



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, APRIL 20, 2010 - 4:00 P.M.
CONFERENCE ROOM N-1 - FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – March 16, 2010
4. Citizen Participation, Communications, Announcements, Information
5. Transfers and Appropriation
6. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
7. Resolution
 - A. Amending the 2010 Council on Aging Budget for Purchase of New Specialized Transit Vehicle
8. Departmental Reports
 - A. Veterans Services – John Solis
 - 1) Wisconsin GI Bill
 - B. Retired & Senior Volunteer Services – Robert Harlow
 - 1) Update on Move
9. Committee Requests and Motions
10. Adjournment

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039030000-64124	CONSUMABLE SUPPL	8,000.00	94.5%	2,479.47	5,086.15	434.38	
	P1001568-PO# 04/12/10 -VN#016117			SHOPKO INC #130		74.91	
	CLOSING BALANCE				359.47		74.91
3039030000-64200	TRAINING EXP	705.00	0.0%	0.00	0.00	705.00	
	P1001763-PO# 04/12/10 -VN#025576			WAND		65.00	
	CLOSING BALANCE				640.00		65.00
3039030000-64904	SUNDRY EXPENSE	1,000.00	12.0%	9.88	111.00	879.12	
	P1001304-PO# 04/12/10 -VN#016117			SHOPKO INC #130		35.88	
	P1001415-PO# 04/12/10 -VN#016117			SHOPKO INC #130		240.00	
	CLOSING BALANCE				603.24		275.88
3039030000-65390	OTHER RENT/LEASE	7,380.00	67.9%	815.00	4,200.01	2,364.99	
	P1001481-PO# 04/12/10 -VN#012571			FAITH LUTHERAN CHURCH		215.00	
	CLOSING BALANCE				2,149.99		215.00
	NUTRITION PROGRAM			PROG-TOTAL-PO		630.79	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$630.79 INCURRED BY NUTRITION PROGRAM. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

APR 20 2010

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039050000-62410	R & M-VEHICLES	50,457 00	85.0%	5,992.27	36,932.20	7,532.53	
	P1001138-PO# 04/12/10 -VN#011529					BUDGET TRUCK AND AUTO BODY INC	425.27
	P1001574-PO# 04/12/10 -VN#010231					GORDIE BOUCHER FORD LINCOLN ME	1,453.43
					CLOSING BALANCE		5,653.83
							1,878.70
3039050000-64629	OTHER TRANSP. EXP	10,000 00	33.8%	1,128.37	2,259.89	6,611.74	
	P1001499-PO# 04/12/10 -VN#018266					SULLIVAN SIGNS INC	354.00
	P1001767-PO# 04/12/10 -VN#014330					MANPOWER INC	82.12
	P1001768-PO# 04/12/10 -VN#023194					ATLAS BUS SALES INC	33.46
					CLOSING BALANCE		6,142.16
							469.58
	E & H TRANSPORT.				PROG-TOTAL-PO		2,348.28

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,348.28 INCURRED BY ELDERLY & HANDICAPPED TRANSPOR. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

APR 20 2010

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039080000-62625	OUTREACH SERVICE	6,741.00	12.6%	850.50	0.00	5,890.50	
	P1001562-PO# 04/12/10 -VN#014534						MENARDS
							225.42
							CLOSING BALANCE
							5,665.08
							225.42
							TITLE III-D
							PROG-TOTAL-PO
							225.42

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$225.42 INCURRED BY TITLE III-D. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE COM-APPROVAL _____ DEPT-HEAD

APR 20 2010

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039150000-64615	CLIENT REL COSTS	17,441.00	0.6%	120.00	0.01	17,320.99	
	P1001358-PO# 04/12/10 -VN#014260					LUTHERAN SOCIAL SERVICES	120.00
	P1001480-PO# 04/12/10 -VN#044697					COMFORT KEEPER	93.00
	P1001569-PO# 04/12/10 -VN#043644					OUR HOUSE LLC	1,001.00
						CLOSING BALANCE	16,106.99
							1,214.00
	TITLE III-E					PROG-TOTAL-PO	1,214.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,214.00 INCURRED BY TITLE III-E FAM CAREGIVER SUPP. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

APR 20 2010 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039210000-64200	TRAINING EXP	325.00	43.0%	0.00	140.00	185.00	
	P1001755-PO# 04/12/10 -VN#042215					WISCONSIN ASSOCIATION OF BENE	75.00
				CLOSING BALANCE		110.00	75.00
		BENE.SPEC.GRANT	PROG-TOTAL-PO				75.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$75.00 INCURRED BY BENEFIT SPECIALIST GRANT. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____

DEPT-HEAD

APR 20 2010

DATE _____

CHAIR

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging Services
INITIATED BY

Joyce Lubben
DRAFTED BY

Education, Veterans & Aging Services
SUBMITTED BY

April 6, 2010
DATE DRAFTED

**AMENDING THE 2010 COUNCIL ON AGING BUDGET FOR
PURCHASE OF NEW SPECIALIZED TRANSIT VEHICLE**

1 **WHEREAS**, The Council on Aging holds a portion of its unexpended s 85 21 funds in an approved
2 vehicle replacement trust fund; and,
3

4 **WHEREAS**, the current trust fund exceeds the \$80,000 annual limit set by state statute; and,
5

6 **WHEREAS**, the Specialized Transit Program is in need of an additional vehicle to meet transportation
7 needs of older adults and persons with disabilities; and,
8

9 **WHEREAS**, specifications were prepared and bids were solicited from qualified vehicle vendors with
10 five vendors responding (results attached); and,
11

12 **WHEREAS**, Council on Aging and Purchasing staff reviewed all bids received and Caravans Inc was
13 found to be the lowest, most responsive and responsible bidder meeting the bid specifications.
14

15 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
16 this ___ day of _____ 2010, that a Purchase Order be issued to Caravans Inc of Milwaukee,
17 Wisconsin in the amount of \$44,427 50 for the purchase of one lift-equipped converted mini-bus.
18

19 **BE IT FURTHER RESOLVED** that a payment be made to the vendor upon receipt and acceptance by
20 the Council on Aging Director.
21

22 **BE IT FINALLY RESOLVED** that the Adopted 2010 Rock County Council on Aging budget be
23 amended as follows:
24

<u>Account/Description</u>	<u>Budget at 01/01/2010</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>E&H Transportation</u>			
<u>Source of Funds</u>			
29 30-3905-0000-47000/ 30 Transfer In	8,000	46,050	54,050
<u>Use of Funds</u>			
33 30-3905-0000-64629/ 34 Other Transportation Expense	10,000	1,500	11,500
35 30-3905-0000-67105/ 36 Motor Vehicles	40,000	44,550	84,550

**AMENDING THE 2010 COUNCIL ON AGING BUDGET FOR PURCHASE OF NEW
SPECIALIZED TRANSIT VEHICLE**

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Respectfully submitted,

Education, Veterans & Aging Services

Larry Wiedenfeld, Chair

Terry Thomas, Vice Chair

Wayne Gustina

Jane Thompson

Marvin Wopat

Purchasing Procedural Endorsement

Reviewed and approved on a vote of _____

Philip Owens, Jr., Chair


Finance Committee Endorsement

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

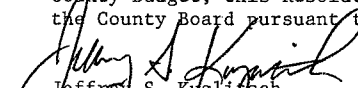
FISCAL NOTE:

This resolution authorizes a Transfer In of \$46,050 from the E & H Vehicle Trust, A/C 00-0000-0070-29609, which has a current balance of \$104,281.55.


Jeffrey A. Smith
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. As an amendment to the adopted 2010 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

ADMINISTRATIVE NOTE:

Recommended


Craig Kautson
County Administrator

EXECUTIVE SUMMARY

The County receives state 85.21 funding to provide handicapped accessible transportation services for older adults and people with disabilities. The Rock County Specialized Transit Program is administered through the Rock County Council on Aging and provides approximately 22,500 one-way trips throughout the county annually.

State law allows a county to keep the balance of its allocation that is not spent in a given year in a trust account for vehicle replacement or for major maintenance. The trust account must not exceed \$80,000. Currently, the amount in the trust account is \$104,282. To bring the trust account below \$80,000, the Council on Aging is requesting approval to purchase a mini-bus for its fleet. An additional vehicle would allow Specialized Transit to provide service to county residents more efficiently; especially in the event other vehicles are out of service and during afternoon peak times.

This vehicle is lift-equipped, with capacity for eight ambulatory and three wheelchair seats. The resolution is to amend the Council on Aging budget to transfer funds from the trust account into the 2010 Motor Vehicle and Other Transportation Expense accounts and to approve the purchase of this vehicle. Cost of the vehicle is \$44,427.50. Signage, licensing fees, inspection costs and purchase and installation of two-way radio communication will cost \$1,500.

No other county tax levy is required for this purchase.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517

BID NUMBER #2010-24
BID NAME LIFT-EQUIPMENT CONVERTED MINI-BUS
BID DUE DATE APRIL 4, 2010 - 1:30 P.M.
DEPARTMENT COUNCIL ON AGING - TRANSIT

	CARAVANS INC MILWAUKEE WI	ATLAS BUS SALES MILWAUKEE WI	NELSON'S BUS WHITEWATER WI	SHEPARD BROTHERS CINCINNATI OH	ILLINOIS BUS SALES DES PLAINES IL
FIRM BID PRICE	44,027.50	47,549.00	51,472.00	51,888.21	53,000.00
DELIVERY COST	400.00	INCLUDED	INCLUDED	882.00	INCLUDED
FLEET DISCOUNT	INCLUDED	3,000.00	INCLUDED	INCLUDED	INCLUDED
TOTAL COST	\$ 44,427.50	\$ 44,549.00	\$ 51,472.00	\$ 52,770.21	\$ 53,000.00
MAKE/MODEL	FORD STARTRANS CANDIDATE	FORD STARCRAFT STARLITE	FORD EL DORADO NATIONAL AEROLITE	PHOENIX	FORD GLAVAL SPORT
DELIVERY	6-8 WEEKS	60-90 DAYS	90-120 DAYS	150-180 DAYS	7/2/10

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. One additional vendor was solicited that did not respond. One vendor submitted a "no-bid".

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION:

GOVERNING COMMITTEE APPROVAL:

CARAVANS INC.

Jodi Millis
SIGNATURE
4/7/2010
DATE

CHAIR _____ VOTE _____ DATE _____

PURCHASING PROCEDURAL ENDORSEMENT: _____ CHAIR _____ VOTE _____ DATE _____