



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, FEBRUARY 19, 2013 - 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 – January 15, 2013
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
6.
 - A. Bills/Encumbrances
 - B. Pre-Approved Encumbrance Amendments
 - 1) Council on Aging
7. Department Reports
 - A. Update on the Transportation Coordinating Committee
8. Committee Requests and Motions
 - A. Discussion on Future Meeting Site Visits
 - B. Ideas for Future Discussion
9. Adjournment

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

2012 . . .

Rock County - Production

02/14/13

COMMITTEE APPROVAL REPORT

Page 1

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039010000-62614	PURCHASED SERV.	8,000.00 85.9%	7,140.65	-262.49	1,121.84		
	P1203647-PO# 12/31/12 -VN#021079			KEALEY PHARMACY AND HOMECARE S		22.63	
	P1203673-PO# 12/31/12 -VN#026842			MEAL MAGIC		289.50	
	P1203859-PO# 12/31/12 -VN#016049			SENIOR SERVICES OF ROCK COUNTY		45.00	
	P1203889-PO# 12/31/12 -VN#023658			ALTERNATIVE HOMECARE INC		108.00	
				CLOSING BALANCE	656.71		465.13
	TITLE III-B		PROG-TOTAL-PO			465.13	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$465.13

INCURRED BY TITLE III-B. 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

FEB 19 2013

DATE _____ CHAIR

2012

Rock County - Production

02/14/13

COMMITTEE APPROVAL REPORT

Page 2

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039050000-45200	MUNICIPALITIES	56,021.00 104.4%	58,486.10	0.00	-2,465.10		
	P1203829-PO# 12/31/12 -VN#025421		JANESVILLE TRANSIT SYSTEM			832.00	
*** OVERDRAFT ***	TRANSFER REQUIRED		CLOSING BALANCE		-3,297.10		832.00
3039050000-62410	R & M-VEHICLES	41,916.00 126.5%	31,904.53	21,145.47	-11,134.00		
	P1203867-PO# 12/31/12 -VN#023719		VAN GALDER BUS COMPANY			15.00	
*** OVERDRAFT ***	TRANSFER REQUIRED		CLOSING BALANCE		-11,149.00		15.00
3039050000-64629	OTHER TRANSP.EXP	20,375.00 175.8%	35,895.81	-68.86	-15,451.95		
	P1201050-PO# 12/31/12 -VN#042177		JANESVILLE FAMILY HEALTH CENTE			127.00	
	P1203641-PO# 12/31/12 -VN#011529		BUDGET TRUCK AND AUTO BODY INC			4,260.00	
	P1203837-PO# 12/31/12 -VN#013607		JANESVILLE GAZETTE INC			35.30	
	P1203839-PO# 12/31/12 -VN#043024		FIRST ADVANTAGE OCCUPATIONAL H			33.56	
*** OVERDRAFT ***	TRANSFER REQUIRED		CLOSING BALANCE		-19,907.81		4,455.86
	E & H TRANSPORT.		PROG-TOTAL-PO			5,302.86	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,302.86 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 _____
 FEB 19 2013 DATE _____ CHAIR _____

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039080000-62625	OUTREACH SERVICE	8,434.00 44.4%	4,067.48	-322.60	4,689.12		
	P1203888-PO# 12/31/12 -VN#052296		KELLY, TANYA			165.00	
			CLOSING BALANCE		4,524.12		165.00
	TITLE III-D		PROG-TOTAL-PO			165.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$165.00 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

FEB 19 2013

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039150000-64615	CLIENT REL.COSTS	24,504.00	53.0%	13,913.22	-920.00	11,510.78	
	P1201183-PO# 12/31/12 -VN#013792			KANDU INDUSTRIES INC		260.00	
	P1201184-PO# 12/31/12 -VN#023658			ALTERNATIVE HOMECARE INC		234.00	
	P1203712-PO# 12/31/12 -VN#052442			FISHER, ANDREA		140.00	
	P1203799-PO# 12/31/12 -VN#049612			AZURA HARBOR HOLDINGS LLC		450.00	
	P1203808-PO# 12/31/12 -VN#052206			LAMB, CAROLYN		300.00	
	P1203838-PO# 12/31/12 -VN#052331			BOSS, CINDY		480.00	
	P1203865-PO# 12/31/12 -VN#050125			BUCHANAN, EULA		90.00	
	P1203866-PO# 12/31/12 -VN#049612			AZURA HARBOR HOLDINGS LLC		500.00	
				CLOSING BALANCE		9,056.78	2,454.00
				TITLE III-E		PROG-TOTAL-PO	2,454.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,454.00 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

FEB 19 2013

DATE _____ CHAIR

4

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3838000000-63200	PUBL/SUBCR/DUES	335.00 0.0%	0.00	0.00	335.00		
	P1300855-PO# 02/14/13 -VN#011191					169.00	
	P1300856-PO# 02/14/13 -VN#022146					46.00	
				CLOSING BALANCE		120.00	215.00
	VETERANS SERVICE		PROG-TOTAL-PO			215.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$215.00
 INCURRED BY VETERANS SERVICE. 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

FEB 19 2013

DATE _____ CHAIR

5

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039010000-62614	PURCHASED SERV.	8,000.00	25.8%	0.00	2,071.01	5,928.99	
	P1300832-PO# 02/14/13 -VN#035954			DONAHUE, RICHARD		1,200.00	
	P1301085-PO# 02/14/13 -VN#026842			MEAL MAGIC		289.50	
				CLOSING BALANCE		4,439.49	1,489.50
3039010000-63200	PUBL/SUBCR/DUES	400.00	0.0%	0.00	0.00	400.00	
	P1300819-PO# 02/14/13 -VN#042975			AIRS CERTIFICATION		75.00	
	P1300838-PO# 02/14/13 -VN#050531			AGING AND DISABILITY PROFESSIO		50.00	
				CLOSING BALANCE		275.00	125.00
	TITLE III-B			PROG-TOTAL-PO		1,614.50	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,614.50 INCURRED BY TITLE III-B. 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

FEB 19 2013

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039030000-64124	CONSUMABLE SUPPL	9,597.00 104.1%	3,050.35	6,949.65	-403.00		
	P1300865-PO# 02/14/13 -VN#012202			DE VERE COMPANY INC		60.21	
*** OVERDRAFT ***	TRANSFER REQUIRED			CLOSING BALANCE	-463.21		60.21
				NUTRITION PROGRM		60.21	
				PROG-TOTAL-PO			

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$60.21 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

FEB 19 2013

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039040000-64124	CONSUMABLE SUPPL	6,000.00	66.6%	52.09	3,947.91	2,000.00	
	P1300866-PO# 02/14/13 -VN#037382					THERMAL BAGS BY INGRID INC	215.65
						CLOSING BALANCE	1,784.35
						DELIVERED MEALS	215.65
						PROG-TOTAL-PO	215.65

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$215.65 INCURRED BY DELIVERED MEALS. 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

FEB 19 2013

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039050000-62410	R & M-VEHICLES	60,000.00 72.5%	3,344.01	40,156.02	16,499.97		
	P1300864-PO# 02/14/13 -VN#015284			POMPS TIRE SERVICE INC		901.76	
				CLOSING BALANCE	15,598.21		901.76
3039050000-64629	OTHER TRANSP.EXP	29,584.00 15.5%	40.97	4,553.55	24,989.48		
	P1300831-PO# 02/14/13 -VN#013607			JANESVILLE GAZETTE INC		27.80	
				CLOSING BALANCE	24,961.68		27.80
	E & H TRANSPORT, PROG-TOTAL -PO					929.56	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$929.56 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

FEB 19 2013

DATE _____ CHAIR

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Account Number	Name	Yearly Prcnt Appropriation	YTD Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039080000-62614	PURCHASED SERV. P1300925-PO# 02/14/13 -VN#052067	0.00	100.0%	0.00	0.00	0.00	250.00	
	WISCONSIN INSTITUTE FOR HEALTH							
	CLOSING BALANCE					-250.00		250.00
3039080000-62625	OUTREACH SERVICE P1301078-PO# 02/14/13 -VN#052296	8,862.00	32.3%	67.15	2,802.85	5,992.00	45.00	
	KELLY, TANYA							
	CLOSING BALANCE					5,947.00		45.00
	TITLE III-D						295.00	
	PROG-TOTAL-PO							

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$295.00 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

FEB 19 2013

DATE _____ CHAIR

2013

Rock County - Production

02/14/13

COMMITTEE APPROVAL REPORT

Page 7

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039150000-64615	CLIENT REL.COSTS	19,477.00	0.7%	142.88	0.02	19,334.10	
	P1300969-PO# 02/14/13 -VN#048600			BRIGHTSTAR		88.00	
	P1301050-PO# 02/14/13 -VN#050125			BUCHANAN, EULA		67.50	
	P1301113-PO# 02/14/13 -VN#051917			BELOIT HEALTH SYSTEM ALERT LIN		300.00	
				CLOSING BALANCE		18,878.60	455.50
	TITLE III-E			PROG-TOTAL-PO		455.50	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$455.50
 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

FEB 19 2013

DATE _____ CHAIR

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Rock County - Production

02/14/13

COMMITTEE APPROVAL REPORT

Page 8

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039210000-63200	PUBL/SUBCR/DUES	50.00	0.0%	0.00	0.00	50.00	
	P1300817-PO# 02/14/13 -VN#042215					WISCONSIN ASSOCIATION OF BENEF	35.00
						CLOSING BALANCE	15.00
						BENE.SPEC.GRANT	35.00
						PROG-TOTAL-PO	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$35.00 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

FEB 19 2013

DATE _____

CHAIR

PURCHASE ORDER NUMBER P1300473 PEID 039690

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE February 4, 2013

DEPARTMENT Council on Aging

COMMITTEE Education, Veterans & Aging Services

VENDOR NAME Voluntary Action Center

ACCOUNT NUMBER 30-3901-0000-62614

FUNDS DESCRIPTION Purchased Services

AMOUNT OF INCREASE \$ 1200

INCREASE FROM \$ 1200 TO \$ 2400

ACCOUNT BALANCE AVAILABLE \$ 5,599 SB 02/04/13

REASON FOR AMENDMENT Increase in amendment reflects actual contract terms.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
Chair _____ Date _____
(If over \$10,000)

COUNTY BOARD _____
Resolution # _____ Adoption Date _____
(If over \$10,000)