



FINANCE COMMITTEE
Minutes – June 21, 2018

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, June 21, 2018, in Conference Room N-1, Fifth Floor, Rock County Courthouse-East.

Committee Members Present. Supervisors Mawhinney, Beaver, Fox, Podzilni and Yeomans.

Committee Members Excused: None.

Staff Members Present. Sherry Oja, Finance Director; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Rich Greenlee, Corporation Counsel, Annette Mikula, Human Resources Director; Mickey Crittenden, Information Technology Director; Lisa Tollefson, County Clerk; Jodi Millis, Purchasing Manager; Michelle Roettger, County Treasurer; Stephanie Kleinheinz, Deputy County Treasurer.

Others Present: Abdallah Shaikh, intern from Milton High School.

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

Citizen Participation, Communications and Announcements. Ms. Roettger said the courtesy reminder cards have gone out reminding the citizens of their upcoming tax payment due date.

Approval of Minutes – June 7, 2018. Supervisor Yeomans requested the following change be made to page 3, second paragraph down – “Ms. Oja said a few departments accept charge card payments at this time and we are checking into a number of companies to see if we can expand on the number of departments accepting charge card payments. We want to make sure this process will work easily for both the customer and the County.” Supervisor Yeomans moved approval of the minutes of June 7, 2018 with this change, second by Supervisor Podzilni. ADOPTED as amended.

Transfers and Appropriations. None.

Review of Payments. The committee accepted the reports.

Review of Payments over \$10,000. The committee accepted the reports.

Resolutions and Committee Endorsements.

Authorizing Upgrade to Audio and Video Conferencing System for the Courts

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____ 2018 that a Purchase Order for upgrading and expanding the Courts video and audio conferencing system be issued to Enterprise Systems Group, Little Chute, WI in the amount of \$434,176.65.”

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

Mr. Crittenden went over the process for the rating and selection in choosing the company. Mr. Crittenden said this should be just for the courts and the Sheriff’s Office South Station should not be included.

ADOPTED.

Accepting High Intensity Drug Trafficking Area (HIDTA) Grant and Amending the Sheriff’s Budget

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____ 2018 to approve and authorize the acceptance of \$37,050 of HIDTA grant funds and to authorize the Sheriff to sign the award documents.

BE IT FURTHER RESOLVED that the 2018 Sheriff’s budget be amended as follows:

.. .”

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

Authorizing the Purchase of ADA Automatic Opener Hardware for the Courthouse and Amending the 2018 Facilities Management Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____ 2018, does hereby authorize a purchase order be issued to Access Hardware Supply, of San Leandro, CA in the amount of \$18,496.96 for the automatic door opener hardware.

BE IT FURTHER RESOLVED, that the Facilities Management 2018 budget be amended as follows:

.. .”

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

Mr. Greenlee said this is specific for one employee, but will also help citizens in Courtroom G, the other openers are in Child Support and will be activated using her badge.

ADOPTED.

Changing the Title of the Legal Stenographer Positions to Legal Support Specialists, Creating 2.0 FTE New Legal Support Specialist, and Amending the 2018 Budget

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____ 2018 that they move to retitle the Legal Stenographer position to Legal Support Specialist and approve the creation of additional 2.0 Legal Support Specialists.

BE IT FURTHER RESOLVED that the 2018 Budget be amended as follows:

...”

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

Updates.

Update and Discussion on Properties Subject to In-Rem Foreclosure Process Ms. Kleinheinz informed the Committee that they sent 214 properties to Brabazon Title and they are now at 144 left to collect on.

Update and Discussion on Wisconsin Surplus Online Auction Ms. Roettger said they had listed seven properties, bids started out at \$16,000, and sold for \$89,691. Two people backed out on the sales, but these were on small lots.

Set Date and Time for Tour of Foreclosures of Tax Lien Properties The Committee set Monday, August 6, 2018 at 7:00 A.M. for the tour of properties.

Discussion and Possible Action on Changes to the Fund Balance Policy Ms. Oja handed out and went over the current and proposed Rock County Fund Balance Policy for Unassigned General Fund and Internal Service Funds. The new policies should read:

Unassigned General Fund

The County shall maintain an Unassigned General Fund balance of 20% to 25% of the total audited General, Human Services, Airport and Enterprise Fund expenditures. The Unassigned General Fund balance percentage shall be calculated annually using the County’s Audited Financial Statements.

Internal Service Funds

The County shall target the following working capital balances as a percentage of expenses:

- Motor Pool: 10% - 15%
- Information Technology: 10% - 15%
- Self-Insurance: 25% - 30%

The Finance Director shall review the Internal Service Funds' working capital balance percentages annually and make recommendations pertaining to rates charged to users.

Ms. Mikula explained the 60-90 day lag time in the health billing claims, which necessitates an increase for the self-insurance percentage.

Supervisor Fox moved approval of the above changes to the Rock County Fund Balance Policy, second by Supervisor Beaver. **ADOPTED.**

Ms. Tollefson introduced Abdallah Shaikh, a student from Milton High School, who is interning for a month with the County in the Planning and Development Office, and County Clerk's Office, as well and helping out in a couple other offices.

Adjournment. Supervisor Yeomans moved adjournment at 8:17 A.M., second by Supervisor Fox. **ADOPTED.**

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.