



**FINANCE COMMITTEE
THURSDAY, MAY 2, 2013 - 7:30 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approval of Agenda
2. Committee Review and Approval of Per Meeting Allowances
3. Approval of Minutes – April 18, 2013
4. Citizen Participation, Communications and Announcements
5. Transfers and Appropriations
 - A. Human Services (2)
 - B. Sheriff's Office
 - C. Surveyor
6.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - 1) Human Resources (2)
 - E. Approval of Bills for Other Departments
7. Purchasing Procedural Endorsement
 - A. Approving Vendor for K-9 Purchase
8. Review of Resolution
 - A. Accepting Contributions and Amending the 2013 Rock County Health Department Budget
 - B. Creating a 0.375 FTE Position of Children's Long Term Support (CLTS) Program Manager
9. Tax Receipt System Program Update
10. Adjournment

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 4/15/13
 Requested By Human Services Department
Department

Transfer No. 13-09
Charmian Klyve
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 36-3664-0000-63400 Description: YSC Operating Supplies Current Balance: \$27,945 SO 4/15/13	\$2,416	Account #: 36-3664-0000-67160 Description: Equipment over \$500	\$2,416
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

The YSC operating supply budget is used to purchase any needed supplies for YSC youth. At this point in the year it is too early to project underspending but this is the account we would have the most flexibility.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

HSD is requesting to purchase new refrigerator for the kitchen at the Youth Services Center. The existing one is very old and has recently stopped functioning.

FISCAL NOTE:

Sufficient funds are available for transfer.
4/15-13

ADMINISTRATIVE NOTE:

Recommended.
[Signature] *4-15-13*

REQUIRED APPROVAL

- Governing Committee
- Finance Committee

DATE

4/24/13

COMMITTEE CHAIR

Dolley Jean Weaver-Lauder

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 4/18/13 Transfer No. 13-11
 Requested By Human Services Department Charmian Klyve
Department Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 36-3706-0000-62400 Description: Repair and Maintenance (CSP) Current Balance: \$3,300	\$1,813	Account #: 36-3706-0000-67200 Description: Capital Improvements (CSP)	\$1,813
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

The Repair and Maintenance line is used for any repair issues that may come up throughout the year. There will still be funds remaining in this account after the transfer and there is no identified need right now for funds.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

HSD is requesting to install door locks at the Eclipse Center for the Community Support Program staff located there. Their offices currently do not have locks and this has been identified as a safety issue.

FISCAL NOTE:

Sufficient funds are available for transfer.

see 4-18-13

ADMINISTRATIVE NOTE:

Recommended. *BR*
4-18-13

REQUIRED APPROVAL

- Governing Committee
- Finance Committee

DATE

4/24/13

COMMITTEE CHAIR

Sally Jean Weaver-Lander

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 04/24/13 Transfer No. 13-12
 Requested By Sheriff's Office Department Sheriff Robert Spoden Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 21-2100-0000-65103 Description: Public Liability - LES Current Balance: \$2,732 SO 4/24/13	\$1,044.00	Account #: 21-2100-0000-67130 Description: Terminals and PCs - LES	\$1,044.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

The Law Enforcement Services portion of the annual WMMIC premium was less than anticipated.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

A printer in the Detective Bureau has failed, and it needs to be replaced.

FISCAL NOTE:

Sufficient funding is available for transfer.
SO 4-24-13

ADMINISTRATIVE NOTE:

Recommended.
[Signature] 4-24-13

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR
Requested By SURVEY

Date APRIL 16, 2013

Transfer No. 13-10

Department

JASON HOULE

Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 13-1730-0000-61100 Description: REGULAR WAGES Current Balance: \$44,951	\$1190	Account #: 13-1730-0000-67171 Description: Capital Assest - \$1000 or more	\$1190
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Funds are available for transfer due to the Deputy Surveyor position not being filled.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

These transfers fund the purchase of a desk for the County Surveyor. The current work station does not provide a functional work environment with room for items used and accessed on a day to day basis, (computer, monitors, phone, files, maps, etc.)

FISCAL NOTE:

Sufficient funding is available for transfer. *45 4-18-13*

ADMINISTRATIVE NOTE:

Recommended. *BK 4-18-13*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0515000000-68010	EXP.ALLOCATIONS	0.00 100.0%	9,608.23	32,689.32	-42,297.55		
ENC	R1301879-PO# 04/12/13 -VN#052519			JP MORGAN CHASE BANK NA		127.59	
ENC	R1301977-PO# 04/23/13 -VN#046302			COMMERCE BANK COMMERCIAL ACCOU		400.00	
				CLOSING BALANCE	-42,825.14		527.59
	FINANCE DIRECTOR		PROG-TOTAL-PO			527.59	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$527.59 INCURRED BY FINANCE DIRECTOR. 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.

FINANCE **MAY 02 2013** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD
 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1414110000-62114	TAB/CANVASING	900.00	0.0%	300.00	-299.93	899.93	
	P1300728-PO#	05/01/13	-VN#044915	DYKE, DONALD		50.00	
	P1300729-PO#	05/01/13	-VN#025104	BREIDENSTEIN, BILL		50.00	
				CLOSING BALANCE		799.93	100.00
				ELECTIONS			100.00
				PROG-TOTAL-PO			

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$100.00 INCURRED BY ELECTIONS. 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.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

MAY 02 2013

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1017210000-63407	COMPUTER SUPPL	6,000.00	2.8%	168.18	0.00	5,831.82	
	P1301669-PO# 05/01/13 -VN#014386			MASTERGRAPHICS		379.92	
				CLOSING BALANCE	5,451.90		379.92
1017210000-64200	TRAINING EXP	12,500.00	16.7%	2,093.34	0.00	10,406.66	
	P1301756-PO# 05/01/13 -VN#025900			WLIA		95.00	
				CLOSING BALANCE	10,311.66		95.00
	LAND RECORDS			PROG-TOTAL-PO		474.92	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$474.92 INCURRED BY LAND RECORDS. 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.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

MAY 02 2013

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1717150000-62119	OTHER SERVICES	473,721.00	63.4%	205,560.39	94,889.62	173,270.99	
	P1301196-PO# 05/01/13 -VN#043416			FIDLAR COMPANIES		3,820.75	
				CLOSING BALANCE	169,450.24		3,820.75
	ROD REDACTION			PROG-TOTAL-PO		3,820.75	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,820.75 INCURRED BY ROD REDACTION PROJECT. 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.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD
 DATE _____ CHAIR

MAY 02 2013

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0714300000-62119	OTHER SERVICES	58,759.00 45.5%	16,429.31	10,340.70	31,988.99		
	PI301734-PO# 05/01/13 -VN#051577		EDCI			277.50	
			CLOSING BALANCE		31,711.49		277.50
0714300000-62400	R & M SERV	211,793.00 35.3%	69,534.13	5,365.60	136,893.27		
	P1300650-PO# 05/01/13 -VN#019713		GENERAL HEATING AND AIR CONDIT			634.40	
			CLOSING BALANCE		136,258.87		634.40
0714300000-62421	COMPUTER EQUIP	9,000.00 20.1%	2,015.03	-198.20	7,183.17		
	P1301588-PO# 05/01/13 -VN#033353		CDW GOVERNMENT INC			191.54	
			CLOSING BALANCE		6,991.63		191.54
0714300000-62491	SOFTWARE MAINT	595,762.00 52.8%	254,455.54	60,549.08	280,757.38		
	P1301715-PO# 05/01/13 -VN#010744		ADAGER			1,910.00	
			CLOSING BALANCE		278,847.38		1,910.00
0714300000-63407	COMPUTER SUPPL	17,940.00 41.1%	6,538.60	844.20	10,557.20		
	P1301588-PO# 05/01/13 -VN#033353		CDW GOVERNMENT INC			250.19	
	P1301644-PO# 05/01/13 -VN#033353		CDW GOVERNMENT INC			11.90	
			CLOSING BALANCE		10,295.11		262.09
0714300000-67130	TERMINALS/PC'S	115,521.00 29.8%	27,285.63	7,167.45	81,067.92		
	P1301560-PO# 05/01/13 -VN#041544		HEWLETT PACKARD DIRECT	CDWG		4,455.00	
			CLOSING BALANCE		76,612.92		4,455.00
0714300000-67131	OTHER COMP HARDW	109,579.00 31.3%	31,413.17	2,935.25	75,230.58		
	P1301592-PO# 05/01/13 -VN#033353		CDW GOVERNMENT INC			2,375.28	
	P1301603-PO# 05/01/13 -VN#033353		CDW GOVERNMENT INC			1,056.01	
			CLOSING BALANCE		71,799.29		3,431.29
0714300000-67143	IT DEPT.CR-CHGS.	50,000.00 157.0%	53,138.46	25,397.74	-28,536.20		
	P1300820-PO# 05/01/13 -VN#050530		MOTOROLA SOLUTIONS INC			1,650.00	
	P1301133-PO# 05/01/13 -VN#033353		CDW GOVERNMENT INC			-86.02	
	P1301351-PO# 05/01/13 -VN#047818		ENTERPRISE SYSTEMS GROUP			4,129.90	
	P1301623-PO# 05/01/13 -VN#033353		CDW GOVERNMENT INC			350.48	
*** OVERDRAFT ***	TRANSFER REQUIRED		CLOSING BALANCE		-34,580.56		6,044.36
0714350000-62400	R & M SERV	81,700.00 79.2%	32,383.50	32,383.50	16,933.00		
	P1301593-PO# 05/01/13 -VN#052637		ASENTRIA CORPORATION			1,935.74	
			CLOSING BALANCE		14,997.26		1,935.74

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
						19,141.92	
		INFORMATION TECH		PROG-TOTAL-PO			

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$19,141.92 INCURRED BY INFORMATION TECHNOLOGY. 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.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

MAY 02 2013

DATE _____ CHAIR

PURCHASE ORDER NUMBER P1301042 PEID 047987

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 April 24, 2013

DEPARTMENT Human Resources

COMMITTEE Finance

VENDOR NAME Comp Psych

ACCOUNT NUMBER 19-1910-0000-65103

FUNDS DESCRIPTION Public Liability

AMOUNT OF INCREASE \$ 10,076.52

INCREASE FROM \$ 4,936.08 TO \$ 15,012.60

ACCOUNT BALANCE AVAILABLE \$ 135,528 SO 4/24/13

REASON FOR AMENDMENT Original encumbrance was for 1st Qtr of 2013 only.

This increase covers the other 3 quarters for 2013.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

PURCHASE ORDER NUMBER P1301042 PEID 047987

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 April 24, 2013

DEPARTMENT Human Resources

COMMITTEE Finance

VENDOR NAME Comp Psych

ACCOUNT NUMBER 00-0000-0063-29662

FUNDS DESCRIPTION EAP

AMOUNT OF INCREASE \$ 11,020.32

INCREASE FROM \$ 5,425.92 TO \$ 16,446.24

ACCOUNT BALANCE AVAILABLE \$ Non budgeted account-Health Ins Trust Fund

REASON FOR AMENDMENT Original encumbrance was for 1st Qtr of 2013 only.

This increase covers the other 3 quarters for 2013.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden
INITIATED BY



Sgt. Wayne Hansen
DRAFTED BY

**Public Safety and Justice
Committee**
SUBMITTED BY

April 16, 2013
DATE DRAFTED

Approving Vendor for K-9 Purchase

- 1 **WHEREAS**, resolution #12-8A-084 authorized spending \$12,500 of Equitably Shared Funds for the
- 2 purchase of a K-9 and the associated training for the deputy and the dog; and,
- 3
- 4 **WHEREAS**, choosing a reliable, knowledgeable, solid vendor, is key to a successful K-9 program; and,
- 5
- 6 **WHEREAS**, the purchase of a K-9 is the purchase of both a professional service (training) and a
- 7 purchase of a good; and,
- 8
- 9 **WHEREAS**, the County's Purchasing Ordinance states, "Purchases of professional services are exempt
- 10 from bidding requirements;" and,
- 11
- 12 **WHEREAS**, the Sheriff's Office researched K-9 vendors and their associated training programs; and,
- 13
- 14 **WHEREAS**, the Sheriff's Office recommends purchasing a K-9 from Tarheel Canine Training, Inc. of
- 15 Sanford, NC.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 18 this _____ day of _____, 2013 that a purchase order be issued to Tarheel Canine Training
- 19 Inc. of Sanford, NC, in the amount of \$11,945.00.
- 20
- 21 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon approval of the Sheriff.

Respectfully submitted,

Public Safety and Justice Committee

Purchasing Procedural Endorsement

Reviewed and approved on a vote of

Ivan Collins, Chair

Mary Beaver

Henry Brill

Brian Knudson

Larry Wiedenfeld

Mary Mawhinney, Chair

Approving Vendor for K-9 Purchase

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FISCAL NOTE:

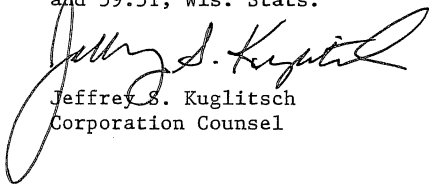
Sufficient funding is available in the Sheriff's Equitably Shared Funds account, A/C 21-2195-0000-67171, for the cost of the K-9 and associated training.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary

Resolution #12-8A-084 authorized spending \$12,500 of Equitably Shared Funds for the purchase of a K-9 and the associated training for the deputy and the dog. A vendor was not specified in the resolution.

The purchase of a K-9 is also a purchase of a professional service, and not just the purchase of goods. Section 2.219 of the County's Purchasing Ordinance deals with professional services. "Purchases of professional services are exempt from bidding requirements, but are subject to all other purchasing policies and procedures."

A professional service is defined as follows: "Professional Services - shall mean unique or technical functions performed by independent contractors whose primary occupation is the rendering of these services."

The following general information was excerpted from the web site PoliceOne.com. The article was written by Jerry Bradshaw.

Properly trained and deployed K-9s have a direct impact on reducing crime in the areas where they are deployed. A dog's olfactory capability to locate hidden contraband, as well as dangerous hidden suspects, can save officer's time and exposure to potentially life threatening situations. A police dog isn't just a dog. The dog must have the temperament suitable for K-9 work.

The first step in choosing a vendor is to check references. A good vendor is one who solves problems and stands behind their guarantees. Dogs are living beings, they sometimes get sick and die, and your vendor should have a solid health and trainability guarantee.

Normally, if a dog must be returned for either health or trainability, the vendor will replace the dog with another suitable prospect during the class. The keys to a solid vendor are honesty, integrity and service, both before and after the sale. Vendors should be knowledgeable about dogs whether they are selling green dogs, trained dogs, or both.

The Sheriff's Office took the following steps while searching for a K-9 vendor. Sgt. Wayne Hansen, a former K-9 handler, researched four vendors.

In searching for the proper vendor/training facility, it is important that the handler and dog have great compatibility. The vendor should employ different types of training methods that include passive alerts, using real drugs for controlled training, dog aggression, and obedience.

Sgt. Hansen spoke with Sgt. Christine Boyd of the Madison Police Department. She said her agency has bought five dogs from Tarheel Canine Training Inc., and they are very pleased. She said that Jerry Bradshaw heads this company, and he is terrific in his training methods, and he supports the above mentioned traits. Mr. Bradshaw teaches handlers on "Science Behavior Training" of dogs. This class teaches the handler "why" dogs do what they do. This method strengthens the handlers' training techniques after they leave the school.

Sgt. Boyd found that Tarheel Canine had good dogs, and they stand behind them with a two year guarantee for medical. The overall cleanliness of the facility was a big factor as well. She is very pleased with all the aspects that Tarheel can offer.

Sgt. Hansen chose Tarheel Canine Training Inc. based on their reputation for the training they offer both at the school and on a monthly basis, if needed. Tarheel's health guarantee of the K-9 is better than any other that he researched. The price for Tarheel's K-9, the training, the housing, and the equipment, all total less than what is budgeted.

Tarheel Canine provides a health guarantee and a performance guarantee. The health guarantee covers any congenital illness or infirmity that will prevent the K-9 from performing as a police dog for a full two years after the purchase of the dog. The performance guarantee covers the actual productivity of the trained K-9.

The Sheriff's Office determined that Tarheel Canine Training Inc., of Sanford, North Carolina, was the most responsible vendor.

The cost for the dog, training, handler course, certification, in-service training, annual recertification, housing, and dual purpose equipment kit is \$11,945.00.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY



Geri Waugh, Account Clerk
DRAFTED BY

Board of Health
SUBMITTED BY

April 19, 2013
DATE DRAFTED

Accepting Contributions and Amending the 2013 Rock County Health Department Budget

1 **WHEREAS**, the Rock County Health Department works with families with young children to
2 ensure child safety; and

3
4 **WHEREAS**, the Rock County Health Department has received the following contributions from a
5 local business and two organizations: \$75.00 from Farm & Fleet of Janesville; \$25.00 from TOPS
6 WI #395 of Janesville; and \$250.00 from the Kiwanis Club of Beloit; and

7
8 **WHEREAS**, these funds will be utilized for the purchase of supplies for Healthy Homes home
9 visits conducted by the Rock County Health Department.

10
11 **NOW, THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors duly
12 assembled on this _____ day of _____, 2013 does hereby authorize the Rock County
13 Health Department to accept these contributions from Farm & Fleet of Janesville, TOPS WI #395 of
14 Janesville, and the Kiwanis Club of Beloit totaling \$350.00, and amend the 2013 Rock County
15 Health Department Budget as follows:

<u>Account/Description</u>	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>1/1/13</u>	<u>(Decrease)</u>	<u>Budget</u>
31-3000-0000-46000			
Health Department Contributions	\$2,800	\$350	\$3,150
<u>Use of Funds</u>			
31-3000-0000-64904			
Health Department Sundry Expense	\$2,800	\$350	\$3,150

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft, Chair

Louis Peer, Vice Chair

Richard Bostwick

Mike Rundle

Dr. Aaron Best, M.D.

Dr. Dean Peterson, DVM

Dr. Connie Winter, DDS

Judith Wade

Vacant

Accepting Contributions and Amending the 2013 Rock County Health Department Budget

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FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair

FISCAL NOTE:

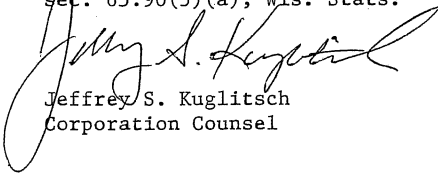
This resolution authorizes the acceptance and expenditure of \$350 in contributions from Farm & Fleet of Janesville, TOPS WI #395 and Kiwanis Club of Beloit. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept donations pursuant to §59.52(19), Wis. Stats. As an amendment to the adopted 2013 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 Knutson
County Administrator

**Accepting Contributions and Amending the 2013 Rock County Health Department
Budget**

EXECUTIVE SUMMARY

As part of the Rock County Health Department's work with families with young children, the department sends public health nurses and environmental health specialists out to visit homes in the community and assess the risk for child safety/injury as part of our Healthy Homes program.

Rock County Health Department received these contributions from a local business and local organizations:

- \$75.00 from Farm & Fleet of Janesville
- \$25.00 from TOPS WI #395
- \$250.00 from Kiwanis Club of Beloit

These funds will be used to purchase safety supplies such as door/cabinet locks, safety gates, smoke alarms, etc. to assist families in complying with the recommendations made by health department staff during Healthy Home visits.

These funds will enable the health department to continue our mission to keep all children in the community safe.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve
INITIATED BY



Phil Boutwell
DRAFTED BY

County Board Staff Committee
Human Services Board
SUBMITTED BY

April 22, 2013
DATE DRAFTED

Creating a 0.375 FTE Position of Children's Long Term Support (CLTS) Program Manager

1 WHEREAS, the CLTS Program makes Medicaid funding available to serve children who have
2 substantial limitations due to developmental, emotional and/or physical disabilities; and,
3

4 WHEREAS, at the request of the Wisconsin Department of Health Services, Rock County
5 consolidated funding and service delivery for the CLTS Program and the ancillary Family Support
6 funding in the 2013 Human Services Budget; and,
7

8 WHEREAS, the administration of the CLTS Program is time consuming and complex and the
9 incumbent supervisor presently oversees 12 staff, multiple contracted services, and two other
10 programs; and,
11

12 WHEREAS, the Human Services Department needs to take advantage of a window of opportunity in
13 2013 to roll out a new initiative known as Comprehensive Community Services (CCS) Program for
14 children and families, which is in line with current best practices and funding streams that offset
15 program expense; and,
16

17 WHEREAS, the Human Services Department wishes to use the skills of the incumbent CLTS
18 program manager to accomplish the task, but recognizes it needs to bring in additional program
19 supervision through year end to manage the workload; and,
20

21 WHEREAS, the Human Services Department requests the County Board create a new limited term
22 employee position through year end that will help manage the existing CLTS program and facilitate
23 the new CCS initiative.
24

25 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly
26 assembled this ____ day of _____, 2013, does hereby approve the creation of a new
27 0.375 FTE CLTS Program Manager at the rate of \$35 per hour through year end effective upon
28 approval of the County Board.
29

30 BE IT FURTHER RESOLVED, that the Human Services Department budget for 2013 be amended
31 as follows:
32

Account/Description	Budget <u>4/1/13</u>	Increase <u>(Decrease)</u>	Amended <u>Budget</u>
<u>Source of Funds</u>			
36-3638-0000-64604 Program Expense - CPS	\$3,836,671	(\$18,650)	\$3,818,021
<u>Use of Funds</u>			
36-3697-0000-61108 Seasonal Wages	\$0	\$17,325	\$17,325
36-3697-0000-61400 FICA	\$49,281	\$1,325	\$50,606

Creating a 0.375 FTE Position of Children's Long Term Support (CLTS) Program Manager
Page 2

Respectfully submitted,

Human Services Board

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

William Grahn

Ashley Kleven

Terry Fell

Phil Owens

Terry Thomas

Shirley Williams

Vacant

County Board Staff Committee

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Marilynn Jensen

Louis Peer

Kurtis L. Yankee

FINANCE COMMITTEE ENDORSEMENT


Reviewed and approved on a vote of

_____.

Mary Mawhinney, Chair

ADMINISTRATIVE NOTE:

Recommended


Craig Knutson
County Administrator

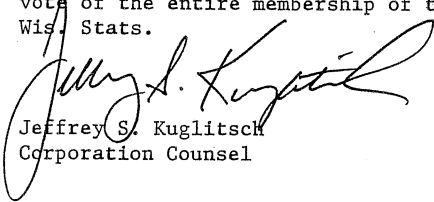
FISCAL NOTE:

This resolution creates a .375 FTE CLTS Program Manager position and funds this position by reducing another line item within the HSD budget.


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 2013 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

Executive Summary

The Children's Long Term Support (CLTS) waiver program provides Medicaid funding for children who fall under three separate groups: Developmental Disabilities (DD), Physical Disabilities (PD), and Severe Emotional Disabilities (SED). In 2012, the state pushed to eliminate the bifurcation of the program between the DD Board and the Human Services Board as well as transferred the eligibility determination to a statewide contracted agency. The CLTS funding, the Family Support grant, and the program management were consolidated under the Human Services Board Budget in 2013. The Human Services Department added accounting staff time in its budget to help with the workload, but no additional supervisory support.

In 2013, the CLTS Program Supervisor was given the additional responsibility to manage the Catholic Charities contract that oversees services to approximately 100 children served with DD waivers as well as responsibility to implement the Comprehensive Community Service (CCS) Program. The assignment was in addition to supervising 12 staff and two other program areas. It was an unrealistic expectation and the Department needs additional management resources in the CLTS area if the CCS initiative is to move forward.

The CCS offers a unique opportunity to provide a best practice model similar to the Department's Community Support Program with more favorable state/federal reimbursement for program services and case management. It is an opportunity the County cannot afford to pass up.

The resolution creates a .375 FTE manager position that will share some management responsibilities of the CLTS program. The position is considered a limited term employee that will be funded through year end. The Department has identified a recently retired Dane County employee who possesses the necessary skill set and is willing to take on a challenge through year end.

In 2014, the Human Services Department will be faced with a number of choices based on changes in the state budget that may lead to regionalization and/or consolidation of CLTS and CCS management responsibilities. The Department will select the best option and ensure that it has enough supervisor resources to effectively perform its mission.