

FINANCE COMMITTEE
Minutes – December 5, 2013

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:32 A.M. on Thursday, December 5, 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; Jeff Kuglitsch, Corporation Counsel; Dave O’Connell, Human Resources Director; Mickey Crittenden, Information Technology Director; Vicki Brown, Treasurer; Michelle Schultz, Real Property Lister; Rob Leu, General Services Director; Dave Sudmeier; Rock Haven Controller; Dave Tinker, Todd Henry, Kathleen Holford, Information Technology.

Others Present: None.

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

Approval of Minutes – November 12, 2013 and November 21, 2013. Supervisor Kraft moved approval of the minutes of November 12, 2013 and November 21, 2013 as presented, second by Supervisor Beaver. ADOPTED.

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

Transfers and Appropriations.

Finance Department

FROM

| <u>Account #</u> | <u>Amount</u> |
|---|----------------------|
| 19-1922-0000-64904 Contingency Funds | \$ 2,000 |

TO

| <u>Account #</u> | <u>Amount</u> |
|----------------------------------|----------------------|
| 05-1530-0000-62130 Audit Fees | \$ 2,000 |

Public Health

FROM

| <u>Account #</u> | <u>Amount</u> |
|--|----------------------|
| 31-3000-0000-62400 R&M Services | \$ 1,000 |
| 31-3000-0000-62503 Interpreter Fees | 500 |
| 31-3000-0000-63104 Printing & Duplication | 500 |

TO

| <u>Account #</u> | <u>Amount</u> |
|---|----------------------|
| 31-3000-0000-62119 Other Contracted Services | \$ 1,000 |
| 31-3000-0000-63100 Office Supplies | 1,000 |

Sheriff's Office

FROM

| <u>Account #</u> | <u>Amount</u> |
|--------------------------------------|----------------------|
| 21-2100-0000-46205 | \$3,315.30 |
| Compensation Loss Fixed Assets – LES | |
| 21-2100-0000-46205 | 8,029.41 |
| Compensation Loss Fixed Assets – LES | |

TO

| <u>Account #</u> | <u>Amount</u> |
|-------------------------|----------------------|
| 21-2100-0000-62410 | \$3,315.30 |
| R&M Vehicles - LES | |
| 21-2100-0000-62410 | 8,029.41 |
| R&M Vehicles - LES | |

Supervisor Podzilni moved approval of the above Finance Department, Public Health and Sheriff's Office Transfers for the Finance Committee, second by Supervisor Fox. ADOPTED.

2013 - Bills and Encumbrances

| | |
|------------------------------|-----------|
| Information Technology | \$ 17.90 |
| Employee Wellness Activities | 73.14 |
| Finance Director | 429.00 |
| Information Technology | 13,001.85 |
| Elections | 657.65 |
| Employee Wellness Activities | 69.98 |
| Prepaid – ISF-CS | 48,703.80 |
| Information Technology | 30.55 |

2014 - Bills and Encumbrances

| | |
|---------------------------------|--------------|
| Alternative Residential Program | \$ 12,750.00 |
| Community Service Program | 60,755.00 |
| Finance Director | 51,500.00 |
| Indirect Cost Reimbursement | 7,700.00 |
| Auditing and Special Accounting | 87,000.00 |
| Treasurer | 5,100.00 |
| Property & Liability Insurance | 270,000.00 |
| RSVP Program | 26,094.00 |
| RSVP Assisted Transportation | 24,803.00 |
| Heritage Rock County | 22,546.00 |
| Finance Director | 8,700.00 |
| Information Technology | 82,343.19 |
| Information Technology | 176,503.70 |
| Information Technology | 37,957.99 |
| IT Capital Projects | 47,717.58 |
| Workers Compensation | 30,000.00 |
| ISF-Self Insurance | 100,000.00 |
| Human Resources | 500.00 |

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

Bills Over \$10,000

| | |
|-----------------------------|--------------|
| Blackhawk Technical College | \$ 16,513.42 |
| Board of Regents | 55,218.00 |

| | |
|--------------------|-----------|
| NAMI Waukesha Inc. | 14,573.20 |
| Reed, Roger | 12,582.50 |

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

Encumbrances Over \$10,000

| | |
|--|---------------|
| Midland Health Testing Services | \$ 100,000.00 |
| Willis of Wisconsin Inc. | 30,000.00 |
| Citrix Systems Inc. | 14,838.36 |
| Core BTS Inc. | 29,937.99 |
| Election Systems & Software Inc. | 24,974.12 |
| ESRI Inc. | 43,500.00 |
| Fidlar Companies | 60,000.00 |
| JP Morgan Chase Bank NA | 37,450.00 |
| Lexipol LLC | 10,593.00 |
| Oracle Corporation | 10,939.70 |
| Baker Tilly Virchow Krause LLP | 87,000.00 |
| Retired Senior Volunteer Program | 50,897.00 |
| RHYME Business Products | 40,000.00 |
| Rock County Historical Society | 22,546.00 |
| Rock Valley Community Programs Inc. | 73,505.00 |
| Silha LLC, Dan | 11,424.96 |
| Willis of Wisconsin Inc. | 36,000.00 |
| WMMIC | 270,000.00 |
| Alliant Energy/WP&L | 112,276.08 |
| Contingency Planning Solutions Inc. | 47,717.58 |
| Diversified Building Maintenance | 86,704.00 |
| Diversified Building Maintenance | 248,410.00 |
| JP Morgan Chase Bank NA | 150,000.00 |
| Konica Minolta Business Solutions | 10,800.00 |
| Konica Minolta Business Solutions | 11,276.64 |
| Midland Paper | 27,500.00 |
| Office Pro | 65,000.00 |
| Hendricks Commercial Properties LLC | 134,119.74 |
| JP Morgan Chase Bank NA | 20,900.00 |
| JP Morgan Chase Bank NA | 24,050.00 |
| SGTS Inc. | 16,980.04 |
| International Academy of Public Safety | 25,000.00 |
| Netsmart Technologies Inc. | 48,703.80 |
| Charter Communications | 18,000.00 |
| Kalamber MD, Robert L. | 44,000.00 |
| Manpower US Inc. | 35,000.00 |
| Mercy Health System | 13,000.00 |
| Rao, Ramachandra | 30,000.00 |
| West MD, William Peter | 130,000.00 |
| Wisconsin Department of Health and Social Services | 261,120.00 |
| Wisconsin Health Care Liability | 35,000.00 |

| | |
|---------------------------------|------------|
| Centrad Healthcare Inc. | 35,500.00 |
| DBR Builders Inc. | 33,237.00 |
| Gulf South Medical Supply | 163,000.00 |
| JP Morgan Chase Bank NA | 66,500.00 |
| Reinhart Foodservice Inc. | 131,000.00 |
| Sysco Foods of Baraboo LCC | 112,700.00 |
| Amsan LLC | 11,000.00 |
| Aramark Uniform Services Inc. | 108,000.00 |
| Country Quality Dairy | 40,000.00 |
| MJ Care Inc. | 265,000.00 |
| Pinnacle Pharmacy | 150,000.00 |
| Professional Medical Inc. | 30,000.00 |
| Sherman Sanitation Services LLC | 15,000.00 |
| Tropic Juices Inc. | 13,000.00 |

Ms. Oja said some of the encumbrances are contingent on other committees meetings this week and next. Supervisor Kraft moved approval of the above Encumbrances Over \$10,000 for the Finance Committee contingent on other committees meetings, second by Supervisor Fox. ADOPTED.

Pre-Approved Encumbrance Amendments. None.

Approval of Bills for Other Departments.

2013 - County Board Staff

| | |
|---------------------|-----------|
| County Board | \$ 881.29 |
| Corporation Counsel | 840.00 |
| Human Resources | 1,612.43 |

2014 - County Board Staff

| | |
|--------------------|--------------|
| ISF-Self Insurance | \$ 36,000.00 |
| County Board | 6,334.46 |

2013 – General Services

| | |
|-----------------------------|-----------|
| General Services | \$ 180.00 |
| Jail/HCC Complex Project | 1,823.04 |
| Courthouse Security System | 3,000.00 |
| HCC Complex - Maintenance | 2,146.89 |
| Rock Haven Building Project | 5,403.28 |

2014 – General Services

| | |
|--------------------------|-------------|
| General Fund | \$ 2,700.00 |
| HCC Building Complex | 118,976.08 |
| Jail/HCC Complex Project | 6,460.00 |
| General Fund | 101,500.00 |
| General Services | 17,210.56 |
| General Fund | 150,000.00 |
| General Services | 16,276.64 |

| | |
|----------------------------------|------------|
| General Services | 356,887.42 |
| Glen Oaks | 18,004.00 |
| Youth Services Center | 13,233.00 |
| HCC Building Complex | 86,704.00 |
| Communications Center Operations | 20,910.00 |
| Diversion Program/ASC Program | 11,650.00 |

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

Resolutions

Authorizing Purchase of Computer Equipment for Human Services in 2013

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013 that a Purchase Order be issued to CDW Government, 230 North Milwaukee Ave., Vernon Hills, IL 60061 for 54 19” LCD monitors, 7 Fujitsu fi-6130z scanners, 18 Targus messenger bags, 20 HP docking stations, 18 HP SB 6570b laptops, and 20 keyboard and mouse kits in an amount not to exceed \$31,085.54.

NOW, THEREFORE, BE IT FURTHER RESOLVED that payment in an amount not to exceed \$31,085.54 be made to CDW Government upon receipt and acceptance by the Finance Committee.”

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

Authorizing Purchase of Unitrends Disk-to-Disk Backup Expansion Unit

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013 that a Purchase Order for a disk-to-disk backup system be issued to Contingency Planning Solutions, Inc. in the amount of \$47,717.58.

BE IT FURTHER RESOLVED that payment be made to the vendor upon approval and acceptance by the Finance Committee.”

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

Review of Resolutions.

Amending the Sheriff’s 2014 Budget to Use Equitably Shared Funds to Purchase Maintenance for VeriPic Software

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2013, that the 2014 budget be amended as follows:

...

BE IT FURTHER RESOLVED that a purchase order be issued to VeriPic of Santa Clara, CA in the amount of \$7,399.95, for the purchase of a one-year maintenance contract.”

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

Amending 2014 Local Emergency Planning Committee Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2013, does approve and authorize the increase of \$3,256 in State Aid and amends the 2014 Local Emergency Planning Committee Budget as follows:

...”

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

Update on the Receipting System. Mr. Crittenden said all the updates from the old system are now on the new, they have made sure it balances and is ready to go. The old system is the backup system in case of any problems. He said they are ready to start generating tax bills and will be starting the receipting system when the municipalities are trained and set to go. He added there will be some features and functionality coming over the next few years.

Ms. Schultz said they have done some testing on both systems and everything calculated out fine. She added that she is planning on running a couple more tests to make sure the calculations are good.

Supervisor Kraft asked if Mr. Henry will be available to Ms. Brown in case there are any problems. Mr. Crittenden said he would be.

Ms. Brown said they ran the systems parallel and the month end reports did not balance. She added that she has not seen any balancing reports for the municipalities yet. She said the payoffs are not on the internet yet and she will not wait another year for this. Mr. Crittenden said the internet is a high priority job and should be ready after the first of the year. Supervisor Kraft asked if they could run a test. Ms. Brown said the system is live so tests can no longer be run. She said the daily reports have worked but the monthly ones have not.

Chair Mawhinney said she would like to have an update on the system again for the next meeting in two weeks.

Approval for Selection of Specific Pricing Model of Care Coordination through Quantum Health. Mr. O'Connell said the County has been with Quantum as the Health Care Provider since 2008 or 2009. He went over the current fee structure, which is a fixed fee, and options for 100% performance based against three distinct targets and performance based against three distinct targets with global minimum/maximum. He said we used the fixed fee last year and the fixed fee is recommended for 2014.

Supervisor Fox moved to go with the fixed fee for 2014, second by Supervisor Beaver. ADOPTED.

Committee Review and Approval of Per Meeting Allowances. Supervisor Beaver moved approval of per meeting allowances in the amount of \$14,156.30, second by Supervisor Podzilni. ADOPTED.

Adjournment. Supervisor Beaver moved adjournment at 7:59 A.M., second by Supervisor Fox. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE