

FINANCE COMMITTEE
June 16, 2011

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, June 16, 2011, in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present. Supervisors Mawhinney, Podzilni and Beaver.

Committee Members Excused: Supervisors Diestler and Kraft.

Staff Members Present. Jeff Smith, Finance Director; Craig Knutson, County Administrator; Sherry Oja, Senior Accountant/Assistant to the Finance Director; Randy Terronez, Assistant to County Administrator; Randy Leyes, Register of Deeds; Lori Williams, Parks Director; Mickey Crittenden, IT Director; Sue Balog, Controller; Jodi Millis, Purchasing Manager; Al Dransfield, Senior Buyer.

Others Present: Jeanne Cotter and Rick Derse, Comdata.

Approval of Agenda. Supervisor Podzilni moved approval of the agenda as presented, second by Supervisor Beaver. ADOPTED.

Approval of Minutes. Chair Mawhinney suggested a clarification to Mr. Otterstein's statement on page 3 to read "...to the Evansville Stoughton Trailer plant." Supervisor Beaver moved approval of the minutes of June 2, 2011 with this change, second by Supervisor Podzilni. ADOPTED.

Citizen Participation, Communications, Announcements, Information. Mr. Smith said the auditors will present the 2010 audit report at the Finance Committee meeting on August 4th. They will attend the August 11th County Board meeting.

Supervisor Mawhinney and the Committee offered their condolences to Ms. Bondehagen on the passing of her father-in-law.

Transfers and Appropriations.

Financial Services

FROM

<u>Account #</u>	<u>Amount</u>
19-1922-0000-64904	\$ 3,500
Contingency Fund	

TO

<u>Account #</u>	<u>Amount</u>
05-1500-0000-63100	\$ 3,500
Office Supplies	

Supervisor Podzilni moved approval of the above Transfer for the Finance Committee, second by Supervisor Beaver. ADOPTED.

Bills/Encumbrances

Finance Director	\$ 33.01
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County Clerk	290.00
Information Technology	1,304.85
Stray Dogs	150.00
Employee Related	13.49
Finance Director	1,105.00

* Voided

** This amount should be \$1,910.94.

Supervisor Beaver moved approval of the above Bills and Encumbrances for the Finance Committee with these changes, second by Supervisor Podzilni. ADOPTED.

Bills Over \$10,000. None.

Encumbrances Over \$10,000. None.

Pre-Approved Encumbrance Amendments.

Developmental Disabilities Board

Independent Disability Service	\$ 12,000.00
REM Wisconsin II, Inc.	189,270.00

General Services

Tri-North Builders	\$ 19,537.80
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Supervisor Podzilni moved approval of the above Pre-Approved Encumbrance Amendments for the Finance Committee, second by Supervisor Beaver. ADOPTED.

Approval of Bills for Other Departments. None.

Authorizing Entering Into a Contract with Comdata for Corporate MasterCard for Accounts Payable Transactions. Ms. Cotter handed out copies of *Comdata Payment Solutions* and *Comdata MasterCard Proposal for Rock County*. Ms. Cotter went over the Payment Solutions handout explaining that the transactions would be a virtual card for each account payable transaction for which the County will receive a rebate and will eliminate the cost of paper checks. Mr. Derse added that a new MasterCard number would be issued for each transaction, which greatly reduces risk to the County. Ms. Cotter continued with explaining the proposal for Rock County being based on a 30% acceptance rate of those who will accept the MasterCard payment. She said the County could decide to use RegalPay Interface or have our IT Department handle this. If the County would decide to use RegalPay there is a one-time fee of \$7,500 with subsequent fees of \$1,900 in year two and year three for support and upgrades.

Mr. Smith said the County would use the General Ledger Upgrade funds to pay the \$7,500 fee if it's decided to purchase the software.

Supervisor Beaver moved to approve entering into the contract with Comdata for the Corporate MasterCard for Accounts Payable Transactions, second by Supervisor Podzilni. ADOPTED.

Approval of VitalChek Proposal for Applicant Authentications Services. Mr. Leyes explained that this allows for payment by credit card or debit card to pay for records and would cut down on fraud and identity theft. This is just for Internet users. The fee for this service is passed on to the user and has no cost to the County.

Supervisor Podzilni moved to approve the VitalChek Proposal for Applicant Authentications Services, second by Supervisor Beaver. ADOPTED.

The Committee took a break from 8:25 A.M. to 8:28 A.M.

Resolution.

Authorizing Purchase of Replacement Internet Web Filtering System

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2011 that a Purchase Order for a replacement Internet Web filtering system be issued to Edgewave in the amount of \$14,103.”

Supervisor Podzilni moved approval and Purchasing Procedural Endorsement of the above resolution, second by Supervisor Beaver. ADOPTED.

Amending the 2011 Council on Aging’s Elderly and Handicapped Transportation Budget and Information Technology’s Budget for the Purchase of Software, Van Equipment and the Local Share of the Acquisition of 3 New Vehicles

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this ____ day of _____, 2011 does hereby authorize the Council on Aging’s Elderly and Handicapped Transportation Program and Information Technology’s 2011 budgets be amended as follows:

...”

Supervisor Beaver moved approval of the above resolution, second by Supervisor Podzilni. ADOPTED.

Review of Resolution.

Awarding Contract for Juvenile Detention Center Security System Upgrade

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2011, award a contract for the Security System Upgrade at the Juvenile Detention Center to Faith Technologies of Sun Prairie, Wisconsin, in the total Base Bid Amount of \$316,950.00; and,

BE IT FURTHER RESOLVED, that a contingency in the amount of \$7,500.00 be established to cover authorized change orders.”

Supervisor Podzilni moved approval of the above resolution, second by Supervisor Beaver. ADOPTED.

Amending 2011 Land Conservation Department Budget to Offset Costs Associated with County Campus Site Restoration

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2011, amends the Land Conservation Department’s budget as follows:

...”

Supervisor Beaver moved approval of the above resolution pending Land Conservation Committee’s approval, second by Supervisor Podzilni. ADOPTED.

Acceptance of Wisconsin Department of Natural Resources County Fish and Game Project Grant Funds and Amending Parks Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2011 does hereby approve the acceptance of these funds; and,

BE IT FURTHER RESOLVED, that the County Board Chair be hereby authorized and directed to sign the grant agreements and that these documents be submitted to the Wisconsin Department of Natural Resources; and,

BE IT FURTHER RESOLVED, that the Parks Director be authorized to file all necessary documents for administration and reimbursement of this program; and,

BE IT FURTHER RESOLVED that the Department of Public Works Parks Division 2011 Budget be amended as follows:

...”

Supervisor Podzilni moved approval of the above resolution, second by Supervisor Beaver. ADOPTED.

Authorizing the Roth 457 Plan Option for Security Benefit and Nationwide Deferred Compensation Programs. Mr. Smith explained that the Wisconsin Deferred Compensation Program mandates employers to offer the Roth option to its employees. The County would like to provide the Roth option with the other two deferred compensation providers we work with as well.

Supervisor Podzilni moved approval to offer this plan, second by Supervisor Beaver. ADOPTED.

Report on Cash Balances and Investments. Mr. Smith updated the Committee on cash balances and investments as of May 31, 2011.

Adjournment. Supervisor Podzilni moved adjournment at 8:45 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.