

ROCK COUNTY, WISCONSIN

NOTE: This is a Teleconference



**AMENDED:
10/5/2020**

**FINANCE COMMITTEE
THURSDAY – OCTOBER 8, 2020 - 5:00 P.M.
CALL: 1-312-626-6799
MEETING ID: 889 1129 3354
PASSCODE: 595546**

Join Zoom Meeting

<https://us02web.zoom.us/j/88911293354?pwd=VnBCM1dTWVRTWndjT2lUTjVXMnhlQT09>

Meeting ID: 889 1129 3354

Passcode: 595546

One tap mobile

+13126266799,,88911293354#,,,,,0#,,595546# US (Chicago)

+13017158592,,88911293354#,,,,,0#,,595546# US (Germantown)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Germantown)

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+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 889 1129 3354

Passcode: 595546

Find your local number: <https://us02web.zoom.us/u/kcD602wASM>

Join by Skype for Business

<https://us02web.zoom.us/skype/88911293354>

If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Thursday, October 8, 2020. To submit a public comment use the following email: marilyn@co.rock.wi.us.

Join from a telephone:

- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.

- Supervisors: Please identify yourself by name
- **Please mute your phone when you are not speaking to minimize background noises**
- We are new at holding meetings this way, so please be patient

Instructions for the hearing impaired –

<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>

**FINANCE COMMITTEE
THURSDAY – OCTOBER 8, 2020 - 5:00 P.M.**

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – September 24, 2020
4. Citizen Participation, Communications and Announcements
5. Transfers and Appropriations
6. Review of Payments
7. Review of Payments Over \$10,000
8. Committee Review and Approval of Per Meeting Allowances
9. Resolutions and Committee Endorsements
 - A. Amending the 2020 Human Services Department Budget to Accept Parents Supporting Parents Grant Funds and Creating 2.0 FTE Family Well-Being Coordinator Positions
 - B. Authorizing Acceptance of 2020 Edward Byrne Memorial Justice Assistance Grant and Amending 2020 Budget
 - C. Approving Use of the Funds Received from the Sale of the Previous Airboat w/Trailer and Amending the 2020 Rock County Sheriff’s Office Budget
 - D. Request to Purchase Encrypted Media Sticks for County Clerk’s Office
 - E. Request to Purchase Memory for VMWare Server
10. Update, Discussion and Possible Action
 - A. Request Change to Policy 7.2 Timesheets
 - B. Set Meeting Date and Time for Review, Discussion and Recommended Revisions to the 2021 Recommended Budget**
11. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.



FINANCE COMMITTEE
Minutes – September 24, 2020

Call to Order. Vice Chair Davis called the meeting of the Finance Committee to order at 5:00 P.M. on Thursday, September 24, 2020, via teleconference.

Committee Members Present. Supervisors Aegerter, Fox, Purviance and Davis.

Committee Members Excused: Supervisor Mawhinney.

Staff Members Present. Sherry Oja, Finance Director; Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Bridget Laurent, Deputy Corporation Counsel; Richard Greenlee, Corporation Counsel; Paula Schutt, Council on Aging Director; Jim Sandvig, IT Director; Kate Luster, Human Services Director; Brent Sutherland, Facilities Management Director; Lisa Tollefson, County Clerk; Michelle Roettger, County Treasurer; Sandy Disrud, Register of Deeds; Amanda Lagle, IT Business Manager; Terri Carlson, Risk Manager.

Others Present: None.

Approval of Agenda. Supervisor Fox moved approval of the agenda, second by Supervisor Purviance. ADOPTED.

Approval of Minutes – September 10, 2020. Supervisor Aegerter moved approval of the minutes of September 10, 2020, second by Supervisor Fox. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Transfers and Appropriations. None.

Resolutions and Committee Endorsements.

Amending the 2020 Council on Aging Budget to Adjust State Health Insurance Assistance Program (SHIP) Allocations

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2020 does hereby amend the 2020 Rock County Council on Aging budget as follows:

...”

Supervisor Aegerter moved approval of the above resolution, second by Supervisor Purviance. ADOPTED.

Awarding the Contract for the Courthouse Fire Alarm Replacement and Amending the 2020 Facilities Management Budget

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2020 does hereby approve and authorize awarding a contract in the amount of \$58,169 to Omni Technologies of Oregon WI, for the Courthouse Fire Alarm system equipment; and to approve and authorize awarding a contract in the amount of \$290,351 to Electric Construction of Madison WI, for the Courthouse Fire Alarm system installation.

BE IT FURTHER RESOLVED, that a \$35,000 contingency also be approved to cover any unforeseen items and to amend the Facilities Management 2020 budget as follows:

...”

Supervisor Aegerter moved approval of the above resolution, second by Supervisor Fox. ADOPTED.

Amending the 2020 Human Services Department Budget to Accept Additional ADRC Funding

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2020, does hereby authorize the acceptance of the additional ADRC Funding.

BE IT FURTHER RESOLVED that the Human Services Department budget for 2020 be amended as follows:

...”

Supervisor Purviance moved approval of the above resolution, second by Supervisor Aegerter. ADOPTED.

Update, Discussion and Possible Action.

Setting a Price for 2102 Christilla Drive Ms. Roettger went over the history of the property and the neighborhood area. She suggested a price of \$1,000 and the expenses of \$500 for the property. Moved by Supervisor Fox to set the price for 2102 Christilla drive at \$1,000 plus the \$500 in expenses, second by Supervisor Purviance. ADOPTED.

Adjournment. Supervisor Fox moved adjournment at 5:14 P.M., second by Supervisor Aegerter. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF SEPTEMBER 2020

09/24/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
00-0000-0001-17100	POSTAGE METER CH					
		P2000004	09/17/2020	UNITED MAILING SERVICES INC	MONTHLY FEES FOR POSTAGE	740.66
		P2000007	09/17/2020	UNITED STATES POSTAL SERVICE	REPLENISH POSTAGE	20,000.00
00-0000-0001-22158	SHORT TERM DISAB					
		P2000061	09/24/2020	NATIONAL INSURANCE SERVICES OF	SEPTEMBER LTD STD BILL	11,229.90
00-0000-0001-22159	LONG TERM DIS					
		P2000061	09/24/2020	NATIONAL INSURANCE SERVICES OF	SEPTEMBER LTS STD BILL	7,779.75
GENERAL FUND PROG TOTAL						39,750.31

I have reviewed the preceding payments in the total amount of **\$39,750.31**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF SEPTEMBER 2020**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
05-1500-0000-63100	Office&Misc Exp	P2000006	09/17/2020	US BANK	SUPPLIES FOR ACCOUNTING	114.61
05-1500-0000-63107	Legal Notices	P2000005	09/17/2020	ADAMS PUBLISHING GROUP OF SOUT	AUG PURCHASING LEGALS	425.03
05-1500-0000-68010	Expense Alloc	P2000008	09/10/2020	PACKAGE PRO EXPRESS DELIVERY I	AUGUST 2020	3,738.37
		P2001210	09/10/2020	COMMERCE BANK COMMERCIAL ACCOU	AUGUST 2020	136.36
Financial Services PROG TOTAL						4,414.37
05-1520-1000-82119	Other Services	P2000191	09/24/2020	EMPLOYEE BENEFITS CORPORATION	BEST FLEX AND COBRA FEES	1,650.25
Flex Spending (Section 125) PROG TOTAL						1,650.25
05-1530-0000-62130	Audit Fees	P2000770	09/24/2020	BAKER TILLY VIRCHOW KRAUSE LLP	2020 AUDIT SERVICES	4,250.00
Audit/Special Acctg Services PROG TOTAL						4,250.00
05-1560-0000-62400	R & M Services	P2000212	09/17/2020	RHYME BUSINESS PRODUCTS	2020 COLOR COPIER LEASE	844.00
05-1560-0000-63104	Print/Duplicate	P2000006	09/17/2020	US BANK	DUPLICATION SUPPLIES	1,245.17
05-1560-0000-65331	Equip Lease	P2000006	09/17/2020	US BANK	MAIL MACHINE LEASE	1,743.42
Central Services PROG TOTAL						3,832.59

ROCK COUNTY

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF SEPTEMBER 2020

09/24/2020

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Inv/Enc Amt</u>
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I have reviewed the preceding payments in the total amount of **\$14,147.21**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF SEPTEMBER 2020**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
07-1430-0000-62119	Other Services	P2000261	09/17/2020	CHARTER COMMUNICATIONS	IT AND GUEST VLAN	284.97
		P2000266	09/24/2020	US BANK	ZOOM - IT	1,656.81
		P2001477	09/03/2020	CDW GOVERNMENT INC	AD HOC - T&M CONSULTING	195.00
		P2001746	09/17/2020	GOLDFAX	GOLDFAX SERVICE PLUS ONE-TIME	3,463.28
07-1430-0000-62400	R & M Services	P2001560	09/03/2020	QUALITY POWER SOLUTIONS LLC	SHIPPING AND HANDLING	6,186.72
07-1430-0000-62421	Computer R&M	P2000266	09/24/2020	US BANK	USB PORT AND DVD DRIVE	32.49
07-1430-0000-62491	Software Maint	P1902375	09/03/2020	ORACLE CORPORATION	ORACLE DATABASE STANDARD	1,122.86
		P2000862	09/17/2020	SMARSH INC	MOBILE GUARD - US CELLULAR CLO	9,599.47
07-1430-0000-63100	Office&Misc Exp	P2000260	09/24/2020	US BANK	IT - TJ KEYBOARD	40.69
07-1430-0000-63101	Postage	P2000266	09/24/2020	US BANK	UPS	11.16
07-1430-0000-64200	Training	P2000266	09/24/2020	US BANK	TRAINING -DA	39.00
		P2001493	09/03/2020	CORE BTS INC	REGISTRATION: DAVID TINKER	2,720.00
07-1430-0000-67132	CW Replacements	P2000260	09/24/2020	US BANK	RCSO - LAPTOP/PC	5,741.70
		P2001805	09/24/2020	PARAGON DEVELOPMENT SYSTEMS IN	HP IDS UMA - I51021U	217.00
Information Technology PROG TOTAL						31,311.15
07-1440-0000-64701	Software Purch	P1702101	09/24/2020	SUPERION LLC	OS-UPG-7.9-FIN ONESOLUTION 7.9	2,800.00
		General Ledger Upgrade PROG TOTAL				
07-1444-0000-67130	Terminals/PCs	P2001438	09/03/2020	CDW GOVERNMENT INC	NETWORK SERVER REPLACEMENT PRO	1,695.00
07-1444-0000-67135	Software>\$25,000	P1901764	09/24/2020	EDCI	CITRIX UPGRADE 6.5 TO 7.15 LTS	1,618.75

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF SEPTEMBER 2020**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
IT Capital Projects PROG TOTAL						3,313.75
07-1450-0000-62491	Software Maint					
		P2000860	09/17/2020	TRADS	TLOXP SUBSCRIPTION SOFTWARE	146.30
		P2000924	09/24/2020	AMERICAN DATA	FINANCIAL SETUP/TRAINING SESSI	202.50
		P2001731	09/03/2020	FASTER ASSET SOLUTIONS INC	ANNUAL UPGRADES & SUPPORT SERV	10,540.01
		P2001820	09/24/2020	RTVISION INC	ANNUAL TIMECARD-PLUS SUPPORT	3,335.00
07-1450-0000-67120	Capital Assets					
		P2001570	09/24/2020	WATCHGUARD VIDEO	SHIPPING & HANDLING	23,600.00
07-1450-0000-67143	IT Cross-Charges					
		P2000260	09/24/2020	US BANK	HSD, L/C, COA	492.39
		P2000266	09/24/2020	US BANK	ZOOM - HSD CONNECTOR	3,297.20
		P2001740	09/24/2020	IDENTISYS INC	12 MONTH ON-SITE PRINTER WARRA	3,910.00
IT Charges to Departments PROG TOTAL						45,523.40

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF SEPTEMBER 2020

09/24/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of **\$82,948.30**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF SEPTEMBER 2020**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
14-1410-0000-44155	Work Permits	P2000013	09/03/2020	EQUAL RIGHTS DIVISION	JULY 2020	195.00
14-1410-0000-63100	Office&Misc Exp	P2000009	09/24/2020	US BANK	PAPER	370.47
14-1410-0000-64200	Training	P2000009	09/24/2020	US BANK	LOCAL GOV EDUCATION CLASS	129.00
County Clerk PROG TOTAL						694.47
14-1411-0000-63100	Office&Misc Exp	P2000014	09/03/2020	ELECTION SYSTEMS AND SOFTWARE	EXPVOTE HARDWARE AND FIRMWARE	432.06
14-1411-0000-63103	Legal Forms	P2000012	09/24/2020	ILLINOIS OFFICE SUPPLY	8-11-2020 PART PRIMARY BALLOT	147.90
14-1411-0000-63107	Legal Notices	P2000011	09/24/2020	ADAMS PUBLISHING GROUP OF SOUT	LOCATION HRS POLLING 8-13-2020	1,010.07
Elections PROG TOTAL						1,590.03

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF SEPTEMBER 2020

09/24/2020

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Inv/Enc Amt</u>
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I have reviewed the preceding payments in the total amount of **\$2,284.50**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF SEPTEMBER 2020**

09/24/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
15-1540-0000-63100	Office&Misc Exp	P2000019	09/24/2020	US BANK	MID CITY PAPER ORDER	137.50
15-1540-0000-64926	Bank Charges	P2000016	09/24/2020	BRINKS INC	MONTHLY DAILY PICKUP CHARGES	590.93
County Treasurer PROG TOTAL						728.43
15-1541-0000-64901	Tax Deed Expense	P2000021	09/24/2020	BRABAZON TITLE TEAM GROUP LLC	FORECLOSURE SEARCH T MILTON	65.00
Tax Deed Expense PROG TOTAL						65.00

I have reviewed the preceding payments in the total amount of **\$793.43**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF SEPTEMBER 2020

09/24/2020

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Inv/Enc Amt</u>
17-1710-0000-63100	Office&Misc Exp					
		P2000489	09/03/2020	OFFICE PRO INC	SHREDDING SERVICE	22.46
		P2000494	09/24/2020	US BANK	STAPLES ORDER	537.56
Register of Deeds PROG TOTAL						560.02

I have reviewed the preceding payments in the total amount of **\$560.02**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF SEPTEMBER 2020**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
19-1915-0000-62119	Other Services	P2001783	09/17/2020	ALLIANCE,THE	AUGUST ACCESS	302.25
Health Insurance PROG TOTAL						302.25
19-1915-0066-61610	Health Insurance	P2000953	09/24/2020	MEDITERRANEAN WELLNESS LLC	AUG. WELLNESS EDUCATION	1,105.00
19-1915-0066-62104	Consult Services	P2001709	09/24/2020	USI INSURANCE SERVICES LLC	OCTOBER CONSULTING	3,250.00
19-1915-0066-62119	Other Services	P2000254	09/24/2020	MYIDEALDOCTOR LLC	AUG. CONSULTING, OCT. MEMBERSH	1,835.00
19-1915-0066-62199	Prof Services	P2000057	09/24/2020	COMPSYCH	EAP FMLA 4Q	10,865.25
Health Insurance PROG TOTAL						17,055.25
19-1933-0000-64904	Sundry Expense	P2000020	09/17/2020	US BANK	ROCKNWELLNESS WCWI MEMBERSHIP	295.00
Employee Wellness Activities PROG TOTAL						295.00

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF SEPTEMBER 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of **\$17,652.50**

Date:

Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF SEPTEMBER 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
21-2590-0000-64904	Sundry Expense					
		P2001152	09/17/2020	US BANK	FOREMOST MEDIA	591.50
		P2001248	09/24/2020	MENARDS	TAPE FOR DIVIDERS	238.31
		P2001293	09/10/2020	FASTENAL COMPANY	GLOVES FOR COVID INVENTORY	5,433.61
		P2001431	09/10/2020	CITY GLASS CO INC	PLEXIGLASS	4,450.00
		P2001543	09/10/2020	QUALITY FAB INC	SS LOBSTER TRAP	950.00
		P2001624	09/03/2020	HARRIS ACE HARDWARE LLP	TAPE AND SUPPLIES FOR DIVIDERS	199.80
		P2001797	09/17/2020	BARTEN AND ASSOCIATES LLC	COVID-19 COMMUNITY COMMUNICATI	4,750.00
		P2001841	09/24/2020	BARTEN AND ASSOCIATES LLC	COVID-19 COMM & EDUCATION	4,250.00
COVID-19 Purchases PROG TOTAL						20,863.22

I have reviewed the preceding payments in the total amount of **\$20,863.22**

Date:

Dept Head _____

Committee Chair _____

Rock County

REPORT OF PAYMENTS OVER \$10,000

09/24/2020

<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount Paid</u>
P2000007	NOT APPLICABLE	GENERAL FUND	UNITED STATES POSTAL SERVICE	REPLENISH POSTAGE	20,000.00
P2000057	ALL OTHER GEN	Health Ins	COMPSYCH	EAP FMLA 4Q	10,865.25
P2000061	NOT APPLICABLE	GENERAL FUND	NATIONAL INSURANCE SERVICES OF	SEPTEMBER LTS STD BILL	19,009.65
P2000123	FACILITIES	HWY Bldg/Grounds	DIVERSIFIED BUILDING MAINTENAN	CLEANING DPW	22,901.10
P2000124	FACILITIES	Eclipse Center	HENDRICKS COMMERCIAL PROPERTIE	MONTHLY RENTAL	11,776.69
P2000171	SHERIFF	Corrections	ARAMARK CORRECTIONAL SERVICES	JULY INMATE MEALS	30,407.13
P2000173	SHERIFF	Corrections	ADVANCED CORRECTIONAL HEALTHCA	2020 OVERAGES	84,026.58
P2000182	SHERIFF	Corrections	BI INC	AUGUST MONITORING	21,732.04
P2000251	SHERIFF	Sheriff LES	KWIK TRIP EXTENDED NETWORK	AUGUST FUEL	14,116.63
P2000308	FACILITIES	HCC Bldg Complex	DIVERSIFIED BUILDING MAINTENAN	CLEANING CONTRACT	10,341.67
P2000538	ROCK HAVEN	Contract Service	GENESIS REHABILITATION SERVICE	PT	42,126.70
P2000597	ROCK HAVEN	Administration	WISCONSIN DEPARTMENT OF HEALTH	PROVIDER TAX	21,760.00
P2001227	911 COMM.	Comm Center	INTRADO LIFE AND SAFETY SOLUTI	VIPER HARDWARE UPGRADE	37,637.83
P2001332	SHERIFF	Sheriff LES	GENERAL COMMUNICATIONS INC	PRISONER TRANSPORT VAN INSERT	19,515.00
P2001385	REAL PROPERTY	Land Records	AYRES ASSOCIATES INC	2020 LIDAR ACQUISITION PROJECT	86,100.15
P2001518	FACILITIES	Youth Services	E AND D WATER WORKS INC	LABOR TO REPLACE HEATER	10,757.00
P2001522	FACILITIES	CH Facility	B AND B QUALITY BUILDING RESTO	EXTERIOR WALL RESTORATION AT T	154,261.00
P2001570	INFORMATION TECH	IT Cross Charges	WATCHGUARD VIDEO	SHIPPING & HANDLING	23,600.00
P2001694	LAND CONSERV.	Yahara WINS	YOUNG RECOABLE TRUST,THOMAS C	YAHARA WINS - 07.19	13,320.00

Rock County
REPORT OF PAYMENTS OVER \$10,000

09/24/2020

<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount Paid</u>
P2001695	LAND CONSERV.	Yahara WINS	GEORGE BROTHERS FARMS INC	YAHARA WINS - 01.19	28,515.00
P2001696	LAND CONSERV.	Yahara WINS	WELLNITZ,DAVID AND LYNETTE	YAHARA WINS-04.18	14,850.00
P2001705	LAND CONSERV.	Yahara WINS	YOUNG RECOCABLE TRUST,THOMAS C	YAHARA WINS 05.18	16,500.00
P2001731	INFORMATION TECH	IT Cross Charges	FASTER ASSET SOLUTIONS INC	ANNUAL UPGRADES & SUPPORT SERV	10,540.01
P2001794	NOT APPLICABLE	GENERAL FUND	WDATCP-DFRS	DATCP AGENT REIMBURSEMENT	26,782.50

CLAIMS IN THE AMOUNT OF \$751,441.93 HAVE BEEN PAID FOR THE MONTH OF SEPTEMBER 2020

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

Katherine Luster
INITIATED BY

Tera O'Connor
DRAFTED BY

Human Services Board
SUBMITTED BY

August 27, 2020
DATE DRAFTED



**Amending the 2020 Human Services Department Budget to
Accept Parents Supporting Parents Grant Funds and Creating 2.0 FTE
Family Well-Being Coordinator Positions**

1 **WHEREAS**, the Wisconsin Department of Children and Families has awarded the Human Services
2 Department \$1,021,590 over three years; and,

3
4 **WHEREAS**, Rock County will be awarded \$78,540 in the planning year (2020), \$370,100 in year one
5 (2021) and \$572,950 in year two (2022); and,

6
7 **WHEREAS**, this evidence-based model is aimed at empowering parents with lived-experience as
8 clients of Child Protective Services experience to serve as mentors to parents currently within the child
9 welfare system; and,

10
11 **WHEREAS**, HSD will utilize the funding to hire two Family Well-Being Coordinator positions and,
12 in the future, multiple part-time and full-time Family Well-Being Specialists not to exceed a total FTE
13 of 10; and,

14
15 **WHEREAS**, HSD will utilize funding to contract with a clinical support provider(s), attendance at
16 trainings, and for other overhead expenses including the development of a local advisory council; and,

17
18 **WHEREAS**, the funding period for the grants is July 1st, 2020 through December 31st, 2022.

19
20 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
21 assembled this _____ day of _____, 2020 does hereby authorize the acceptance of the Parents
22 Supporting Parents Grant and the creation of two Family Well-Being Coordinator Positions.

23
24 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2020 be amended as
25 follows:

	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
	<u>10/1/20</u>	<u>(Decrease)</u>	<u>Budget</u>
<u>Account/Description</u>			
<u>Source of Funds</u>			
36-3643-0000-42200			
State Aid	\$0	\$1,021,590	\$1,021,590
<u>Use of Funds</u>			
36-3643-0000-61100			
Regular Wages	\$0	\$756,338	\$756,338
36-3643-0000-61400			
FICA	\$0	\$57,860	\$57,860
36-3643-0000-61510			
Retirement – Employers	\$0	\$23,937	\$23,937
36-3643-61610			
Health Insurance	\$0	\$135,845	\$135,845
36-3643-0000-61620			
Dental Insurance	\$0	\$3,902	\$3,902
36-3643-0000-61630			
Life Insurance	\$0	\$89	\$89
36-3643-0000-63300			
Travel	\$0	\$15,471	\$15,471

Amending the 2020 Human Services Department Budget to Accept Parents Supporting Parents Grant Funds and Creating 2.0 FTE Family Well-Being Coordinator Positions

Page 2

48	36-3643-0000-62103			
49	Computer Services Fee	\$0	\$14,702	\$14,702
50	36-3643-0000-62119			
51	Other Contracted Services	\$0	\$13,446	\$13,446

Respectfully submitted,

HUMAN SERVICES BOARD

COUNTY BOARD STAFF COMMITTEE

/s/ Brian Knudson
Brian Knudson, Chair

Kara Purviance, Chair

/s/ Sally Jean Weaver-Landers
Sally Jean Weaver-Landers, Vice Chair

Richard Bostwick, Vice Chair

/s/ Pam Bostwick
Pam Bostwick

Tom Brien

/s/ Ashley Hoffman
Ashley Hoffman

Kevin Leavy

/s/ Kaelyb Lokrantz
Kaelyb Lokrantz

Louis Peer

/s/ J. Russell Podzilni
J. Russell Podzilni

J. Russell Podzilni

/s/ Angelina Reyes
Angelina Reyes

Alan Sweeney

/s/ Kathy Schulz
Kathy Schulz

Bob Yeomans

/s/ Shirley Williams
Shirley Williams

Jeremy Zajac

FINANCE COMMITTEE ENDORSEMENT

FISCAL NOTE:

Reviewed and approved on a vote of _____.

This resolution accepts and authorizes the expenditure of \$1,021,590 in state aid over 3 years. Part of the grant will be used to fund two new Family Well-Being Coordinators. No County funds are required.

Mary Mawhinney, Chair

Date.

/s/ Sherry Oja

LEGAL NOTE:

Sherry Oja
Finance Director

The County Board is authorized to take this action pursuant to secs. 59.52(19) and 59.22(2), Wis. Stats. As an amendment to the adopted 2020 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.

ADMINISTRATIVE NOTE:

/s/ Richard Greenlee

Recommended.

Richard Greenlee
Corporation Counsel

/s/ Josh Smith

Josh Smith
County Administrator

Executive Summary

Amending the 2020 Human Services Department Budget to Accept Parents Supporting Parents Grant Funds and Creating 2.0 FTE Family Well-Being Coordinator Positions

Rock County Human Services Department was recently awarded a three-year grant from the Wisconsin Department of Children and Families to be one of three Innovation Zones in Wisconsin to implement a Parents Supporting Parents Program. (Implementation is occurring later in 2020 than planned due to delayed notification from DCF about the ability to award these funds to Rock County). The Parents Supporting Parents Program is an evidence-based model that is aimed at empowering parents with lived-experience as clients of Child Protective Services. Experience to serve as mentors to parents currently within the child welfare system. The program simultaneously aims to integrate the voice of lived experience into the Wisconsin child welfare system at large. Experience with similar programs reported both tangible and intangible benefits including a higher percentage of family reunifications and a lower percentage of subsequent child removals; parents experiencing greater belief in themselves; improved knowledge of how to advocate for themselves; organizational skills; and improved access to resources.

The grant funding will be utilized to implement the Parents Supporting Parents program here in Rock County. Staffing to support this effort will include the creation of one full-time Family Well-Being Coordinator in the planning year and an additional Family Well-Being Coordinator position in year 2021. We will also create an equivalent of 10 FTE of full and part-time Family Well-Being Specialist positions in 2021 and 2022. In addition, funding will be used to contract with a clinical support provider(s), to attend trainings, and for other overhead expenses. The Family Well-Being Coordinator will require a Bachelor's Degree and ideally have professional experience with the child welfare system and will provide training to their team of Family Well-Being Specialists, arrange for Clinical Support, provide oversight of day-to-day tasks of the program, and coordinate case management and provide individual supervision on cases.

The total award of the grant is for \$1,021,590 over three years. The payment schedule for this grant is \$78,540 in the planning year (2020), \$370,100 in year one (2021) and \$572,950 in year two (2022). After this contract period, Innovation Zones may be eligible for up to four annual contract renewals for full implementation of the program at reduced funding levels (2023 and beyond). Thereafter, these positions will be sustained through cost savings of returning children to their home, utilizing child welfare allocation, combining efforts with another county or counties, and/or Medicaid funding through the Comprehensive Community Services program.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy Knudson
INITIATED BY



Michelle Wilson
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

September 22, 2020
DATE DRAFTED

**AUTHORIZING ACCEPTANCE OF 2020 EDWARD BYRNE
MEMORIAL JUSTICE ASSISTANCE GRANT AND AMENDING 2020 BUDGET**

1 **WHEREAS**, the Rock County Sheriff's Office, the Beloit Police Department, and the Janesville Police
2 Department have been jointly awarded an Edward Byrne Memorial Justice Assistance Grant, by the Office
3 of Justice Programs, at the United States Department of Justice, in the amount of \$29,321; and,
4

5 **WHEREAS**, the three agencies have a written agreement that specifies the distribution of funds (Rock
6 County Sheriff's Office-\$5,865, Beloit Police Department-\$11,930, Janesville Police Department-
7 \$11,526); and,
8

9 **WHEREAS**, the written agreement designates the Rock County Sheriff's Office the fiscal agent; and,
10

11 **WHEREAS**, the funds will be used in accordance with the grant application to purchase equipment and
12 to support activities to prevent and control crime; and,
13

14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled
15 this _____ day of _____, 2020, does approve and authorize the acceptance of the 2020
16 Edward Byrne Memorial Justice Assistance Grant; and,
17

18 **BE IT FURTHER RESOLVED**, that the Chair of the Rock County Board of Supervisors is authorized
19 to accept all funds on behalf of the County of Rock, the City of Beloit, and the City of Janesville; and,
20

21 **BE IT FURTHER RESOLVED**, that the Sheriff's Office's budget for 2020 be amended as follows:
22
23

Account/ Description	Budget 09/22/20	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
21-2160-2020-42100 Federal Aid	\$0	\$29,321	\$29,321
<u>Use of Funds</u>			
21-2160-2020-63904 Policing and First Aid Supplies	\$0	\$5,865	\$5,865
21-2160-2020-69501 Aid to Localities	\$0	\$23,456	\$23,456

AUTHORIZING ACCEPTANCE OF 2020 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT AND AMENDING 2020 BUDGET

Page 2

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Beaver, Chair

Brian Knudson, Vice Chair

Jacob Taylor

Ron Bomkamp

Danette Rynes

Mary Mawhinney, Chair

Date

FISCAL NOTE:

This resolution accepts and authorizes the expenditure of \$29,321 in federal aid. The grant will be split between the County, City of Beloit and City of Janesville. No County funds are required.

/s/ Sherry Oja

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 2020 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.

/s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

Executive Summary

The Rock County Sheriff's Office, the Beloit Police Department, and the Janesville Police Department have been jointly awarded an Edward Byrne Memorial Justice Assistance Grant (JAG). The grant is awarded by the Office of Justice Programs at the United States Department of Justice. The award is in the amount of \$29,321.

The three agencies have a written agreement that specifies the distribution of funds. The Rock County Sheriff's Office will be the fiscal agent. There is no local match.

Rock County Sheriff's Office	\$5,865
Beloit Police Department	\$11,930
Janesville Police Department	<u>\$11,526</u>
Total	\$29,321

The funds will be used in accordance with the grant application to purchase equipment and to support activities to prevent and control crime.

The award documents are for the 2020 JAG program. The Sheriff's Office's budget will be amended to accept the funds.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy J. Knudson
INITIATED BY



Sgt. Christopher Krahn
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

September 15, 2020
DATE DRAFTED

**APPROVING USE OF THE FUNDS RECEIVED FROM THE SALE OF THE
PREVIOUS AIRBOAT WITH TRAILER AND AMENDING THE 2020
ROCK COUNTY SHERIFF'S OFFICE BUDGET**

1 **WHEREAS**, to better serve the citizens of Rock County, the new Airboat has been utilized for, but not
2 limited to the enforcement of state and local laws, search and rescue, recovery; and,
3

4 **WHEREAS**, the previous Rock County Sheriff's Office Airboat was sold at surplus auction for
5 \$7,775.00; and,
6

7 **WHEREAS**, Rock County Sheriff's Office Recreational Safety Team, has determined that several items
8 should be purchased to make the current Airboat better equipped for its tactical mission, including
9 wireless headsets for better communication, a GPS tracking system, and other safety and First Aid
10 supplies, and,
11

12 **WHEREAS**, the quotes were reviewed by Rock County Sheriff's Office, and the Rock County
13 Purchasing Manager, and coincide with the current Sheriff's Office purchasing guidelines, and,
14

15 **WHEREAS**, the proposed expenditure appropriation would offset the purchasing of necessary items
16 which have or would be required to be purchased out of the Rock County Sheriff's Office 2020 budget,
17 and is currently on target to be within its budget limitations.
18

19 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
20 this _____ day of _____, 2020 approve an expenditure appropriation of the funds received
21 from the sale of the previous airboat w/trailer, and for the Rock County Sheriff's Office to purchase
22 needed Airboat equipment with such funds.
23

24 **BE IT FURTHER RESOLVED**, that the Sheriff's Office's budget for 2020 be amended as follows:
25

Account/ Description	Budget 09/22/20	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
21-2100-0000-46200 Sale of County Property	\$0	\$7,775	\$7,775
<u>Use of Funds</u>			
21-2100-0000-62410 Repair & Maintenance-Vehicle	\$0	\$480	\$480
21-2100-0000-67105 Motor Vehicles	\$0	\$7,110	\$7,110
21-2100-0000-63904 Policing & 1 st Aid Supplies	\$0	\$185	\$185

39

APPROVING USE OF THE FUNDS RECEIVED FROM THE SALE OF THE PREVIOUS AIRBOAT
W/ TRAILER AND AMENDING THE 2020 ROCK COUNTY SHERIFF'S OFFICE BUDGET

Page 2

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver, Chair

Brian Knudson, Vice Chair

Jacob Tayler

Ron Bomkamp

Danette Rynes

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 secs. 59.01 and 59.51, Wis. Stats. As an amendment to the 2020 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.

/s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

FISCAL NOTE:

This resolution approves the use of funds from the sale of the Sheriff's old airboat for the purchase of accessories for the new airboat.

/s/ Sherry Oja

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

Executive Summary

The Rock County Sheriff's Office recently took possession of a new 2020 Diamondback Airboat package, which included boat, motor, and trailer. Once the Diamondback Airboat arrived at our facility it still needed to be equipped with several law enforcement accessories, which included; emergency lights, Sheriff Decals, a communication system and a GPS system.

The previous Sheriff Airboat was recently sold using the Wisconsin Surplus Online Auction, which sold for a total value of \$7,775.00. The money generated from the airboat was deposited to the Sheriff's Office account. We are requesting the money be used to cover the law enforcement accessories for the new Diamondback Airboat.

Items needed for Purchase

1) A quote was issued for the needed Diamondback Airboat Radio Communication System. The Radio Communication System would include; two Firecom headsets, Firecom wireless base station, and all needed mounting accessories.

Due to the elevated noise of the airboat engine these headsets are required to communicate with other law enforcement personnel while operating the airboat. Recently, we responded to a drowning in the city of Janesville, and it was almost impossible to communicate with the airboat operator while searching the river.

The Rock County Sheriff's Office and the Purchasing Manager reviewed the quote and are recommending General Communications of Madison, Wisconsin, quote price \$3,725.00. The General Communications equipment would integrate with our existing department-wide communication system.

To better serve the citizens of Rock County, the above Airboat communication headsets will be used for, but not limited to enforcement of state and local laws, search and rescue, and recovery of person(s). To accomplish this public service, the Sheriff's Office relies on a specially equipped Airboat to be ready in a moment's notice.

2) Humminbird Helix GPS MEGA SI-The Humminbird Helix display graph would be used primarily for GPS navigation to better assist with the search and rescue of victims. The technology would allow for safe travel on bodies of water during daylight and non-daylight hours. Information provided to the operator would include, pin point GPS coordinates, boat ramps, and an aerial view of the waterway.

The unit is equipped with MEGA Down Imaging, which allows the operator to scan the bottom for objects. The operator can save pictures of objects located in the water, which would include body recovery and/or lost items. Water depth and temperature would also be recorded and displayed on the screen for the operators.

The Humminbird GPS unit can be purchased directly from Johnson Outdoors. The MSRP cost of the unit would be \$1,999.99.

3) Personal Flotation devices and miscellaneous Rescue equipment, all of which would be specific to the Airboat.

Items Purchased and Installed

The below unbudgeted items were purchased using monies from the Sheriff's Offices current budget:

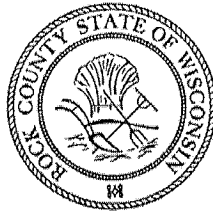
-Sheriff decals were purchased from Signarama, and were installed on 06/08/2020. The total amount paid for the Sheriff decals was \$480.00.

-Emergency lights were purchased and installed by General Communications on June 24th, 2020. The total amount paid for the emergency light install was \$1,384.85.

ROCK COUNTY, WISCONSIN

*Office of the Rock County Clerk
51 South Main Street
Janesville, WI 53545*

Lisa Tollefson, Rock County Clerk



Office (608) 757-5660

Fax (608) 757-5662

www.co.rock.wi.us

Lisa.Tollefson@co.rock.wi.us

September 30, 2020

Finance Committee Members:

I am requesting permission to order 110 USB encrypted Media Sticks, to be paid for with funds from the Wisconsin Election Security Grant, approved in Resolution 20-9A-065 at the County Board of Supervisors meeting on September 10, 2020.

The total cost is \$11,550 plus shipping. These items will be used as a backup system for the November Election.

A handwritten signature in cursive script, appearing to read "L. Tollefson", written in black ink.

Lisa Tollefson
Rock County Clerk

Request for Authorization to Purchase

Rock County IT (Rock-IT) is in the process of migrating its virtual server environment to a VMWare system. VMWare uses a reduced amount of “beefed-up” computer hardware to host many virtual PCs and Servers to save on space, electricity, and cooling, while also allowing resources to be shared among the virtual devices.

Due to the expanded use of the VMWare system, it is necessary to add memory to deploy more servers within this environment.

This memory is available through CDWG via contract number: Wisconsin Cisco NASPO ValuePoint (AR-233)

We are requesting authorization to purchase this memory from CDWG, Inc. at a cost of \$24,272.80.

QUOTE CONFIRMATION



DEAR DAVE TINKER,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

Thanks.



ACCOUNT MANAGER NOTES:

Adam Flynn
Executive Account Manager
866-723-3621
adamfly@cdwg.com

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LQB3870	9/2/2020	CISCO UCS B 200 M4 MEMORY	4119697	\$24,272.80

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Cisco - DDR4 - 16 GB - DIMM 288-pin - registered Mfg. Part #: UCS-MR-1X161RV-A= UNSPSC: 32101602 *** 16gb Single rank *** Contract: Wisconsin Cisco NASPO ValuePoint (AR-233)	40	4220562	\$606.82	\$24,272.80

PURCHASER BILLING INFO		SUBTOTAL	\$24,272.80
Billing Address: TJ JOHNSON ROCK COUNTY INFORMATION TECHNOLOGY 3530 N COUNTY HWY F JANESVILLE, WI 53545-0766 Phone: (608) 757-5035 Payment Terms: Master Card		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$24,272.80
		DELIVER TO	
Shipping Address: ROCK COUNTY INFORMATION TECHNOLOGY DAVE TINKER 3530 N COUNTY HWY F JANESVILLE, WI 53545-0766 Phone: (608) 757-5035 Shipping Method: DROP SHIP-GROUND		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Adam Flynn

(866) 723-3621

adamfly@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

MEMORANDUM

DATE: September 29, 2020

TO: Rock County Finance Committee

FROM: Sherry Oja, Finance Director

RE: Requested Change to Policy 7.2 Timesheets

I am requesting changes to Policy 7.2 for the following reasons:

- To give staff time to review their paystubs
- To give Payroll adequate time to cut manual checks
- To allow time for the above and still have enough time to meet Federal and State tax filing deadlines

The struck through text is what is being asked to be deleted. The underlined text is the requested new language.

~~If payroll makes an error on your check, the check will be re-cut on payday if payroll is made aware of the mistake by 11:00 am on payday. If payroll is notified of the mistake later than 11:00 am, the check will be re-cut on Monday following payday.~~

If payroll makes an error on your check, the check will be re-cut on Monday following payday, as long as payroll is made aware of the mistake by 11:00 a.m. that Monday. If payroll is notified of the mistake later than 11:00 a.m. on the Monday following payday, the error will be corrected with the next normal payroll cycle. However, if an error is made on the last paycheck of the year, the correction will be made with the next normal payroll cycle.

Thank You

7 – Payroll	Effective:	8/1/19
Sub-Section: 7.2	Revising:	1/1/12
Subject: Timesheets	Page:	2 of 2
Legal Authorization:		

It is the employee’s responsibility to accurately fill out the time sheet and verify the “in” and “out” times before forwarding the timesheet to the supervisor. Supervisors should be verifying the IN and Out times before signing the time sheet and should verify that the employee and supervisor have signed the timesheet before submitting to payroll. The signatures are an affidavit for the county auditors, “certifying the information on the timesheet is true and correct”. Timesheets must be submitted to payroll by 5 pm on the Tuesday following payday. Emailed timesheets are acceptable. Deadlines could be adjusted due to holidays.

If payroll receives timesheets by 5 pm on the Tuesday following payday, an attempt will be made to contact the employee and supervisor **one time** for any missing or incorrect information that may have been found on the submitted timesheet. If there is a prompt response, payroll will correct the error on that check. This does not include insufficient benefit time.

Any timesheets received after 5 pm on the Tuesday following payday will be paid “as is”. If payroll finds an error, a copy of the timesheet in question will be sent to the employee on the Thursday before payday. The employee can amend the timesheet with the corrections, get the supervisors initials, and resubmit to payroll. The verified correction will not be paid until the following paycheck.

~~If payroll makes an error on your check, the check will be re-cut on payday if payroll is made aware of the mistake by 11:00 am on payday. If payroll is notified of the mistake later than 11:00 am, the check will be re-cut on Monday following payday.~~

If payroll makes an error on your check, the check will be re-cut on Monday following payday, as long as payroll is made aware of the mistake by 11:00am that Monday. If payroll is notified of the mistake later than 11:00am on the Monday following payday, the error will be corrected with the next normal payroll cycle. However, if an error is made on the last paycheck of the year, the correction will be made with the next normal payroll cycle.