasonably require.

3. DUTIES OF EMPLOYEE; JOB DESCRIPTION. The duties of EMPLOYEE shall include but not be limited to those expressly stated or implied in the job description for the position, as may be revised from time to time by EMPLOYER as circumstances change, and as set forth in applicable state statutes. This paragraph is further subject to the right of assignment reserved to the County Administrator, as set forth in paragraph 1 hereof.

4. DUTIES OF EMPLOYEE; OFFICIAL ACTS OF COUNTY BOARD. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in the ordinances, resolutions or motions of EMPLOYER's county board or any of its committees acting within the scope of their lawful authority.

5. DUTIES OF EMPLOYEE; DIRECTIVES OF COUNTY ADMINISTRATOR. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in orders, directives, or rules of the County Administrator.



53 6. TERM OF AGREEMENT. The term of this agreement shall be a period of 1 year,  
54 commencing at 8:00 a.m., Monday, April 30, 2018, and expiring as of Midnight, April 29, 2019,  
55 unless earlier terminated under other provisions of this agreement or by operation of law.  
56

57 7. NONRENEWAL OF AGREEMENT. At its expiration this agreement shall not be considered  
58 renewed unless extended in writing by mutual agreement of the parties. If it is the County  
59 Administrator's intention not to renew this agreement, the County Administrator will attempt to give  
60 EMPLOYEE three (3) months advance written notice of the intent not to renew this agreement,  
61 provided, however, that failure to give such notice shall create no obligation on EMPLOYER to  
62 continue EMPLOYEE's employment beyond the expiration date of this agreement. The County  
63 Administrator may extend EMPLOYEE's employment on a month-to-month basis for a period not to  
64 exceed 3 months, pending renewal of this agreement.  
65

66 8. EMPLOYEE'S RESPONSIBILITIES; ETHICAL CONSIDERATIONS. EMPLOYEE shall at  
67 all times observe and comply with all ethical obligations imposed or required by constitution, statute,  
68 ordinance or other provision of law and shall at all times conduct EMPLOYEE's personal affairs in  
69 such a manner as to avoid a conflict of interest or appearance of conflict and in accordance with the  
70 duties and responsibilities of public officials. During normal work hours EMPLOYEE shall at all times  
71 devote all of EMPLOYEE's time, attention, knowledge and skills solely to the interests of the  
72 EMPLOYER, and EMPLOYEE shall never use EMPLOYEE's position or confidential information  
73 gained in such work position for EMPLOYEE's personal gain, either directly or indirectly.  
74

75 9. EMPLOYEE'S RESPONSIBILITIES; CONFIDENTIAL INFORMATION. EMPLOYEE shall  
76 not at any time or in any manner, either during the term of this agreement or thereafter, either directly  
77 or indirectly divulge, disclose or communicate to any person any confidential information gained in  
78 the performance of EMPLOYEE's duties except as otherwise required or compelled by law.  
79

80 10. EMPLOYEE'S RESPONSIBILITIES; EXCLUSIVE EMPLOYMENT. EMPLOYEE agrees to  
81 remain in the exclusive employ of EMPLOYER throughout the term of this agreement. The term  
82 "exclusive employ" shall not be construed to prohibit occasional teaching, writing or consulting which  
83 is performed on EMPLOYEE's time off and which does not affect EMPLOYEE's job performance,  
84 subject to prior approval of the County Administrator.  
85

86 11. HOURS OF WORK. The usual and customary hours of business of EMPLOYER are from  
87 8:00 a.m. to 5:00 p.m., Monday through Friday, however, as a managerial employee, EMPLOYEE  
88 shall have as a condition of employment a job to perform and shall work such hours as are  
89 necessary to accomplish the tasks assigned to EMPLOYEE.  
90

91 12. EVALUATION AND GOALS. At least annually, the County Administrator or his or her  
92 designee shall meet with EMPLOYEE to discuss job performance and to define goals and objectives  
93 for both EMPLOYEE and EMPLOYER.  
94

95 13. EMPLOYEE'S DUTIES; LIMITED CONTRACTING AUTHORITY. EMPLOYEE shall not  
96 have the right to make contracts or commitments for or on behalf of EMPLOYER except as expressly  
97 authorized in advance by statute, ordinance, or express written consent of EMPLOYER.  
98

99 14. COMPENSATION OF EMPLOYEE; BASE COMPENSATION. EMPLOYER shall pay  
100 EMPLOYEE, and EMPLOYEE shall accept from EMPLOYER in payment for EMPLOYEE's services,  
101 direct compensation at a rate provided for in the Unilateral Pay Plan for the position occupied by the  
102 EMPLOYEE.  
103

104 15. COMPENSATION OF EMPLOYEE; COMPENSATION FOR EXPENSES. EMPLOYER  
105 shall reimburse EMPLOYEE for all necessary expenses incurred in the service of EMPLOYER, in  
106 accordance with Rock County ordinances and regulations on reimbursement of expenses, provided  
107 that EMPLOYEE complies with all applicable provisions of law and Rock County ordinances and  
108 procedures prior to incurring or claiming reimbursement for such expenses. It is expressly

109 understood that prior approval of the County Administrator is required for attendance at conferences  
110 held outside of Wisconsin and that attendance is further subject to the rules, regulations and  
111 ordinances applicable to managerial employees employed by the EMPLOYER.  
112

113 16. COMPENSATION OF EMPLOYEE; FRINGE BENEFITS. Except as otherwise set forth in  
114 this agreement, and in addition to the monetary compensation set forth above EMPLOYEE shall  
115 receive fringe benefits as are enumerated from time to time in resolutions and general ordinances of  
116 EMPLOYER, on the same terms as these are made available to non-represented managerial and  
117 professional employees of EMPLOYER.  
118

119 17. VACATION. EMPLOYEE shall receive twenty (20) days of vacation commencing with  
120 date of hire, April 30, 2018. Carry-over of unused vacation shall be allowed under such conditions  
121 as are contained in the Rock County Personnel Policy.  
122

123 18. COMPENSATION OF EMPLOYEE; TREATMENT OF DIRECT COMPENSATION FOR  
124 TAX PURPOSES. The direct financial compensation paid EMPLOYEE under this Agreement shall  
125 be treated as wages for federal and state tax purposes and for purposes of allowing EMPLOYEE to  
126 participate in the Wisconsin retirement system. EMPLOYEE recognizes that EMPLOYER will  
127 withhold taxes, Social Security and the like from direct compensation. EMPLOYEE shall be allowed  
128 to participate in EMPLOYER's deferred compensation program(s) and Section 125 Flexible  
129 Spending Account, at EMPLOYEE's option and to the extent permitted by law.  
130

131 19. TERMINATION OF AGREEMENT BY EMPLOYEE; NOTICE REQUIRED FOR  
132 RESIGNATION. This agreement may be terminated by EMPLOYEE on 30-days' written notice to  
133 the County Administrator. Any such notice, once accepted by the County Administrator, may not be  
134 withdrawn or rescinded. The fact that the County Administrator has asked EMPLOYEE for  
135 EMPLOYEE's resignation shall not invalidate any such resignation once tendered to, and accepted  
136 by, the County Administrator. Accrued but unused vacation and holiday time shall be paid out to  
137 EMPLOYEE upon resignation, provided sufficient notice as required above is received.  
138

139 20. TERMINATION OF AGREEMENT BY EMPLOYER; EMPLOYER'S RIGHT TO  
140 TERMINATE AT WILL. This agreement may be terminated, or any obligation of EMPLOYER under  
141 this agreement may be suspended, by the County Administrator at any time during its term, in the  
142 sole discretion of the County Administrator. EMPLOYEE shall be deemed to be an at-will employee  
143 of EMPLOYER who shall have no remedy or recourse in the event of disciplinary action, up to and  
144 including discharge.  
145

146 21. TERMINATION OF AGREEMENT BY EMPLOYER; DISCIPLINARY ACTION;  
147 PROCEDURE FOR DISCIPLINARY ACTION. All disciplinary action shall originate from the County  
148 Administrator and be accomplished by the County Administrator.  
149

150 22. EMPLOYER TO INDEMNIFY AND DEFEND EMPLOYEE FOR OFFICIAL ACTS.  
151 EMPLOYER shall indemnify, defend and hold harmless EMPLOYEE, in accordance with the  
152 requirements of s. 895.46, Wis. Stats. EMPLOYER reserves the right to compromise or settle any  
153 such litigation in any fashion deemed advantageous to EMPLOYER, regardless of whether  
154 EMPLOYEE consents thereto.  
155

156 23. CONSTRUCTION OF AGREEMENT; NO ASSIGNMENT. EMPLOYEE shall not assign or  
157 transfer any interest or obligation in this Agreement, whether by assignment or novation. It is  
158 expressly understood EMPLOYER will not consent to any assignment of EMPLOYEE's duties and  
159 obligations.  
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161 24. CONSTRUCTION OF AGREEMENT; SEVERABILITY. All parts of this agreement are  
162 severable from all other parts and invalidity of any part shall not operate to invalidate any other part.  
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25. CONSTRUCTION OF AGREEMENT; WISCONSIN LAW CONTROLS. It is expressly understood and agreed that in the event of any dispute between the parties, arising under this agreement, Wisconsin law shall control to the extent that it is not superseded by any applicable federal law.

26. CONSTRUCTION OF AGREEMENT; ENTIRE AGREEMENT. This Agreement constitutes the entire agreement of the parties and supersedes any and all negotiations of the parties relating to the subject matter hereof. Any prior employment agreement between the parties, together with any extension or renewal of such agreement, is likewise terminated and superseded by this Agreement. All of EMPLOYEE's rights, of any nature whatsoever, arising from, by or under any prior employment agreement between the parties are hereby compromised in their entirety.

IN WITNESS WHEREOF, EMPLOYER and EMPLOYEE have executed this agreement effective as of the day and date by which EMPLOYER's authorized representative and EMPLOYEE have affixed their respective signatures, as indicated below.

**FOR EMPLOYER:**

Date: \_\_\_\_\_  
Josh Smith, Rock County Administrator

**BY EMPLOYEE:**

Date: \_\_\_\_\_  
Clayton Kalmon, Nursing Home Administrator

**WITNESS:**

Date: \_\_\_\_\_