

**FINANCE COMMITTEE**  
**Minutes – November 1, 2012**

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, November 1, 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; Craig Knutson, County Administrator; Randy Terronez and Nick Osborne, Assistants to County Administrator; Mickey Crittenden, Information Technology Director; Sheriff Spoden; Captain Gary Groelle; Sara Mooren, Administrative Services Division Manager, Human Services (at 8:15 A.M.).

**Others Present:** None.

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

**Citizen Participation, Communications and Announcements.** Mr. Crittenden informed the Committee that he has put a team of IT Staff together to come up with solutions to the Supervisor's e-mail problem. He asked the Committee to be the test group when they come up with a solution. Also, there would be phone access for help from 8 A.M. to 9 P.M. during the implementation period.

Ms. Oja handed out the Sales Tax Receipts Report through October.

**Committee Review and Approval of Per Meeting Allowances.** Supervisor Beaver moved approval of per meeting allowances in the amount of \$11,376.42, second by Supervisor Fox. ADOPTED.

**Approval of Minutes – October 11, 2012, and October 18, 2012.** Supervisor Beaver moved approval of the minutes of October 11, 2012 and amended minutes October 18, 2012, second by Supervisor Podzilni. ADOPTED.

**Transfers and Appropriations.**

**Public Health**

**FROM**

<u>Account #</u>	<u>Amount</u>
31-3000-0000-61100 Regular Wages	\$11,000
31-3000-0000-62119 Other Contracted Services	\$ 3,000
31-3000-0000-62503 Interpreter Fees	\$ 5,000

**TO**

<u>Account #</u>	<u>Amount</u>
31-3000-0000-64000 Medical Supplies	\$19,000

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

**Bills and Encumbrances**

Finance Director	\$	8,758.23
Information Technology		30,999.83
IT Capital Project		29,817.42
* Information Technology		62.84

Ms. Oja handed out copies of the Encumbrance (\*) for Information Technology. Supervisor Kraft moved approval of the above Bills and Encumbrances for the Finance Committee, second by Supervisor Beaver. ADOPTED.

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

Enterprise Systems Group	\$	29,817.42
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Supervisor Podzilni moved approval of the above Bills Over \$10,000 for the Finance Committee, second by Supervisor Kraft. ADOPTED.

**Encumbrances Over \$10,000.** None.

**Pre-Approved Encumbrance Amendments.** None.

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

**Resolutions.**

**Cancellation of Checks Over Two Years Old**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this 13th day of November, 2012, the following checks that are over two years old be cancelled and credited back to the proper accounts.

...”

Supervisor Kraft moved Approval of the above resolution totaling \$47,367.99, second by Supervisor Podzilni. ADOPTED.

**Authorizing Purchase of Personal Computers in the 2012 Budget**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2012 that a Purchase Order be issued to HP Direct, C10GM, 10810 Farnam Drive, Omaha NE, 68154 for 72 HP Compaq Pro 6300 personal computers in the amount of \$35,640.00.”

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

## Authorizing Purchase of Computer Equipment in the 2012 Budget

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2012 that a Purchase Order be issued to CDW Government, 230 North Milwaukee Ave., Vernon Hills, IL 60061 for 40 19” LCD monitors, 18 Wyse X90M7 mobile thin clients, 21 Wyse desktop thin clients, 1 HP Laserjet M602dn printer with extra tray, 9 HP Laserjet M401dn printers, 2 HP Laserjet P1606dn portable printers, 1 HP Color Laserjet M451dn printer, 19 Targus messenger bags, 21 HP Port replicators, 2 HP SB 8570P laptops, 1 HP SB 8570W laptop, and 2 HP docking stations in an amount not to exceed \$35,241.53.”

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

**Emergency Management Transition.** Mr. Knutson said he and Sheriff Spoden have discussed this transition with various fire and police personnel and have agreed that the Sheriff’s Office has the horsepower to man the Emergency Management Center during serious situations. Captain Groelle has had a large part in past situations and has had training in this area. The Sergeant in charge of Emergency Management will report to Captain Groelle, Captain Groelle reports to Commander Knudson, Commander Knudson reports to Chief Deputy Tillman, who reports to the Sheriff. Also, Diane Michaelis will be able to oversee the finance/accounting functions. Mr. Knutson said, so far, everyone feels this will enhance the partnerships of the agencies.

Supervisor Beaver said she just wanted to make sure the person taking over had the training required for the position and she feels much better now about the transition. She said she has worked with Captain Groelle in the past and knows he has the experience and knowledge needed and that Sergeant Kohler will be trained in appropriately.

Sheriff Spoden said he and Chief Demrow have discussed how the only change will be that Sergeant Kohler will be sitting in the office instead of Ms. Connors.

Supervisor Beaver said she would like to make sure that the smaller agencies will be receiving the information on grants, training, etc. that Ms. Connors had passed on to them. Captain Groelle said the Sergeant and he will be shadowing Ms. Connors until she leaves in January and will be downloading all her contacts. He added that the three of them will begin to make rounds to all the agencies to introduce Sergeant Kohler when Ms. Connors returns from vacation.

Sheriff Spoden said he has thought about this long and hard, had many discussions and feels Sergeant Kohler will be a good fit for the position. He added that this will be Sergeant Kohler's only focus. Captain Groelle added that Sergeant Kohler will be working on her Masters Degree in the emergency management area.

Chair Mawhinney asked if they will also be in contact with the Towns, Villages and Cities. Captain Groelle said they are aware of the relationship there as well and will continue it.

**Review, Discussion and Recommended Revision to the 2013 Recommended Budget**

**Other** Mr. Knutson handed out the 2013 Revenue Sources and went over the differences of what was budgeted to what they have now found to be available. The first figure is in General Transportation Aids, the notice from the DOT is \$69,034 more than budgeted. He said there are three options on use of these funds: 1) do nothing; 2) reduce the levy; or 3) use to reduce the borrowing. He said his preference is #3 to use it to reduce borrowing. Next is Computer Aids and we will be receiving \$28,457 more. He said the funds could be left there and recognize that we will be receiving less in other areas that were estimated. Last is Operational Levy and we have now heard that we can increase our levy limit by \$45,623.

Supervisor Podzilni moved to use the \$69,034 to reduce borrowing and leave the levy limits where they are, second by Supervisor Fox.

Supervisor Kraft said under Human Services, page 32, second paragraph, Health Net is being reduced and requested some of the Revenue Source funds be used for Health Net. Mr. Knutson said he would put numbers together for the November 7<sup>th</sup> meeting.

ADOPTED.

**Human Services** Ms. Mooren said they can reallocate \$2,509 from Seasonal Wages to Regular Wages in the Juvenile Justice Division to bring the Juvenile Justice Supervisor position from a level 20 to level 21. Mr. Knutson said Human Resources did a job audit and the position would be more appropriately slotted in level 21. He added that he would support this reallocation.

Chair Mawhinney asked if this would be cost neutral with Mr. Knutson agreeing that it would be cost neutral.

Supervisor Beaver moved approval to reallocate \$2,509 from Seasonal Wages to Regular Wages in the Juvenile Justice Division to move this position to level 21, second by Supervisor Kraft. ADOPTED.

Mr. Knutson reminded the Committee that County Board will meet on Monday, November 5<sup>th</sup> at 9 A.M.; on Wednesday, November 7<sup>th</sup> at 6 P.M.; on Tuesday, November 13<sup>th</sup> at 9 A.M.; and Thursday, November 15<sup>th</sup> at 6 P.M. Also, the Finance Committee will be meeting on Thursday, November 8<sup>th</sup> at 7:30 A.m.

**Adjournment.** Supervisor Beaver moved adjournment at 8:19 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**