

# ROCK COUNTY, WISCONSIN



## FINANCE COMMITTEE THURSDAY – JUNE 21, 2018 - 7:30 A.M. CONFERENCE ROOM N-1 - FIFTH FLOOR ROCK COUNTY COURTHOUSE-EAST

### AGENDA

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – June 7, 2018
5. Transfers and Appropriations
6. Review of Payments
7. Review of Payments over \$10,000
8. Resolutions and Committee Endorsements
  - A. Authorizing Upgrade to Audio and Video Conferencing System for the Courts
  - B. Accepting High Intensity Drug Trafficking Area (HIDTA) Grant and Amending the Sheriff's Budget
  - C. Authorizing the Purchase of ADA Automatic Door Opener Hardware for the Courthouse and Amending the 2018 Facilities Management Budget
  - D. Changing the Title of the Legal Stenographer Positions to Legal Support Specialists, Creating 2.0 FTE New Legal Support Specialists, and Amending the 2018 Budget
9. Updates
  - A. Update and Discussion on Properties Subject to In-Rem Foreclosure Process
  - B. Update and Discussion on Wisconsin Surplus Online Auction
  - C. Set Date and Time for Tour of Foreclosures of Tax Lien Properties
  - D. Discussion and Possible Action on Changes to the Fund Balance Policy
10. Adjournment

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
00-0000-0001-17100	POSTAGE METER CH				
		P1800036	05/17/2018	UNITED MAILING SERVICES INC	512.07
		P1800037	05/03/2018	UNITED STATES POSTAL SERVICE	20,000.00
00-0000-0001-22158	SHORT TERM DISAB				
		P1800340	05/10/2018	NATIONAL INSURANCE SERVICES OF	8,395.66
00-0000-0001-22159	LONG TERM DIS				
		P1800340	05/10/2018	NATIONAL INSURANCE SERVICES OF	10,020.97
<b>GENERAL FUND PROG TOTAL</b>					<b>38,928.70</b>
00-0000-0063-29663	W C TRUST				
			05/10/2018	ALLIANCE,THE	351.21
<b>ISF-SELF INS PROG TOTAL</b>					<b>351.21</b>
00-0000-0071-29264	DLF-SUPPLIES/EXP				
		P1801548	05/10/2018	HUMANE SOCIETY OF SOUTHERN WIS	5,446.00
<b>AGENCY FUNDS PROG TOTAL</b>					<b>5,446.00</b>

I have reviewed the preceding payments in the total **\$44,725.91**

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

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
05-1500-0000-63100	OFC SUPP & EXP				
		P1800038	05/10/2018	JP MORGAN CHASE BANK NA	106.56
05-1500-0000-63107	PUBL & LEGAL				
		P1800034	05/17/2018	BLISS COMMUNICATIONS INC	199.73
05-1500-0000-64200	TRAINING EXP				
		P1800038	05/10/2018	JP MORGAN CHASE BANK NA	479.96
		P1801578	05/17/2018	SUPERION LLC	200.00
05-1500-0000-68010	EXP.ALLOCATIONS				
		P1800038	05/10/2018	JP MORGAN CHASE BANK NA	17,726.79
		P1800334	05/10/2018	PACKAGE PRO EXPRESS DELIVERY I	3,512.95
				<b>FINANCIAL SERVICES PROG TOTAL</b>	<b>22,225.99</b>
05-1520-0000-62119	OTHER SERVICES				
			05/24/2018	EMPLOYEE BENEFITS CORPORATION	903.90
				<b>SECTION 125 FLEXIBLE SPENDING PROG TOTAL</b>	<b>903.90</b>
05-1560-0000-62400	R & M SERV				
		P1800165	05/24/2018	RHYME BUSINESS PRODUCTS	844.00
05-1560-0000-63104	PRNT & DUPLICATI				
		P1800038	05/10/2018	JP MORGAN CHASE BANK NA	3,099.24
				<b>CENTRAL SERVICES PROG TOTAL</b>	<b>3,943.24</b>

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
----------------	--------------	-----	------------	-------------	-------------

I have reviewed the preceding payments in the total \$27,073.13

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

Committee \_\_\_\_\_

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62119	OTHER SERVICES				
		P1800373	05/24/2018	CHARTER COMMUNICATIONS	1,484.82
		P1800383	05/17/2018	JP MORGAN CHASE BANK NA	699.98
		P1801521	05/03/2018	DIGICORP INC	2,023.80
		P1801603	05/31/2018	CORE BTS INC	75.00
07-1430-0000-62491	SOFTWARE MAINT				
		P1703025	05/24/2018	ORACLE CORPORATION	1,048.23
		P1800383	05/17/2018	JP MORGAN CHASE BANK NA	151.04
		P1800636	05/03/2018	CDW GOVERNMENT INC	411.88
		P1800646	05/24/2018	ORACLE CORPORATION	1,888.97
		P1801489	05/24/2018	CDW GOVERNMENT INC	342,595.32
		P1801525	05/03/2018	HIGHLINE CORPORATION	59,097.00
		P1801562	05/24/2018	DATAWATCH CORPORATION	895.00
07-1430-0000-63101	POSTAGE				
		P1800383	05/17/2018	JP MORGAN CHASE BANK NA	11.10
07-1430-0000-63407	COMPUTER SUPPL				
		P1800382	05/03/2018	HARRIS ACE HARDWARE LLP	7.96
		P1800636	05/10/2018	CDW GOVERNMENT INC	4,850.72
07-1430-0000-64200	TRAINING EXP				
		P1800383	05/17/2018	JP MORGAN CHASE BANK NA	2,460.90
		P1801180	05/03/2018	CORE BTS INC	3,150.00
07-1430-0000-64701	SOFTWARE PURCH				
		P1800383	05/17/2018	JP MORGAN CHASE BANK NA	258.11
		P1801432	05/03/2018	NETWRIX CORPORATION	31,374.00
		P1801488	05/24/2018	CDW GOVERNMENT INC	17,508.02
07-1430-0000-67131	OTHER COMP HARDW				
		P1801613	05/31/2018	CORE BTS INC	17,269.30
				<b>INFORMATION TECHNOLOGY PROG TOTAL</b>	<b>487,271.15</b>
07-1440-0000-64701	SOFTWARE PURCH				
		P1702101	05/24/2018	SUPERION LLC	867.20
				<b>GENERAL LEDGER UPGRADE PROG TOTAL</b>	<b>867.20</b>
07-1444-0000-64701	SOFTWARE PURCH				
		P1601659	05/24/2018	HIGHLINE CORPORATION	10,239.54
07-1444-0000-67161	CA \$5,000/MORE				
		P1801628	05/31/2018	ENTERPRISE SYSTEMS GROUP	9,568.50
				<b>IT CAPITAL PROJECTS PROG TOTAL</b>	<b>19,808.04</b>
07-1450-0000-62400	R & M SERV				
		P1800374	05/24/2018	CINTAS FIRE PROTECTION	570.50
07-1450-0000-62491	SOFTWARE MAINT				
		P1800682	05/24/2018	ORACLE CORPORATION	587.54
		P1801508	05/03/2018	GIS WORKSHOP LLC	900.00
		P1801555	05/24/2018	CHESTNUT HEALTH SYSTEMS	1,612.00
		P1801641	05/24/2018	NETSMART TECHNOLOGIES INC	8,709.06
		P1801647	05/24/2018	TVEYES INC	1,600.00

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
		P1801670	05/31/2018	CARLSON SOFTWARE INC	175.00
07-1450-0000-64701	SOFTWARE PURCH				
		P1801454	05/03/2018	OPENTEXT	3,605.01
07-1450-0000-67130	TERMINALS/PC'S				
		P1800637	05/31/2018	CDW GOVERNMENT INC	7,602.48
		P1800638	05/24/2018	CDW GOVERNMENT INC	5,642.51
		P1801487	05/24/2018	PARAGON DEVELOPMENT SYSTEMS	2,688.50
07-1450-0000-67143	IT CROSS CHARGES				
		P1800637	05/03/2018	CDW GOVERNMENT INC	978.20
		P1800638	05/03/2018	CDW GOVERNMENT INC	2,498.90
		P1801670	05/31/2018	CARLSON SOFTWARE INC	175.00
07-1450-0000-67161	CA \$5,000/MORE				
		P1801458	05/24/2018	LASER TECHNOLOGY INC	12,995.25
<b>IT-CROSS CHARGES PROG TOTAL</b>					<b>50,239.95</b>

I have reviewed the preceding payments in the total **\$558,186.34**

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

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
14-1410-0000-44155	WORK PERMITS				
		P1800047	05/10/2018	EQUAL RIGHTS DIVISION	150.00
14-1410-0000-63100	OFC SUPP & EXP				
		P1800045	05/03/2018	STAPLES BUSINESS ADVANTAGE	313.52
		P1801569	05/17/2018	CNA SURETY DIRECT BILL	30.00
<b>COUNTY CLERK PROG TOTAL</b>					<b>493.52</b>
14-1411-0000-63107	PUBL & LEGAL				
		P1800040	05/10/2018	BLISS COMMUNICATIONS INC	1,855.48
<b>ELECTIONS PROG TOTAL</b>					<b>1,855.48</b>

I have reviewed the preceding payments in the total \$2,349.00

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

Committee \_\_\_\_\_

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
15-1540-0000-64200	TRAINING EXP				
		P1801507	05/03/2018	WISCONSIN COUNTY TREASURERS	125.00
15-1540-0000-64926	BANK SERV.CHGS.				
		P1800343	05/24/2018	BRINKS INC	499.05
<b>COUNTY TREASURER PROG TOTAL</b>					<b>624.05</b>

I have reviewed the preceding payments in the total **\$624.05**

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



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

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
17-1710-0000-63100	OFC SUPP & EXP	P1800327	06/31/2018	WISCONSIN DEPARTMENT OF ADMINI	12.48
		P1800330	06/31/2018	STAPLES BUSINESS ADVANTAGE	50.80
17-1710-0000-63106	PLAT BOOKS	P1800328	06/10/2018	MAPPING SOLUTIONS	137.50
		<b>REGISTER OF DEEDS PROG TOTAL</b>			
17-1715-0000-62119	OTHER SERVICES	P1800326	05/17/2018	FIDLAR COMPANIES	2,000.00
		<b>ROD REDACTION PROJECT PROG TOTAL</b>			

I have reviewed the preceding payments in the total **\$2,200.78**

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

Committee \_\_\_\_\_

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
19-1910-0000-65103	PUBLIC LIABILITY				
		P1801617	05/24/2018	MUNICIPAL PROPERTY INSURANCE C	171,117.00
				PROPERTY & LIABILITY INSURANCE PROG TOTAL	<u>171,117.00</u>
19-1912-0000-61710	WORKERS COMP				
		P1800336	05/10/2018	WILLIS OF WISCONSIN INC	3,400.00
				WORKER'S COMPENSATION PROG TOTAL	<u>3,400.00</u>
19-1915-0000-62104	CONSULTING SERV				
		P1800336	05/10/2018	ASSOCIATED BENEFITS AND RISK C	3,250.00
19-1915-0000-62119	OTHER SERVICES				
			05/10/2018	ALLIANCE,THE	1,711.20
			05/10/2018	PBA INC	22,044.45
				HEALTH INSURANCE PROG TOTAL	<u>27,006.65</u>
19-1933-0000-64904	SUNDRY EXPENSE				
		P1800740	05/17/2018	JP MORGAN CHASE BANK NA	144.23
				EMPLOYEE WELLNESS ACTIVITIES PROG TOTAL	<u>144.23</u>

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
----------------	--------------	-----	------------	-------------	-------------

I have reviewed the preceding payments in the total \$201,666.88

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

Rock County

REPORT OF PAYMENTS OVER \$10,000

05/31/2018

<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Amount Paid</u>
	ALL OTHER GEN	HEALTH INSURANCE	PBA INC	22,044.45
P1701336	FACILITIES	COURTHOUSE SECUR	GILBANK CONSTRUCTION INC	151,492.50
P1701435	FACILITIES	U-ROCK EXPANSION	TRI COR MECHANICAL INC	16,854.00
P1701842	911 COMM.	911 OPERATIONS	GENERAL COMMUNICATIONS INC	52,608.06
P1702525	FACILITIES	HCC COMPLEX	JD ENVIRONMENTAL LLC	25,900.00
P1800022	SHERIFF	SHERIFF	EWALD AUTOMOTIVE GROUP	32,600.50
P1800023	SHERIFF	SHERIFF	EWALDS HARTFORD FORD LINCOLN M	50,479.00
P1800037	NOT APPLICABLE	GENERAL FUND	UNITED STATES POSTAL SERVICE	20,000.00
P1800038	FINANCE	FINANCE	JP MORGAN CHASE BANK NA	10,878.42
P1800066	FACILITIES	HWY BUILDINGS/GR	VAN BROCKLIN ELECTRIC LLC	35,600.00
P1800204	ROCK HAVEN	RH CONT SERV T18	GENESIS REHABILITATION SERVICE	49,022.51
P1800221	ROCK HAVEN	GEN SERV INS	MMIC INSURANCE INC	26,229.00
P1800248	ROCK HAVEN	RH CONT SERV T18	THRIFTY WHITE PHARMACY	12,924.29
P1800251	ROCK HAVEN	SUPP SERV ADMIN	WISCONSIN DEPARTMENT OF HEALTH	21,760.00
P1800253	ROCK HAVEN	SUPP SERV ADMIN	PATHWAY HEALTH SERVICES	37,358.50
P1800340	NOT APPLICABLE	GENERAL FUND	NATIONAL INSURANCE SERVICES OF	18,416.63
P1800538	SHERIFF	CORR.FACILITY	ADVANCED CORRECTIONAL HEALTHCA	73,646.44
P1800541	SHERIFF	CORR.FACILITY	ARAMARK CORRECTIONAL SERVICES	44,720.12
P1800547	SHERIFF	CORR.FACILITY	BI INC	33,325.07
P1800616	SHERIFF	SHERIFF	KWIK TRIP EXTENDED NETWORK	18,374.75
P1800666	FACILITIES	ECLIPSE CENTER	HENDRICKS COMMERCIAL PROPERTIE	11,424.57
P1800667	FACILITIES	HWY BUILDINGS/GR	PETERSON CLEANING INC	20,818.92
P1800762	FACILITIES	UW-ROCK COUNTY	SIEMENS INDUSTRY INC	12,827.00
P1800845	FACILITIES	COURTHOUSE SECUR	POTTER LAWSON ARCHITECTS INC	18,092.04
P1801231	FACILITIES	JOB CENTER	HALVERSON CARPET CENTER LTD	29,000.00
P1801326	FACILITIES	HCC COMPLEX	GILBANK CONSTRUCTION INC	42,071.40

Rock County

REPORT OF PAYMENTS OVER \$10,000

05/31/2018

---

<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Amount Paid</u>
P1801432	INFORMATION TECH	INFORMATION TECH	NETWRIX CORPORATION	31,374.00
P1801458	INFORMATION TECH	IT-CROSS CHARGES	LASER TECHNOLOGY INC	12,995.25
P1801488	INFORMATION TECH	INFORMATION TECH	CDW GOVERNMENT INC	17,508.02
P1801489	INFORMATION TECH	INFORMATION TECH	CDW GOVERNMENT INC	342,595.32
P1801525	INFORMATION TECH	INFORMATION TECH	HIGHLINE CORPORATION	59,097.00
P1801531	FACILITIES	HCC COMPLEX	VENTURE ARCHITECTS	12,437.50
P1801532	UW EXTENSION	FARM CAP PROJ	WALTERS BUILDINGS	16,584.00
P1801613	INFORMATION TECH	INFORMATION TECH	CORE BTS INC	17,269.30
P1801617	ALL OTHER GEN	P & L INSURANCE	MUNICIPAL PROPERTY INSURANCE C	171,117.00

---

CLAIMS IN THE AMOUNT \$1,569,445.56 HAVE BEEN PAID FOR THE MONTH OF MAY 2018 .

PLEASE CONTACT THE FINANCE DIRECTOR WITH ANY QUESTIONS:

SHERRY OJA

608-757-5534

SHERRY.OJA@CO.ROCK.WI.US

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Mickey Crittenden, Director of IT  
INITIATED BY



Mickey Crittenden, Director of IT  
DRAFTED BY

Finance Committee  
SUBMITTED BY

June 12, 2018  
DATE DRAFTED

**Authorizing Upgrade to Audio and Video Conferencing System for the Courts**

- 1 **WHEREAS**, the current video conferencing system that is used by the Courts, the Sheriff's Office, and
- 2 the Youth Services Center for audio and visual purposes and court is approaching 14 years old and no
- 3 longer meets industry standards for video conferencing, and a capital project was created and budgeted
- 4 for upgrading the system in 2018; and,
- 5
- 6 **WHEREAS**, the use of video conferencing by the Courts has significantly curtailed the expense of
- 7 transporting Jail or state institution inmates for hearings and other Court-required appearances; and,
- 8
- 9 **WHEREAS**, the Court Technology Workgroup developed a specification framework of requirements
- 10 for upgrading the current Video Conferencing system that includes courtrooms A and C, the Jail
- 11 courtroom, the Sheriff's Office South Station, and the Youth Services Center as well as expanding the
- 12 system to include courtrooms B and D; and,
- 13
- 14 **WHEREAS**, the County issued a Request for Proposal and received four proposals for upgrading and
- 15 expanding the system, with Enterprise Systems Group being the best proposal based on the ratings of
- 16 their proposal compared to the other qualified vendors; and,
- 17
- 18 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 19 this \_\_\_\_\_ day of \_\_\_\_\_, 2018 that a Purchase Order for upgrading and expanding the
- 20 Courts video and audio conferencing system be issued to Enterprise Systems Group, Little Chute, WI
- 21 in the amount of \$424,176.65.

Respectfully submitted,

**FINANCE COMMITTEE**

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

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

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

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

\_\_\_\_\_  
Bob Yeomans

**FISCAL NOTE:**

Sufficient funds are available in the budget for this project. This project is being funded by sales tax revenue.

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.

Richard Greenlee  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.

Josh Smith  
County Administrator

## Executive Summary for the Upgrading the Video and Audio Conferencing System for the Courts

This resolution authorizes the budgeted upgrade and expansion of the video conferencing system that is used by the Courts in partnership with the Sheriff's Office and Human Services. The current video conferencing locations targeted for upgrade include:

- Courtrooms A and C;
- Jury Assembly Room;
- Jail Courtroom, and
- Youth Services Center
- Sheriff's Office South Station.

Additionally, the project will expand the video conferencing environment to include Courtrooms B and D to further curtail the significant expense of transporting inmates and to be able to conference with any external party who would otherwise need to travel to the Courthouse.

In the 1<sup>st</sup> five months of this year, the RCSO made 94 trips out of the County totaling 41,304 miles of inmate transports. Overtime costs are estimated at \$47,508 (averaging \$9,502/month). Vehicle mileage costs totaled \$22,304 (averaging \$4,461/month). Total transport costs of overtime and vehicle mileage were estimated at \$69,812 during this time period (\$13,962/month).

Although not all of these costs would be able to be eliminated through videoconferencing, a substantial amount would be.

The Courts Technology Workgroup, with participation from all the video and audio conferencing stakeholders, created a set of requirements and specifications that were used to develop a Request for Proposal to solicit proposals from prospective vendors.

Four qualified vendors submitted proposals, and the proposal from Enterprise Systems Group of Little Chute, WI was the highest rated according to criteria that included:

- General quality and adequacy of proposed solution;
- Technical approach to the solution;
- Quality of vendor organization, personnel, and experience;
- Reasonableness of cost estimates, and
- Ability to complete work within a reasonable period.

The proposed solution includes all hardware (monitors, amplifiers, microphones, speakers, cameras, and other components) and control software that is required for the system. Installation services is also part of the project, which has a total cost of 424,176.65.



**PROPOSAL SUMMARY FORM**

PROPOSAL NUMBER 2018-08  
 PROPOSAL NAME AUDIO VISUAL EQUIPMENT UPGRADE AND INSTALLATION  
 PROPOSAL DUE DATE FEBRUARY 26, 2018 – 12:00 NOON  
 DEPARTMENT INFORMATION TECHNOLOGY & CLERK OF CIRCUIT COURTS

	ENTERPRISE SYSTEMS GROUP LITTLE CHUTE WI	FOX RIVER GRAPHICS EAST DUNDEE IL	INTEGRAL BUILDING SYSTEMS MADISON WI	CEC MADISON WI
RATER 1	64	60	57	0
RATER 2	79	70	82	40
RATER 3	95	95	65	37
RATER 4	92	95	96	70
RATER 5	96	94	92	69
<b>TOTAL</b>	<b>426</b>	<b>414</b>	<b>392</b>	<b>216</b>

Proposals were evaluated based on the following criteria:

1. General quality and adequacy of response MAXIMUM 20 POINTS
2. Technical approach – quality of package provided MAXIMUM 25 POINTS
3. Organization, personnel and experience MAXIMUM 25 POINTS
4. Reasonableness of cost estimates MAXIMUM 20 POINTS
5. Ability to complete work within a reasonable period of time MAXIMUM 10 POINTS

Request for Proposals was advertised in the Janesville Gazette and on the Internet. Five vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

\_\_\_\_\_  
CHAIR VOTE DATE



**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden  
INITIATED BY



Diane Michaelis  
DRAFTED BY

Public Safety and Justice Committee  
SUBMITTED BY

June 12, 2018  
DATE DRAFTED

**Accepting High Intensity Drug Trafficking Area (HIDTA) Grant and  
Amending the Sheriff's Budget**

1 **WHEREAS**, the Sheriff's Office has been awarded an additional \$37,050 grant from the High Intensity  
2 Drug Trafficking Area (HIDTA) Program; and,  
3

4 **WHEREAS**, the HIDTA Program is a program administered by the Office of National Drug Control  
5 Policy (ONDCP); and,  
6

7 **WHEREAS**, the purpose of the Program is to reduce drug trafficking and drug production in the United  
8 States.  
9

10 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
11 this \_\_\_\_\_ day of \_\_\_\_\_, 2018 to approve and authorize the acceptance of \$37,050 of  
12 HIDTA grant funds and to authorize the Sheriff to sign the award documents.  
13

14 **BE IT FURTHER RESOLVED** that the 2018 Sheriff's budget be amended as follows:  
15

16 Account/ 17 Description	Budget 06/01/18	Increase (Decrease)	Amended Budget
18 <b>Source of Funds</b>			
19 21-2140-2018-42100	\$19,950	\$37,050	\$57,000
20 Federal Aid			
21			
22 <b>Use of Funds</b>			
23 21-2140-2018-61210	\$8,750	\$16,250	\$25,000
24 Overtime			
25 21-2140-2018-63904	\$2,170	\$430	\$2,600
26 Policing and First Aid Supplies			
27 21-2140-2018-63908	\$5,250	\$9,750	\$15,000
28 Investigative Expenses			
29 21-2140-2018-65331	\$3,780	\$10,620	\$14,400
30 Equipment Lease			
31			

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

FINANCE COMMITTEE ENDORSEMENT  
Reviewed and approved on a vote of

\_\_\_\_\_  
Mary Beaver, Chair

\_\_\_\_\_

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

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

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

\_\_\_\_\_  
Brian Knudson

\_\_\_\_\_  
Phil Owens

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of an additional \$37,050 in HIDTA funds. No county matching funds are required.



Sherry Oja  
Finance Director

LEGAL NOTE:

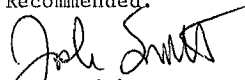
As an amendment to the adopted 2018 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator

### Executive Summary

The Sheriff's Office was awarded an additional \$37,050 grant from the High Intensity Drug Trafficking Area (HIDTA) Program, bringing the total grant to \$57,000. The HIDTA program is administered by the Office of National Drug Control Policy (ONDCP).

The purpose of the HIDTA Program is to reduce drug trafficking and drug production in the United States. The HIDTA Program provides funding resources to joint initiatives of federal, state, local, and tribal agencies in each area designated as a HIDTA to carry out activities that address the specific drug threats of those areas.

The grant funds will be used for overtime, supplies, investigative expenses, and leased vehicles.

Overtime	\$25,000
Supplies	\$2,600
Investigative Expenses	\$15,000
Leased Vehicles	<u>\$14,400</u>
Total	\$57,000

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee  
INITIATED BY



Brent Sutherland  
DRAFTED BY

General Services Committee  
SUBMITTED BY

June 12, 2018  
DATE DRAFTED

**Authorizing the Purchase of ADA Automatic Door Opener Hardware for the  
Courthouse and Amending the 2018 Facilities Management Budget**

1 **WHEREAS**, \$5,000 was budgeted in 2018 for the purchase of ADA supplies; and,  
 2  
 3 **WHEREAS**, there currently is a need to purchase ADA automatic opener hardware for 3 doors to  
 4 assist an employee in performing their job duties; and,  
 5  
 6 **WHEREAS**, Facilities Management staff will install the hardware after being trained in the  
 7 installation of the hardware by Allegion the hardware manufacturer; and,  
 8  
 9 **WHEREAS**, the hardware cost is \$18,496.96 through the Allegion federal purchasing contract  
 10 GSA # 07F-0326T.

11  
 12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
 13 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2018, does hereby authorize a purchase order  
 14 be issued to Access Hardware Supply, of San Leandro, CA in the amount of \$18,496.96 for the  
 15 automatic door opener hardware.

16  
 17 **BE IT FURTHER RESOLVED**, that the Facilities Management 2018 budget be amended as  
 18 follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET 6/12/18</u>	<u>INCREASE/ (DECREASE)</u>	<u>AMENDED BUDGET</u>
<u>Source of Funds</u>			
18-1810-0000-46450	0	\$14,000	\$14,000
Sales Tax			
<u>Use of Funds:</u>			
18-1810-0000-64008	\$ 5,000	\$14,000	\$ 19,000
Supplies-ADA			

Respectfully submitted,

GENERAL SERVICES COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

\_\_\_\_\_  
Henry Brill, Chair

Reviewed and approved on a vote of \_\_\_\_\_.

\_\_\_\_\_  
Jeremy Zajac, Vice Chair

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

\_\_\_\_\_  
Tom Brien

\_\_\_\_\_  
Robert Potter

\_\_\_\_\_  
Yuri Rashkin

Authorizing the Purchase of ADA Automatic Door Opener Hardware for the Courthouse and  
Amending the 2018 Facilities Management Budget  
Page 2

FISCAL NOTE:

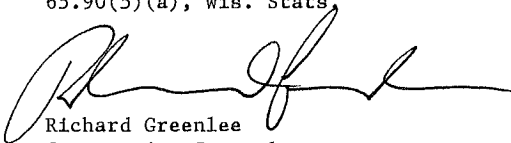
This resolution approves the use of \$14,000 in excess sales tax revenues to help fund hardware to make three doors ADA compliant.



Sherry Oja  
Finance Director

LEGAL NOTE:

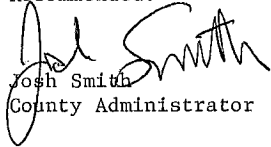
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. As an amendment to the adopted 2018 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

*Executive Summary*

Purchase of ADA Automatic Door Opener Hardware at the Courthouse and Amending  
the 2018 Facilities Management Budget

The resolution before you authorizes the purchase of ADA automatic door opener hardware for 3 doors at the Courthouse in the Amount of \$18,496.96 and amends the Facilities Managements 2018 budget. We have a staff person requiring this hardware to be able to perform their daily tasks successfully. Rock County Facilities Management team will be installing the hardware. We also took advantage of federal contract pricing.

In addition to assisting this employee, installing this hardware will improve the overall ADA accessibility of the Courthouse. This is consistent with the County's strategy of making accessibility improvements on an incremental and priority basis.

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

DAVID O'LEARY  
INITIATED BY



RENEE GROVER  
DRAFTED BY

COUNTY BOARD STAFF  
SUBMITTED BY

JUNE 11, 2018  
DATE DRAFTED

CHANGING THE TITLE OF THE LEGAL STENOGRAPHER POSITIONS TO LEGAL SUPPORT SPECIALISTS, CREATING 2.0 FTE NEW LEGAL SUPPORT SPECIALISTS, AND AMENDING THE 2018 BUDGET

1 **WHEREAS**, the title of Legal Stenographer no longer describes the work being done by these positions  
2 in the District Attorney office, creates confusion as applicants and the public have expressed that they  
3 thought these positions were court reporter positions and no comparable of this position was found in the  
4 2017 Salary Study previously undertaken by Human Resources; and  
5  
6 **WHEREAS**, the title of Legal Support Specialist is more indicative of the support role these positions  
7 provide to the Prosecutors in the District Attorney's Office in the many varied duties they have been  
8 performing beyond transcribing dictation; and  
9  
10 **WHEREAS**, the type of work performed by these positions has been steadily changing and increasing  
11 over the last several years with the changes in discovery handling, the need to scan reports and all other  
12 case related documents, the implementation to e-filing and the need to learn and use multiple resource  
13 data bases for information necessary to manage cases; and  
14  
15 **WHEREAS**, the volume of work performed by these positions has been greatly impacted due to the  
16 increase in the number and severity of cases referred, the expanded use of body and squad cameras by  
17 law enforcement and prevalence of security footage has significantly increased the volume and time  
18 spent copying, documenting, billing and distributing discovery materials, and the tremendous amount of  
19 documents flooding into our Protect system from the court via e-filing which need to be reviewed and  
20 managed; and  
21  
22 **WHEREAS**, staff turnover in these positions has been significantly higher the last two years; and  
23  
24 **WHEREAS**, the need to use overtime to keep up with even the highest priority tasks has more than  
25 doubled already in 2018; and  
26  
27 **WHEREAS**, some funding is available in 2018 as there has been turnover and temporary vacancies.  
28  
29 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
30 this \_\_\_\_\_ day of \_\_\_\_\_, 2018 that they move to retitle the Legal Stenographer position to  
31 Legal Support Specialist and approve the creation of additional 2.0 Legal Support Specialists.

32  
33 **BE IT FURTHER RESOLVED** that the 2018 Budget be amended as follows:

35	Budget	Increase	Amended
36 Account/Description	<u>8/01/18</u>	<u>(Decrease)</u>	<u>Budget</u>
37 <u>Source of Funds</u>			
38 19-1922-0000-64904			
39 Contingency Fund	\$295,609	\$(23,268)	\$272,341
40			
41 <u>Use of Funds</u>			
42 24-1610-0000-61400	\$ 43,924	\$ 3,660	\$ 47,584
43 FICA			
44			
45 24-1610-0000-61610	\$184,339	\$13,938	\$198,277
46 Health Insurance			

CHANGING THE TITLE OF THE LEGAL STENOGRAPHER POSITIONS TO LEGAL SUPPORT SPECIALISTS, CREATING 2.0 FTE NEW LEGAL SUPPORT SPECIALISTS, AND AMENDING THE 2018 BUDGET

Page 2

47	24-1610-0000-61620	\$5,624	\$538	\$6,162
48	Dental Insurance			
49				
50	24-1610-0000-67160	\$0	\$5,132	\$5,132
51	Capital Assets			

COUNTY BOARD STAFF COMMITTEE

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

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

\_\_\_\_\_  
Richard Bostwick

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

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

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

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

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

\_\_\_\_\_  
Bob Yeomans

PUBLIC SAFETY AND JUSTICE COMMITTEE

\_\_\_\_\_  
Mary Beaver, Chair

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

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

\_\_\_\_\_  
Brian Knudson

\_\_\_\_\_  
Phillip Owens

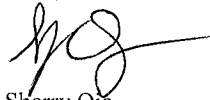
FINANCE COMMITTEE ENDORSEMENT

Review and approved on a vote of \_\_\_\_\_

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

FISCAL NOTE:

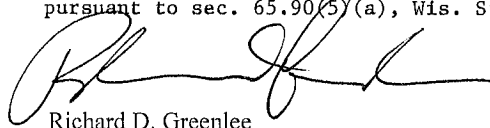
This resolution draws \$23,268 from the contingency fund to help fund an additional 2.0 FTE Legal Support Specialists. The contingency fund has a current balance of \$295,609.



Sherry Oja  
Finance Director

LEGAL NOTE:


The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats. As an amendment to the adopted 2018 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 D. Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator



## EXECUTIVE SUMMARY

The workload for our Legal Stenographers has been growing at an incredible rate in recent years due to changes in how we handle discovery, the need to access and use multiple digital data bases and resources in order to manage and locate discoverable materials, and scanning documents when closing files. In addition the volume of discovery materials has also greatly increased due to the implementation of body cameras, squad video, surveillance videos from commercial and residential sources, phone, social media and other internet sources which all must be copied, billed and distributed to the defense. The implementation of e-filing brings a flood of documents into our system from the courts which must be reviewed and managed, printed or saved or distributed based on the content and type of document received. This too requires a lot of additional time. We have found that the ratio of support staff to attorneys in our office is below that of other offices. We have seen a higher rate of turnover and the volume of workload is a prime factor. While reviewing our office staffing we found no other offices to have positions titled Legal Stenographer. Years ago when shorthand was a required skill this title was a good description of what the position entailed. We have heard comments from the public and from applicants who advised they thought it was a court reporter position. The position as it is now with data entry and management, e-filing, and copying or preparation of digital media, we are asking the position be retitled to Legal Support Specialist as it is a more accurate description of the position and more in line with other Specialist positions in other Rock County offices in the same or similar pay grades.

# 2018 Budget Resolution request for 2 FTE Legal Support Specialists

## Supporting Documentation

Premise is employees would start 8/13/18 (10 pay periods)

		Total
Wages per FTE	\$14,120	\$28,240
FICA	\$1,845	\$3,690
Retirement	\$861	\$1,722
Health Insurance 8S - 5 months	\$6,969	\$13,938
Dental Ins. F - 5 months	\$269	\$538
Life Ins - 5 months	\$5	\$10
Transcription License & equipment	\$379	\$758
Scanner & Service Agreement	\$1,075	\$2,150
Computer w/peripherals per DA IT Spec	\$753	\$1,506
Microsoft Office	\$358	\$716
	\$26,634	\$53,268