



**FINANCE COMMITTEE
THURSDAY, JANUARY 15, 2015 - 7:30 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Transfers and Appropriations
4.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - E. Approval of Bills for Other Departments
5. Resolutions
 - A. Reauthorization of Self-Insurance
 - B. Authorizing Purchase of a Unitrends Disk-to-Disk Backup Expansion Unit
6. Committee Approval
 - A. Amending the 2015 Budget to Accept FoodShare Employment and Training (FSET) Funding
 - B. Amending the 2015 Budget to Accept Juvenile Justice Alcohol and Other Drug Abuse Funding
7. Report on Cash Balances and Investments
8. Adjournment

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
14-1411-0000-63100	OFC SUPP & EXP	P1403893	12/15/2014	A RIFKIN CO	107.90
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	1,667.98	0.00	107.90	3,224.12
14-1411-0000-63103	LEGAL FORMS	P1400488	12/23/2014	ILLINOIS OFFICE SUPPLY	572.95
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	65,000.00	46,327.81	(50,992.97)	572.95	69,092.21
ELECTIONS PROG TOTAL				680.85	

I have examined the preceding bills and encumbrances in the total amount of **\$680.85**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JAN 15 2015**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
15-1540-0000-63100	OFC SUPP & EXP	P1403717	12/15/2014	HENRICKSEN	1,962.44	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	3,426.00	1,063.20	0.00	1,962.44	400.36	
COUNTY TREASURER PROG TOTAL				1,962.44		

I have examined the preceding bills and encumbrances in the total amount of **\$1,962.44**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JAN 15 2015**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
17-1710-0000-63103	LEGAL FORMS	P1403957	12/18/2014	DEPARTMENT OF HEALTH SERVICES	700.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,000.00	1,294.00	0.00	700.00	6.00
REGISTER OF DEEDS PROG TOTAL				700.00	

I have examined the preceding bills and encumbrances in the total amount of **\$700.00**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JAN 15 2015**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0063-29663	W C TRUST	P1500645	01/05/2015	TRICOR INC	79,056.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	(158,112.00)	36,000.00	79,056.00	43,056.00
ISF-SELF INS PROG TOTAL				79,056.00	

I have examined the preceding bills and encumbrances in the total amount of **\$79,056.00**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JAN 15 2015**

Dept Head _____

Committee Chair _____

2015...

Rock County

COMMITTEE APPROVAL REPORT

01/07/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
15-1540-0000-62119	OTHER SERVICES	P1500606	01/01/2015	PER MAR SECURITY SERVICES	406.56
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	532.00	0.00	0.00	406.56	125.44
COUNTY TREASURER PROG TOTAL				406.56	

I have examined the preceding bills and encumbrances in the total amount of **\$406.56**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JAN 15 2015**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
17-1710-0000-63100 ENC	OFC SUPP & EXP	R1500885	01/01/2015	WISCONSIN DEPARTMENT OF ADMINI	149.76
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,746.00	0.00	0.00	149.76	2,596.24
17-1710-0000-63106 ENC	PLAT BOOKS	R1500884	01/01/2015	MAPPING SOLUTIONS	2,813.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,813.00	0.00	0.00	2,813.00	0.00
17-1710-0000-63200	PUBL/SUBCR/DUES	P1500647	01/05/2015	WISCONSIN REGISTER OF DEEDS AS	100.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	125.00	0.00	0.00	100.00	25.00
17-1710-0000-64200	TRAINING EXP	P1500646	01/05/2015	WCCO	75.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,107.00	0.00	0.00	75.00	1,032.00
REGISTER OF DEEDS PROG TOTAL				3,137.76	

I have examined the preceding bills and encumbrances in the total amount of **\$3,137.76**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JAN 15 2015**

Dept Head _____

Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

FINANCE COMMITTEE
INITIATED BY



JEFFREY S. KUGLITSCH
DRAFTED BY

FINANCE COMMITTEE
SUBMITTED BY

JANUARY 6, 2015
DATE DRAFTED

REAUTHORIZATION OF SELF-INSURANCE

1 WHEREAS, the County of Rock is a qualified political subdivision of the State of Wisconsin; and

2
3 WHEREAS, the Wisconsin Worker's Compensation Act (Act) provides that employers covered
4 by the Act either insure their liability with worker's compensation insurance carriers authorized to do
5 business in Wisconsin, or to be exempted (self-insured) from insuring liabilities with a carrier and thereby
6 assuming the responsibility for its own worker's compensation risk and payment; and

7
8 WHEREAS, the State and its political subdivisions may self-insure worker's compensation
9 without a special order from the Department of Workforce Development (Department) if they agree to
10 report faithfully all compensible injuries and agree to comply with the Act and rules of the Department;
11 and

12
13 WHEREAS, it is in the County's best interest to approve the continuation of the self-insured
14 worker's compensation program, in compliance with Wisconsin Administrative Code DWD 80.60(3);
15 and

16
17 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly
18 assembled this ____ day of _____, 2015, that the County Board:

- 19
20 (1) Provide for the continuation of a self-insured worker's compensation program that
21 is currently in effect.
22
23 (2) Continue to stay in compliance with all requirements of Wisconsin Administrative Code
24 DWD 80.60(3)
25
26 (3) Authorize the County Clerk to forward certified copies of this resolution to the Worker's
27 Compensation Division, Wisconsin Department of Workforce Development.

RESPECTFULLY SUBMITTED:

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

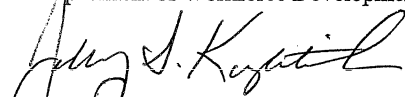
Mary Beaver

Brent Fox

J. Russell Podzilni

LEGAL NOTE:

Pursuant to sec. DWD 80.60(3), Wis. Adm. Code the County is required every 3 years to notify the Department of Workforce Development of its election to self-insure for worker's compensation exposure.



Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

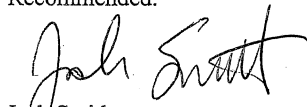
This resolution addresses a compliance issue and has no fiscal impact on Rock County operations in and by itself.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

Rock County has been self-insured for worker's compensation coverage for many years. Part of the self-insured requirement, pursuant to the Wisconsin Administrative Code, is that the County is required every three years to notify the Department of Workforce Development of their intent to continue in self-insured status. This resolution accomplishes that and continues the status quo.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Mickey Crittenden, Director of IT
INITIATED BY



Mickey Crittenden, Director of IT
DRAFTED BY

Finance Committee
SUBMITTED BY

December 30, 2014
DATE DRAFTED

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

- 1 **WHEREAS**, the expansion of the County's disk-to-disk backup system is an Information Technology
- 2 strategic initiative, with funding provided as part of the 2015 budget; and,
- 3
- 4 **WHEREAS**, the 108 terabyte expansion of the backup system will allow for safeguarding the
- 5 County's increasing information storage related to all County systems and enhancing disaster recovery
- 6 capacity; and,
- 7
- 8 **WHEREAS**, the Information Technology Department staff did specify the configuration of an
- 9 appropriate disk-to-disk backup system expansion unit; and,
- 10
- 11 **WHEREAS**, the specified disk-to-disk backup expansion unit will be purchased using the pricing and
- 12 terms of the State of Wisconsin UW Contract #MV10-2052.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 15 this _____ day of _____, 2013 that a Purchase Order for a disk-to-disk backup system be
- 16 issued to Contingency Planning Solutions, Inc. in the amount of \$77,873.25.
- 17
- 18 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon approval and acceptance
- 19 by the Finance Committee.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

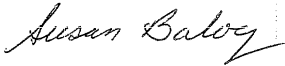
J. Russell Podzilni

AUTHORIZING PURCHASE OF A UNITRENDS DISK-TO-DISK
BACKUP EXPANSION UNIT

Page 2

FISCAL NOTE:

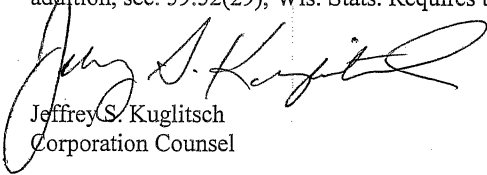
Funding has been included in the 2015 budget for the cost of this purchase.
This purchase is being funded by sales tax revenue.



Susan Balog
Sr. Accountant/Assistant to Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. Requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary for the Purchase of a Unitrends Backup System Expansion Unit

One of the budgeted 2015 Information Technology strategic initiatives is the expansion of the County's disk-to-disk information backup system. The backup system expansion is required in order to accommodate the increased usage of disk storage throughout all of the County's systems and to provide for the recovery of critical information for disaster recovery and business continuity purposes.

The major components of the network recovery server include:

- Unitrends RC943 Backup Expansion Unit with 108 terabytes of capacity;
- One Rotational Archive unit for off-site placement of redundantly stored data, and
- Network components for connectivity to the County's storage area network.

The planned, useful life for the backup expansion unit is 5-7 years, and it can be further expanded to accommodate additional capacity, as may be dictated by future County requirements.

The total cost of the Unitrends backup expansion unit and components is \$77,873.25, which includes installation and one year of support services. The system will be purchased using the pricing and terms of the State of Wisconsin UW Contract MV10-2052 and funded by the IT Capital Projects account.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Sara Mooren/Phil Boutwell
DRAFTED BY

Human Services Board
SUBMITTED BY

January 5, 2015
DATE DRAFTED

Amending the 2015 Budget to Accept FoodShare Employment and Training (FSET) Funding

1 **WHEREAS**, the Wisconsin Department of Health Services has requested to contract with the Human
2 Services Department for operation of the FSET program for the first quarter of 2015; and,
3

4 **WHEREAS**, the state issued a request for proposals for regionalized FSET services starting in 2015 but
5 has delayed implementation by three months; and,
6

7 **WHEREAS**, the Human Services Department has historically provided FSET services through the
8 Economic Support Division for Rock County; and,
9

10 **WHEREAS**, the main goal of this program is to enroll FoodShare participants into education and
11 training activities that will allow them to meet their employment goals and increase their earning abilities;
12 and,
13

14 **WHEREAS**, funding will be used to offset Economic Support Specialist staff time associated with
15 administration of the program and cover other expenses related to the operation of the FSET program;
16 and,
17

18 **WHEREAS**, the Southwest Wisconsin Workforce Development Board was awarded the regional
19 contract for the region that includes Rock County, and will begin operation on April 1, 2015.
20

21 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
22 this _____ day of _____, 2015, does hereby authorize the acceptance of an additional
23 \$29,447 for the FSET program; and,
24

25 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2015 be amended
26 as follows:
27

28		Budget	Increase	Amended
29	Account/Description	1/1/15	(Decrease)	Budget
30	<u>Source of Funds</u>			
31	36-3607-0000-42100	\$0	\$29,447	\$29,447
32	Federal Aid			
33				
34	<u>Use of Funds</u>			
35	36-3607-0000-64604	\$0	\$3,000	\$3,000
36	Program Expense			
37	36-3607-0000-68201	\$0	\$26,447	\$26,447
38	Allocated ESS			

Amending the 2015 Budget to Accept of FoodShare Employment and Training (FSET)
Funds
Page 2

Respectfully submitted,

Human Services Board

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice-Chair

Terry Fell

Linda Garrett

Billy Bob Grahn

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of
_____.

Mary Mawhinney, Chair

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

FISCAL NOTE:

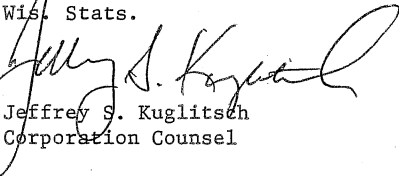
This resolution authorizes the acceptance and expenditure of \$29,447 in Federal Aid for the FoodShare Employment and Training program. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2015 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

Amending the 2015 Budget to Accept FoodShare Employment and Training (FSET) Funding

Executive Summary

The State has contracted with Rock County Human Services for many years to perform education and training services known as the FSET Program for FoodShare recipients. That arrangement was supposed to end on 12/31/14. The Southwest Wisconsin Workforce Development Board was poised to take over the FSET contract on a regional basis that included Rock County beginning on 1/1/15. For various reasons, the regional roll-out has been delayed by three months. Thus, the State wishes to extend the FSET contract with Rock County Human Services through the first quarter of 2015. The resolution amends the 2015 Budget to accomplish that task.

In recent years, participation in the FSET program by FoodShare recipients has been voluntary. The current State Budget requires all able bodied adults without dependents to participate in the FSET Program. That change goes into effect on 4/1/15 in Rock County. It is estimated the change will affect approximately 2,200 individuals in Rock County. The Southwest Wisconsin Workforce Development Board is presently hiring staff in anticipation of taking over the FSET Program.

The Human Services Department, Economic Support Division remains responsible for the administration of the FoodShare program. The new FSET rules will result in a lot of Food Share case modifications and appeals for the ES Case Workers to process. There is \$4.7 million of new funding statewide that will go to the IM Consortia to offset the cost of the workload increase. The break-out of the award has not been announced. It is anticipated that the Human Services Department will bring another resolution forward at a later date to accept the additional funding and to amend the 2015 Budget.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Kate Flanagan/Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

January 5, 2015
DATE DRAFTED

Amending the 2015 Budget to Accept Juvenile Justice Alcohol and Other Drug Abuse Funding

1 **WHEREAS**, the Wisconsin Department of Health Services has awarded the Human Services
2 Department \$40,508 in Juvenile Justice Alcohol and Other Drug Abuse (JJ AODA) funding; and,
3
4 **WHEREAS**, the Mental Health/AODA division continues to work to enhance substance abuse
5 prevention and treatment services across the continuum of care for youth and adults; and,
6
7 **WHEREAS**, funding from this grant will be used to support and enhance the work of clinical staff to
8 provide substance abuse treatment services to youth involved in juvenile justice services at the Youth
9 Services Center and other Juvenile Justice programs; and,
10
11 **WHEREAS**, funding will also be utilized to train staff in the areas of Fetal Alcohol Spectrum Disorders
12 and Moral Reconciliation Therapy to improve outcomes for at-risk youth; and,
13
14 **WHEREAS**, funding from this grant will be combined with funding from the Drug Court program to
15 hire two .4 FTE psychiatric technicians to assist with transportation to appointments, drug testing and
16 other flexible supports to aid clients in the JJ AODA program and the Drug Court in their recovery.
17
18 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
19 this _____ day of _____, 2015, does hereby approve the creation of two .4 FTE Psychiatric
20 Technician positions and authorizes the Human Services Department to fill those positions.
21
22 **BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors authorizes the
23 acceptance of \$40,508 in Juvenile Justice Alcohol and Other Drug Abuse funding and the Human
24 Services Department budget for 2015 be amended as follows:
25

Account/Description	Budget 1/1/15	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
36-3705-0000-42200 State Aid	0	40,508	40,508
<u>Use of Funds</u>			
36-3690-0000-61100 MH/AODA Regular Wages	2,203,838	29,187	2,233,025
36-3690-0000-61108 MH/AODA Seasonal Wages	7,936	(7,936)	0
36-3690-0000-61400 MH/AODA FICA	155,273	1,626	156,899
36-3690-0000-61510 MH/AODA Retirement	138,410	1,445	139,855
36-3690-0000-63300 MH/AODA Travel	21,121	3,052	24,173
36-3690-0000-68393 JJ AODA Allocation	0	(27,374)	(27,374)
36-3705-0000-64604	0	11,134	11,134

Amending the 2015 Budget to Accept Juvenile Justice Alcohol and Other Drug Abuse Funding

Page 2

46	JJ AODA Program Expense			
47	36-3705-0000-67130	0	2,000	2,000
48	JJ AODA Terminals and PCs			
49	36-3705-0000-68208	0	27,374	27,374
50	Allocated MH/AODA			

Respectfully submitted,

Human Services Board

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice-Chair

Terry Fell

Linda Garrett

Billy Bob Grahn

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams

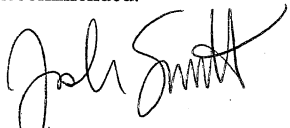
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair


ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

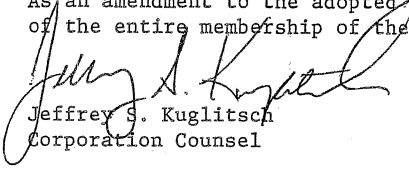
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$40,508 in State Aid for Juvenile Justice Alcohol and Other Drug Abuse program. No County matching funds are required.


Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats. As an amendment to the adopted 2015 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

Amending the 2015 Budget to Accept Juvenile Justice Alcohol and Other Drug Abuse Funding

Executive Summary

The Wisconsin Department of Health Services has awarded the Human Services Department \$40,508 in Juvenile Justice Alcohol and Other Drug Abuse (JJ AODA) funding. This is the first year of a five-year grant. HSD expects to receive the same amount in each year.

Funding from this grant will be used to support and enhance the work of clinical staff to provide substance abuse treatment services to youth involved in juvenile justice services at the Youth Services Center and other Juvenile Justice programs. Funding will also be utilized to train staff in the areas of Fetal Alcohol Spectrum Disorders and Moral Reconciliation Therapy to improve outcomes for at-risk youth.

The Mental Health/AODA Division continues to work to enhance substance abuse prevention and treatment services across the continuum of care for youth and adults. Funding from this grant will be combined with funding from the Drug Court program to hire two .4 psychiatric technicians to assist with transportation to appointments, drug testing and other flexible supports to aid clients in the JJ AODA program and the Drug Court in their recovery.