



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, SEPTEMBER 18, 2012 - 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – August 21, 2012
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
 - A. Council on Aging (2)
6.
 - A. Bills/Encumbrances
 - B. Pre-Approved Encumbrance Amendments
 - 1) Council on Aging
7. Department Reports
 - A. RSVP – Senior Volunteering for Seniors
 - B. Council on Aging – 2012 Caregiver Conference
 - C. Council on Aging – 2013-15 County Aging Plan
 - D. Veterans Services – County Veterans Service Officer of Wisconsin
8. Committee Requests and Motions
 - A. Discussion on Future Meeting Site Visits
 - B. Ideas for Future Discussion
9. Adjournment

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-33

Transfer No.

Requested by Council on Aging

Joyce Lubben

9/6/12

Department

Department Head

Date

FROM

TO

ACCOUNT #	DESCRIPTION	AMOUNT
303903-0000-62105	Contracted Food Svc	5,050
30-3904-0000-63308	Volunteer Mileage	1,200

ACCOUNT #	DESCRIPTION	AMOUNT
30-3903-0000-62119	Other Contracted Svc	4,050
30-3903-0000-64124	Consumable Supplies	1,000
30-3904-0000-64124	Consumable Supplies	1,200

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *ORZ*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

_____ File _____

ROCK COUNTY TRANSFER REQUESTS

12-33

TO: FINANCE DIRECTOR

REQUESTED BY: Council on Aging
Department


Department Head Signature

DATE:

6-Sep-12

FROM:	AMOUNT
1) ACCOUNT #: 30-3903-0000-62105 DESCRIPTION: Contracted Food Services	\$ 5,050.00
CURRENT BALANCE: \$ 5,050.00 PROVIDED BY THE FINANCE DIRECTOR	
2) ACCOUNT #: 30-3904-0000-63308 DESCRIPTION: Volunteer Mileage	\$ 1,200.00
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
3) ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
4) ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 30-3903-0000-62119 DESCRIPTION: Other Contracted Services	\$ 4,050.00
ACCOUNT #: 30-3903-0000-64124 DESCRIPTION: Consumable Supplies	\$ 1,000.00
ACCOUNT #: 30-3904-0000-64124 DESCRIPTION: Consumable Supplies	\$ 1,200.00
ACCOUNT #: DESCRIPTION:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:
who deliver home delivered meals is not as high as expected.

Meal costs for congregate dining centers are not as high as budgeted. Mileage for volunteers

REASON TRANSFER IS NECESSARY - BE SPECIFIC:
and the home delivered meal program. Costs for dishwasher maintenance at congregate sites are higher than expected.

Costs for consumable supplies (paper products, sanitary gloves, hairnets) have gone up for both the congregate sites

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-34

Transfer No.

Requested by Council on Aging

Joyce Lubben

9/6/12

Department

Department Head

Date

FROM

TO

ACCOUNT #	DESCRIPTION	AMOUNT
30-3905-0000-62410	Repair & Maintenance	12,000

ACCOUNT #	DESCRIPTION	AMOUNT
30-3905-0000-63501	Gas & Other Fuel	12,000

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *ESL*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

ROCK COUNTY TRANSFER REQUESTS

#12-34

TO: FINANCE DIRECTOR

REQUESTED BY: Council on Aging
Department

[Signature]
Department Head Signature

DATE:

6-Sep-12

	AMOUNT
1) ACCOUNT #: 30-3905-0000-62410 DESCRIPTION: Repair & Maintenance CURRENT BALANCE: \$12,000.00 PROVIDED BY THE FINANCE DIRECTOR	\$ 12,000.00
2) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
3) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
4) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

	AMOUNT
ACCOUNT #: 30-3905-0000-63501 DESCRIPTION: Gasoline & Other Fuel	\$ 12,000.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:
anticipated to be under budget.

Repair and Maintenance funds for Specialized Transit are available due to costs being

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

Due to rising gasoline costs and Specialized Transit vehicles traveling greater distances, additional funds are needed.

Account Number	Name	Yearly Prort Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039000000-63100	OFC SUPP & EXP	1,200.00	23.7%	284.78	0.00	915.22	
	P1201938-PO# 09/11/12 -VN#041569			SENTRY FOOD STORE		7.98	
				CLOSING BALANCE	907.24		7.98
	SR.CITIZEN PRGM.		PRGM-TOTAL-PO			7.98	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$7.98 INCURRED BY SENIOR CITIZEN PROGRAMS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

SEP 18 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prncnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3838000000-64607	VET BURIAL BENEF	6,000.00	16.7%	1,006.00	0.00	4,994.00	
	P1202752-PO# 09/11/12 -VN#035785					282.00	
	P1202753-PO# 09/11/12 -VN#041583					130.00	
	P1202754-PO# 09/11/12 -VN#041583					324.00	
	P1202755-PO# 09/11/12 -VN#016736					110.00	
	P1202764-PO# 09/11/12 -VN#014257					526.00	
	P1202791-PO# 09/11/12 -VN#052201					284.00	
						CLOSING BALANCE	
						3,338.00	1,656.00
	VETERANS SERVICE		PROG-TOTAL-PO				1,656.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,656.00 INCURRED BY VETERANS SERVICE. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039010000-62614	PURCHASED SERV. P1202772-PO# 09/11/12 -VN#052197	8,000.00 44.0%	3,258.65	264.00	4,477.35	532.00	
					3,945.35		532.00
						532.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$532.00 INCURRED BY TITLE III-B. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING . COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039030000-62625	OUTREACH SERVICE	500.00 32.9%	164.79	0.00	335.21		
	P1202720-PO# 09/11/12 -VN#042469		LIEB,CAROL			3.30	
			CLOSING BALANCE		331.91		3.30
	NUTRITION PROGRM		PROG-TOTAL-PO			3.30	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3.30 INCURRED BY NUTRITION PROGRAM. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039050000-64200	TRAINING EXP	500.00 27.7%	138.99	0.00	361.01		
	P1202735-PO# 09/11/12 -VN#044596			MINNESOTA PUBLIC TRANSIT ASSOC		200.00	
			CLOSING BALANCE		161.01		200.00
3039050000-64629	OTHER TRANSP.EXP	20,375.00 27.7%	4,317.89	1,331.99	14,725.12		
	P1202821-PO# 09/11/12 -VN#052207			AARP DRIVER SAFETY CLASS		20.00	
			CLOSING BALANCE		14,705.12		20.00
	E & H TRANSPORT.		PROG-TOTAL-PO			220.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$220.00 INCURRED BY ELDERLY & HANDICAPPED TRANSPOR. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039080000-62625	OUTREACH SERVICE	8,434.00 26.6%	2,264.32	-20.01	6,189.69		
	P1202608-PO# 09/11/12 -VN#052166		GERBER, TEENA			108.17	
			CLOSING BALANCE		6,081.52		108.17
	TITLE III-D		PROG-TOTAL-PO			108.17	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$108.17 INCURRED BY TITLE III-D. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039140000-63200	PUBL/SUBCR/DUES	200.00 37.5%	75.00	0.00	125.00		
	P1202800-PO# 09/11/12 -VN#011191		BELOIT DAILY NEWS			18.04	
			CLOSING BALANCE		106.96		18.04
3039140000-64200	TRAINING EXP	1,000.00 40.6%	49.00	357.00	594.00		
	P1202735-PO# 09/11/12 -VN#044596		MINNESOTA PUBLIC TRANSIT ASSOC			200.00	
			CLOSING BALANCE		394.00		200.00
	NEW FREEDM PRGRM		PROG-TOTAL-PO			218.04	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$218.04 INCURRED BY NEW FREEDOM PROGRAM. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039150000-64615	CLIENT REL.COSTS	24,504.00	10.2%	7,461.26	-4,945.45	21,988.19	
	P1201184-PO# 09/11/12 -VN#023658					ALTERNATIVE HOMECARE INC	144.00
	P1202723-PO# 09/11/12 -VN#049612					AZURA HARBOR HOLDINGS LLC	500.00
	P1202786-PO# 09/11/12 -VN#050125					BUCHANAN, EULA	193.50
	P1202823-PO# 09/11/12 -VN#052206					LAMB, CAROLYN	45.00
						CLOSING BALANCE	21,105.69
						TITLE III-E	882.50
						PROG-TOTAL-PO	882.50

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$882.50 INCURRED BY TITLE III-E FAM CAREGIVER SUPP. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.

B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

SEP 18 2012

DATE _____ CHAIR

PURCHASE ORDER NUMBER P1200437 PEID 051628

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and send to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DEPARTMENT Council on Aging

COMMITTEE EUAS

VENDOR NAME Wright Express

ACCOUNT NUMBER 30-3905-0000-63501

FUNDS DESCRIPTION Gasoline & Other Fuel

AMOUNT OF INCREASE \$ 12,000

INCREASE FROM \$ 78,284 TO \$ 90,284

ACCOUNT BALANCE AVAILABLE \$ 12,000 pending transfer approval ⁹⁻⁷⁻¹³

REASON FOR AMENDMENT To encumber available funds once transfer request is approved.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
(if over \$10,000) Chair _____ Date _____

COUNTY BOARD _____
(if over \$10,000) Resolution # _____ Adoption Date _____

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT