

**FINANCE COMMITTEE**  
**Minutes – June 21, 2012**

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, June 21, 2012, in Conference Room N-1 Rock County Courthouse East.

**Committee Members Present.** Supervisors Mawhinney, Kraft, Beaver, Fox and Podzilni.

**Committee Members Excused:** None.

**Staff Members Present.** Sherry Oja, Finance Director; Randy Terronez and Nick Osborne, Assistants to County Administrator; Jodi Millis, Purchasing Manager; Dara Mosley, IT Public Safety Systems Manager; Vicki Brown, Treasurer; Mickey Crittenden, IT Director; Michelle Schultz, Real Property Lister; Phil Boutwell, Deputy Director, Human Services; Sara Mooren, Administrative Services Division Manager, Human Services; Patrick Singer, Technology Records and Quality Management Manager, Human Services; Jennifer Borlick, GIS Manager, Planning Department.

**Others Present:** Jeremiah McGuire, Netsmart; Zachary Beaver.

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

**Citizen Participation, Communications, Announcements, Information.** None.

**Approval of Minutes – June 7, 2012.** Supervisor Fox moved approval of the minutes of June 7, 2012 as presented, second by Supervisor Beaver. ADOPTED.

**Transfers and Appropriations.** None.

**Bills and Encumbrances**

Finance Director	\$	643.25
Elections		509.40
Employee Related		478.66
Information Technology		4,696.10
Law Records Management System		705,000.00

Supervisor Kraft moved approval of the above Bills and Encumbrances for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

**Bills Over \$10,000.**

Dane County Coroners Office	\$	14,864.53
General Communications Inc.		167,631.50

Supervisor Podzilni moved approval of the above Bills Over \$10,000 for the Finance Committee, second by Supervisor Beaver. ADOPTED.

**Encumbrances Over \$10,000.**

Spillman Technologies Inc.	\$	705,000.00
CJ and Associates, Inc.		18,053.76
Direct Supply Equipment		87,810.56
Gulf South Medical Supply		107,372.10
Henricksen		67,364.06
NuStep Inc.		12,331.00
Phoenix Textile Corp.		19,680.96
Phoenix Textile Corp.		12,038.00
Veolia ES Technical Solutions LLC		12,739.62

Supervisor Kraft moved approval of the above Encumbrances Over \$10,000 for the Finance Committee, second by Supervisor Fox. ADOPTED.

**Pre-Approved Encumbrance Amendments.**

**Rock Haven**

Pinnacle Pharmacy	\$	80,000.00
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**Mediation and Family Court Services**

Belem Gonzalez Translating Services		3,000.00
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Supervisor Beaver moved approval of the above Pre-Approved Encumbrance Amendments for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

**Approval of Bills for Other Departments.** None.

**Resolutions.**

**Reallocation of Rock County's Allocation of Qualified Energy Conservation Bonds to the School District of Beloit**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2012, that Rock County reallocate its \$1,663,782 allocation of Qualified Energy Conservation Bonds to the School District of Beloit, as authorized by the American Recovery and Reinvestment Act of 2009 and IRS Notice 2009-29.”

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

**Authorizing Purchase of Network Recovery Server**

**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012 that a Purchase Order to add disk storage to the County's storage area network be issued to Unitrends Corp. in the amount of \$42,953.00."

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

**Awarding Contract to Netsmart Technologies Inc. for the Purchase of Software and Amending the 2012 Human Services Department Budget**

**NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012, does hereby award a contract to Netsmart Technologies Inc. for the purchase and installation of new software for the Human Services Department; and,

**BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2012 be amended as follows:

..."

Supervisor Podzilni moved approval, Committee Endorsement and Purchasing Procedural Endorsement of the above resolution contingent on Human Services Board approval, second by Supervisor Fox. ADOPTED.

**Authorizing Purchase and Installation of New County-Wide Law Records Management System**

**NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012 that a Purchase Order be issued to Spillman Technologies in an amount not to exceed \$705,000 for the purchase and installation of a new County-wide Law Records Management System."

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

**Review of Resolutions.**

**Amending the Rock Haven 2012 Budget to Reflect the Increase in Medicare Part A Revenue and Expenses**

"**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012 does hereby amend Rock Haven's 2012 Budget as follows:

..."

Supervisor Fox moved Finance Committee Endorsement of the above resolution, second by Supervisor Podzilni. ADOPTED.

**Amending the Rock Haven 2012 Budget to Reflect Changes in Medicaid Transportation Billing and Reimbursement Procedures**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2012 does hereby amend Rock Haven’s 2012 Budget as follows:

...”

Supervisor Fox moved Finance Committee Endorsement of the above resolution, second by Supervisor Beaver. ADOPTED.

**Amending the 2012 Council on Aging Budget to Adjust Title III Program and Elderly & Handicapped Transportation Allocations**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2012 does hereby amend the Adopted 2012 Rock County Council on Aging budget as follows:

...”

Supervisor Podzilni moved Finance Committee Endorsement of the above resolution, second by Supervisor Kraft. ADOPTED.

**Purchasing Procedural Endorsement.**

**Authorizing Purchase of Broyhill Nouvelle China Cabinets for Rock Haven**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2012 does hereby recommend that a Purchase Order be issued to Phoenix Textile, O’Fallon, MO for the purchase of eight Broyhill Nouvelle China Cabinets.”

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

**Authorizing Purchase of Resident Room Furniture for Rock Haven**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2012, does hereby recommend that Purchase Orders be issued to Direct Supply of Milwaukee, WI

for a total of \$87,810.56 for the purchase of 128 chest of drawers and 256 bedside stands.”

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

**Authorizing Purchase of Adjustable Dining Tables for Rock Haven**

**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012 does hereby recommend that Purchase Orders be issued to CJ & Associates, New Berlin, WI for 32 adjustable Surface Works dining tables for a total cost of \$18,053.67.”

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

**Authorizing Purchase of Weiland Couches, Loveseats and Side Chairs for Rock Haven**

**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012 does hereby recommend that Purchase Orders be issued to Henricksen for the purchase of 8 sofas, 40 side chairs and 14 loveseats for a total cost of \$67,364.06.”

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

**Authorizing Purchase of Duracare Model AC031D Dining Chairs for Rock Haven**

**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012 does hereby recommend that Purchase Orders be issued to Phoenix Textile for the purchase of 96 chairs for a total cost of \$19,680.96.”

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

**Authorizing Purchase of two NuStep Recumbent Cross-Trainers for Rock Haven**

**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012 does hereby recommend that a Purchase Order be issued to NuStep, Inc. for the purchase for a total cost of \$12,331 for two NuStep recumbent cross-trainers.”

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

**Awarding Contract for Replacement Front Entrance Door at the Sheriff's Office**

**NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012, that a contract for replacement of the front doors into the Sheriff's Office be award to the low bidder, Quality Door and hardware of WI Rapids, in the amount of \$16,516.00.”

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

**Awarding Contract to Upgrade the Power Feed to the Data Center at the Health Care Center Building**

**NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012, that a contract to upgrade the power feed to the Data Center at the Health Care Center building be awarded to the low bidder, Carroll Electric of Janesville in the amount of \$16,400.00.”

Supervisor Podzilni moved Purchasing Procedural Endorsement of the above resolution, second by Supervisor Fox. ADOPTED.

**Authorizing Purchase of 2 Collins Salon Stations for Rock Haven**

Supervisor Beaver moved Purchasing Procedural Endorsement of the above purchase, second by Supervisor Podzilni. ADOPTED.

**Authorizing Purchase of Plate Shelves for Rock Haven**

Supervisor Beaver moved Purchasing Procedural Endorsement of the above purchase, second by Supervisor Podzilni. ADOPTED.

**Authorizing Purchase of Janibell Waste Containers for Rock Haven**

Supervisor Beaver moved Purchasing Procedural Endorsement of the above purchase, second by Supervisor Podzilni. ADOPTED.

**Request for Reimbursement – Faulty Data Disc.** Supervisor Podzilni moved to reimburse \$235.27 to Michael Etnner, second by Supervisor Kraft.

Ms. Schultz and Ms. Borlick explained that a disc was ordered, the information on it checked, and the engineering company picked it up. The engineering company called on May 22<sup>nd</sup> to inform Ms. Borlick that the disc did not work. The engineering company was offered a new disc, however, they asked for a refund of \$235.27 instead. Ms. Borlick said they discussed the refund request with Mr. Dumas, Corporation Counsel, and he suggested the request come before the Finance Committee. Ms. Schultz said the disc was at 12” imagery and she had

previously informed the engineering company that the same information was available online at 18" imagery at no cost.

The Finance Committee discussed that the disc did work when it left the office, that it had been written on a "Read-Write" disc, so the department did not know if the engineering company may have written over the information, and why the engineering company had plenty of time to have the problem rectified before they made the call on May 22<sup>nd</sup>.

Motion FAILED on the following vote: Yes – Supervisor Kraft; No – Supervisors Podzilni, Beaver, Fox and Mawhinney.

**Approval of GIS Data Pricing Structure Changes.** Supervisor Fox moved approval of the amended GIS Data Pricing Structure, second by Supervisor Beaver. ADOPTED.

Chair Mawhinney suggested the departments use non-rewritable discs in the future.

**Report on Cash Balances and Investments.** Ms. Oja handed out copies of the County Sales Tax Receipts report and went over it. Ms. Oja updated the Committee on cash balances and investments as of May 31, 2012.

**Adjournment.** Supervisor Fox moved adjournment at 8:30 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**