



FINANCE COMMITTEE
Minutes – November 8, 2018

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, November 8, 2018, in Conference Room N-1, Fifth Floor, Courthouse-East.

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

Committee Members Excused: Supervisor Yeomans.

Staff Members Present. Sherry Oja, Finance Director; Josh Smith, County Administrator; Annette Mikula, Human Resources Director; Dara Mosley, Interim Information Technology Director; Lisa Tollefson, County Clerk; Bridget Laurent, Deputy Corporation Counsel; Duane Jorgenson, Public Works Director; John Traynor, Parks Manager.

Others Present: Nate Jackson, Janesville Gazette.

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

Citizen Participation, Communications and Announcements. None.

Approval of Minutes – October 25, 2018. Supervisor Beaver moved approval of the minutes of October 25, 2018 as presented, second by Supervisor Podzilni. ADOPTED.

Transfers and Appropriations. None.

Review of Payments. The committee accepted the reports.

Review of Payments over \$10,000. Chair Mawhinney asked about an expenditure to Crawley International. Mr. Mosley explained this was for customer service training for all IT staff.

The committee accepted the reports.

Resolutions and Committee Endorsements.

Authorizing Acceptance of Highway Safety Grant

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors assembled this ____ day of _____ 2018, that the Rock County Sheriff is authorized to accept funds under the Highway Safety Grant and,

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

...”

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

Approving Reinsurance Contract for Stop-Loss Coverage

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____ 2018 hereby authorizes the execution of a contract with Anthem Stop Loss for administration of the County’s Stop-Loss Coverage effective January 1m, 2019 thru December 31, 2019.”

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

Ms. Mikula explained that the County would see a 0% increase in its premium under this contract, and would save \$300,000 as compared to the current vendor. Supervisor Mawhinney asked if we had used this vendor before. Ms. Oja indicated the County has not previously used this vendor.

ADOPTED.

Updates and Possible Action.

Discussion and Possible Action on Human Resources Request for Petty Cash Fund

Ms. Oja explained Human Resources currently has a \$25 change fund it uses when people need to pay for new ID cards or other minor expenses. The department now needs a petty cash fund because the County just switched credit cards and the State of Illinois no longer accepts the brand of credit card we have when we need to conduct background checks on employees. A \$40 petty cash fund would allow the department to quickly obtain a money order to pay these costs.

Supervisor Fox moved approval for Human Resources to have a Petty Cash Fund in the amount of \$40, second by Supervisor Podzilni. ADOPTED.

Review, Discussion and Recommended Revisions to the 2019 Recommended Budget.

Public Works Committee Supervisor Fox explained the Public Works Committee’s rationale for requesting to fund the Community Coordinator full time. He noted the Committee also felt there was enough differences in the duties of the Public Works Cost Allocation Specialist position and the Public Works Accounting Supervisor position to request an increase in the range.

Supervisor Fox moved to approve increasing the Community Coordinator position to full time, funded with \$45,831 from the American Transmission Company fund balance; change the title of the Cost Allocation Specialist position to Accounting Specialist and reallocate the position to 2489 pay grid range 1A; retain the title of Public Works Accounting Supervisor and reallocate the position to Unilateral Range 21; increase funding in the personnel lines by \$1,935;

and reduce funding in the software purchase line by \$1,935, second by Supervisor Podzilni. ADOPTED.

Health Services Committee Mr. Smith explained that the Health Services Committee met to request this change at his request to fix an error in the recommended budget. Initially this change would have resulted in an increase of \$881, but with the adjustment to the range of the Accounting Specialist position just approved, this position would also need to be reallocated to 2489 Range 1A, which would require an increase of \$1,359.

Supervisor Beaver moved to approve reallocating the Accounting Specialist position to Range 1A, increasing the personnel lines by \$1,359, and decreasing the laundry line by \$1,359, second by Supervisor Podzilni. ADOPTED.

Human Services Board Mr. Smith explained that he is requesting this change to fix an error reflected in the recommended budget. Although funding is included to reclassify 6.0 FTE positions to lead worker, consistent with recent changes to the AMHS pay grid, the personnel summary page of the budget only noted 1.0 FTE.

Supervisor Podzilni moved to modify the budget to reflect 6.0 FTE lead worker positions, second by Supervisor Fox. ADOPTED.

Other Chair Mawhinney asked about Supervisor Schulz' question regarding not recommending \$20,000 of the request from RSVP and whether Council on Aging specialized transit buses could be used to transport RSVP clients. Mr. Smith answered that he did not feel this would be possible due to the fact that it would be difficult to take on a significant number of new riders, as well as grant requirements dictating who could be transported. He would confirm with Joyce Lubben the answer to this question.

Adjournment. Supervisor Fox moved adjournment at 7:50 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Josh Smith
County Administrator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.