

FINANCE COMMITTEE
Minutes – October 18, 2012

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, October 18, 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, Assistant to County Administrator; Mickey Crittenden, Information Technology Director; Lori Stottler, County Clerk; Vicki Brown, Treasurer; Jodi Millis, Purchasing Manager; Michelle Schultz, Real Property Lister; Randy Leyes, Register of Deeds; Dave Sudmeier, Controller, Rock Haven.

Others Present: None.

Approval of Agenda. Chair Mawhinney said there was an additional Transfer for the Finance Department. Supervisor Fox moved approval of the amended agenda with this addition, second by Supervisor Podzilni. ADOPTED.

Citizen Participation, Communications and Announcements. Ms. Brown said 106 properties went to auction, 52 sold at auction, and 5 more have been sold since the auction. She said all the parcels with structures on them are now sold.

Ms. Brown handed out copies of memos from 1995, 2007 and 2010. She said in 2007 Chair Mawhinney had asked her to keep the Committee updated on the Tax Receipting System each year and she wanted to let the Committee know that they still do not have the upgrade which was first requested in 1995. She said she is tired of waiting for these upgrades and requested the Committee put them at the top of the list for IT.

Transfers and Appropriations.

Communications Center

FROM

<u>Account #</u>	<u>Amount</u>
23-2400-0000-64200	\$ 2,500
Training Expense	

TO

<u>Account #</u>	<u>Amount</u>
23-2400-0000-62119	\$ 2,500
Other Contracted Services	

Rock Haven

FROM

<u>Account #</u>	<u>Amount</u>
32-9000-9940-61710	\$17,500
Workers Compensation	

TO

<u>Account #</u>	<u>Amount</u>
32-8000-9100-64102	\$ 7,500
Cash Food – Dairy	
32-8000-9100-64105	5,000

32-9000-9940-61710 18,500
Workers Compensation

32-9000-9940-61710 53,500
Employee Benefits/Workers Comp.

32-9000-9940-61710 12,000
Workers Compensation

32-9000-9940-61710 20,500
Workers Compensation

Public Works

FROM

<u>Account #</u>	<u>Amount</u>
41-4350-4240-46205	\$ 3,000
Compensation-Loss of Fixed Asset	

Finance

FROM

<u>Account #</u>	<u>Amount</u>
05-1500-0000-61610	\$ 5,394
Health Insurance	

Cash Food -- Groceries	
32-8000-9300-62164	3,500
Disposable Services	
32-8000-9300-63111	1,500
Paper Products	
32-8000-8100-64008	15,000
Disposables	
32-8000-8200-62104	1,000
Consulting Services	
32-8000-9100-63109	1,000
Other Supplies & Expenses	
32-8000-9100-63111	1,500
Paper Products	
32-7260-7400-62185	10,000
Occupational Therapy	
32-7260-7400-62186	21,500
Speech Therapy	
32-7260-7400-62189	7,000
Other Medical Services	
32-8000-8100-64000	15,000
Medical Supplies	
32-9000-9940-61720	10,000
Unemployment	
32-9000-9940-61915	600
Certification/License/Other	
32-9000-9940-63406	1,400
Clothing & Uniforms	
32-7260-7400-62171	5,000
Ambulance	
32-7260-7400-62176	3,000
Laboratory	
32-7260-7400-62179	10,000
Pharmacy	
32-7260-7400-62180	2,500
Physical Therapy	

TO

<u>Account #</u>	<u>Amount</u>
41-4350-4240-63503	\$ 3,000
Machinery & Equipment Parts	

TO

<u>Account #</u>	<u>Amount</u>
05-1500-0000-62400	\$ 360
Repair & Maintenance	

05-1500-0000-62491	634
Software Maintenance	
05-1500-0000-67171	4,400
Capital Assets	

Supervisor Kraft moved approval of the above Transfer for the Finance Committee, second by Supervisor Fox. ADOPTED.

Bills and Encumbrances

Finance Director	\$	208.09
Elections		691.96
Tax Deed Expense		255.85
Land Records		1,170.00
Information Technology		33,446.70

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

Bills Over \$10,000.

Agsun Corporation	\$	23,950.00
CDW Government Inc.		38,696.40
CESA 2		16,796.38
General Communications		25,274.00
Veripic		29,398.95

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

Encumbrances Over \$10,000.

Gielows Lawn & Garden Equipment Inc.	\$	13,824.65
Mulrooney Moving and Storage Inc.		25,000.00

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

Pre-Approved Encumbrance Amendments.

Rock Haven

Reinhart Foodservice Inc.	\$	15,000.00
Gulf South Medical Supply		19,000.00
MJ Care Inc.		21,500.00
Pinnacle Pharmacy		10,000.00
MJ Care Inc.		10,000.00

Finance - Purchasing

Janesville Gazette	\$	350.00
<u>General Services</u>		
CG Schmidt	\$	39,750.19
CG Schmidt		82,916.68

Supervisor Fox moved approval of the above Pre-Approved Encumbrance Amendments, second by Supervisor Kraft. ADOPTED.

Approval of Bills for Other Departments. None.

Resolutions.

Authorizing Contract for Section 125 Plan (Flexible Spending Account)

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this ____ day of _____, 2012 does hereby authorize and direct the County Board Chair and County Clerk to enter into a contract with Employee Benefits Cooperative of Madison, Wisconsin to administer Rock County’s Section 125 Plan (Flexible Spending Account) for the period January 1, 2013 through December 31, 2013 at a cost of \$3.35 per participant per month.”

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

Approving Dental Insurance Contract

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this ____ day of _____, 2012 does hereby authorize the execution of a contract with Delta Dental for the County’s dental insurance for the period of January 1, 2013 through December 31, 2013.”

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

Resolution to Designate a Qualified Newspaper for All Rock County Legal Publications for 2013

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this ____ day of _____, 2012, does hereby designate The Beloit Daily News as the official county newspaper for all county legal publications for 2013.”

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

Purchasing Procedural Endorsements.

Supervisor Fox moved approval to act on items 6.A., 6.B. and 6.C. in one motion, second by Supervisor Podzilni.

Authorizing a Contract for Moving Services to the new Rock Haven Facility

“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 Mulrooney Moving of Janesville, WI not to exceed \$25,000.”

Authorizing Purchase of Welch Allyn Equipment 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 Gulf South medical of Jacksonville, Florida for \$35,235.08 for the purchase of Welch Allyn equipment for Rock Haven.”

Authorizing Purchase of a Riding Lawn Mower 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 Gielow’s Lawn and Garden of Milwaukee, WI for \$13,824.65 for the purchase of a Toro Model #74296 riding lawn mower.”

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

Authorizing Purchase of Riding Lawn Mowers for General Services

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, that a Purchase Order be issued for the purchase of a Toro Riding Lawn Mower from Gielow’s Lawn of Milwaukee, in the amount of \$13,824.65.”

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

Authorizing Lease of Multi-function Copier for General Services

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, that a Purchase Order for lease of a multi-function copier be issued to Konica Minolta of Madison

for \$939.72/month, for 60 months, with service and supplies billed at \$.0038/copy.”

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

Purchasing Procedural Endorsement for a Prime Vendor for Disposable Exam Gloves – Curad Brand.

Supervisor Kraft moved Purchasing Procedural Endorsement with Medical Shipment, Rolling Meadows, IL for Disposable Exam Gloves (Curad Brand) for the Sheriff’s Office, second by Supervisor Beaver. ADOPTED.

Department Budget Review.

County Clerk Ms. Stottler said other than having her Account Clerk II re-titled to County Clerk Specialist, hers is a cost to continue budget. She added that the election budget will be less in 2013 as there are only two elections, unless one is needed for Paul Ryan. She informed the Committee that Ms. Johnson will be retiring January 2014 and she will be requesting some cross training for her position.

Finance Director Ms. Oja handed out an organizational chart of her department and went over the re-organization, which took place after looking at the job duties of each of her employees. She said the Rock Haven accounting unit will become part of Rock Haven in 2013 instead of cross charging for these staff positions. She informed the Committee that she will be \$120,000 under budget for 2012.

Information Technology Mr. Crittenden went over his initiatives for 2013.

Chair Mawhinney asked that IT put the tax receipting system for the Treasurer as a priority. Mr. Crittenden said they have a system up and running but it does not have two of the enhancements. He said they will be using the upcoming tax season to test it. He added that EscrowPro is not as simple as the vendors made it sound. He said the implementation will occur within the next two months on a test basis. Chair Mawhinney asked if this would be done in 2013, with Mr. Crittenden replying that it will.

Chair Mawhinney said that the e-mail system for the County Board members is another problem area, that there are not many Supervisors who are able to access it.

Register of Deeds Mr. Leyes went over the objectives of his department. He said there is an error in Administrator’s Comments, page 36, paragraph 3, the redaction fee will sunset at the end of 2014 not 2015.

Mr. Leyes requested to have the old records from the 1800’s through 1935 scanned. Mr. Knutson recommended using Land Records fees to do this.

Treasurer Ms. Brown said her department brings in \$1.9 million to offset the County's other departments and her department is still working with a 1990's system. She requested having tax payoff figures on the internet, which would eliminate the need for seasonal help. She said she needs to be able to have credit card payments made online, not have to enter them manually.

Other Land Records – Ms. Schultz said the Land Records funds are used for a number of departments such as Register of Deeds, Surveyor, Planning, etc.

Ms. Knutson said the 2013 sales tax receipts will be for 13 months to bring the year in line with GAAP.

Supervisor Kraft asked about Emergency Management being merged in to the Sheriff's Office. Mr. Knutson said a sergeant from the Sheriff's Office will be dedicated full time to the job duties in Emergency Management and will be working out of the Emergency Management Office. Supervisor Beaver asked if this person is trained or will be trained to take over the office. Mr. Knutson said Sheriff Spoden will have this person shadowing the Emergency Management Coordinator after November 13th. Captain Groelle will be supervising this position and he has had a number of NIMS classes. The Sheriff's Office also has a finance person who will be submitting grants for Emergency Management. Supervisor Beaver expressed her concern that smaller agencies may fall by wayside and hopes this does not happen. Chair Mawhinney said it would be nice to have Sheriff Spoden available for questions. Mr. Knutson said he would check with the Sheriff to see if he is available. Supervisor Kraft added that the smaller agencies would like reassurances that they will not be ignored. Supervisor Beaver said we need to maintain what we have.

Report on Cash Balances and Investments. Ms. Oja updated the Committee on cash balances and investments as of September 30, 2012.

Set Meeting Date and Time for Review, Discussion and Recommended Revisions to the 2013 Recommended Budget. The November 1, 2012 Finance meeting was decided on to hear the Committee Chairs' requests; and November 8, 2012 at 7:30 A.M. to make decisions on the requests.

Adjournment. Supervisor Fox moved adjournment at 9:14 A.M., second by Supervisor Kraft. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.