

FINANCE COMMITTEE
Minutes – October 3, 2013

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, October 9, 2013, in Conference Room N-1 Rock County Courthouse East.

Committee Members Present. Supervisors Mawhinney, Beaver, Kraft, 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; Jodi Millis, Purchasing Manager; Lori Stottler, County Clerk; Dave O’Connell, Human Resources Director; Phil Boutwell, Human Services Deputy Director; Michelle Schultz, Real Property Lister; Tom Sweeney, Land Conservationist.

Others Present: None.

Approval of Agenda. Chair Mawhinney said there was an addition, item 6.C. Transfer for Sheriff’s Office. Supervisor Fox moved approval of the agenda with this addition, second by Supervisor Podzilni. ADOPTED.

Committee Review and Approval of Per Meeting Allowances. Supervisor Podzilni moved approval of per meeting allowances in the amount of \$13,711.14, second by Supervisor Kraft. ADOPTED.

Approval of Minutes – August 15, 2013, August 23, 2013 Joint with County Board Staff Committee and Minutes of September 12, 2013 and September 19, 2013. Supervisor Podzilni moved approval of the minutes of August 15, 2013, August 23, 2013, September 12, 2013 and September 19, 2013 as presented, second by Supervisor Kraft. ADOPTED.

Citizen Participation, Communications and Announcements. Ms. Oja handed out the copies of the County Sales Tax Receipts through September 2013.

Update on Offering DNR Services in County Clerk’s Office. Ms. Stottler informed the Committee that Senator Kedzie e-mailed her to let her know the DNR is going to be implementing a new system that is supposed to streamline the process. The Committee suggested Ms. Stottler and her staff continue providing the DNR licensing and see how much difference this new system will make. Ms. Stottler said they will continue for 2014 and see how it works.

Transfers and Appropriations.

District Attorney

FROM

Account #

Amount

TO

Account #

Amount

24-1610-0000-62124 \$ 5,000
Criminal Investigations

24-1610-0000-63100 \$ 5,000
Office Supplies & Expenses

General Services

FROM

<u>Account #</u>	<u>Amount</u>
18-1815-9200-63109	\$ 2,709
Other Supplies & Expenses	
18-1815-9200-63109	\$ 207
Other Supplies & Expenses	

TO

<u>Account #</u>	<u>Amount</u>
18-1815-9200-61108	\$ 2,709
Seasonal Wages	
18-1815-9200-61400	\$ 207
FICA	

Sheriff's Office

FROM

<u>Account #</u>	<u>Amount</u>
21-2167-0000-62119	\$ 2,720
Other Contracted Services - RECAP	

TO

<u>Account #</u>	<u>Amount</u>
21-2167-0000-63100	\$ 2,720
Office Supplies - RECAP	

Supervisor Kraft moved approval of the above District Attorney, General Services, and Sheriff's Office Transfers (contingent on approval by the Public Safety & Justice Committee and General Services Committees) for the Finance Committee, second by Supervisor Fox. ADOPTED.

Bills and Encumbrances

Health Insurance Trust	\$ 5,434.56
Property & Liability Insurance	4,943.94
Finance Director	550.00
Information Technology	22,365.99
Tax Deed Expense	540.55
ROD Redaction Project	2,533.00

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

Bills Over \$10,000

Compsych	\$ 10,378.50
WI Department of Transportation	28,500.00

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

Encumbrances Over \$10,000

Rock River Construction	\$ 39,906.00
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Supervisor Beaver moved approval of the above Bills Over \$10,000 for the Finance Committee, second by Supervisor Fox. ADOPTED.

Pre-Approved Encumbrance Amendments.

General Services

CG Schmidt \$ 42,527.00

Land Records

Fidlar Companies \$ 10,000.00

Supervisor Fox moved approval of the above Pre-Approved Encumbrance Amendment for General Services and Land Records, second by Supervisor Beaver. ADOPTED.

Approval of Bills for Other Departments.

County Board Staff

County Board	\$	700.62
Corporation Counsel		219.00
Human Resources		2,354.84
Employee Recognition		948.45
Human Resources		640.30

Supervisor Kraft moved approval of the above Bills and Encumbrances for County Board Staff, second by Supervisor Fox. ADOPTED.

Review of Resolutions.

Amending the Sheriff's 2013 Budget to Use Wisconsin Department of Justice Funds for Training on Internet Crimes Against Children

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013 that the 2013 budget be amended as follows:

...”

Supervisor Podzilni moved Finance Committee Endorsement of the above resolution contingent on Public Safety & Justice Committee approval, second by Supervisor Fox. ADOPTED.

Creating One Bachelor Level Case Manager Position and One Master Level Social Worker Position and Amending the 2013 Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013 does hereby approve the creation of 1.0 FTE Bachelor level Case Manager position and 1.0 FTE Master Level Social Worker position and authorized the Human Services Department to fill those positions; and,

BE IT FURTHER RESOLVED, that the 2013 Budget be amended as follows:

...”

Mr. Boutwell said they would like to have the positions filled by November 1, 2013.

Supervisor Kraft moved Finance Committee Endorsement of the above resolution contingent on County Board Staff approval, second by Supervisor Podzilni. ADOPTED.

Amending the 2013 Land Conservation Department Budget to Offset Costs Associated with the Clean Sweep Program

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013, amends the Land Conservation Department’s budget as follows:

...”

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

Purchasing Procedural Endorsement.

Authorizing Award of Rock Haven Porch Security Screens

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013 that the County authorize the award of the Rock Haven Porch Security Screens to Rock River Construction of Beloit, WI in the amount of \$39,906.00.”

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

Authorizing Purchase of 2014 Calendars

Supervisor Kraft moved Purchasing Procedural Endorsement for the purchase of 2014 calendars from Office Pro of Janesville, WI, second by Supervisor Beaver. ADOPTED.

Resolution and Purchasing Procedural Endorsement.

Authorizing Purchase of Liebert Data Center Air Conditioning Unit

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013 that a Purchase Order for the specified Liebert data center air conditioning unit be issued to CDW-G in the amount of \$36,575.00; and,

BE IT FURTHER RESOLVED that payment be made to the vendor upon approval of the Information Technology Director and the Finance Committee.”

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

Resolution.

Approving Reinsurance Contract for Stop-Loss Coverage

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this ____ day of _____, 2013 hereby authorized the execution of a contract with Zurich for administration of the County’s Stop-Loss Coverage effective January 1, 2014.”

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

Adjournment. Supervisor Fox moved adjournment at 8:00 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE