



**FINANCE COMMITTEE
THURSDAY, AUGUST 1, 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. Review and Comments on the 2012 Certified Audit - Baker Tilly Virchow Krause, LLP
4. Approval of Minutes – July 18, 2013
5. Citizen Participation, Communications and Announcements
6. Transfers and Appropriations
 - A. Land Conservation
 - B. Public Health
 - C. Rock Haven
7.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - 1) General Services
 - E. Approval of Bills for Other Departments
 - 1) County Board Staff
8. Review of Resolution
 - A. Accepting Fetal Infant Mortality Review Team Grant and Amending the 2013 Rock County Health Department Budget
 - B. Authorizing Additional Contingency Funding and Amending the 2013 Budget for Rock Haven Project (Will be provided at the meeting.)
9. Next Finance Committee Meeting – Tax Tour on August 9, 2013 at 6:30 AM
10. Adjournment

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 7/24/13
Requested By LAND CONSERVATION DEPARTMENT
Department

Transfer No. _____
THOMAS SWEENEY
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 62-6350-0000-62101 Description: APPRAISAL FEES Current Balance: \$5,000.00	\$ 1,300.00	Account #: 62-6350-0000-65109 Description: OTHER INSURANCE	\$ 1,300.00
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 estimate that was given included three applications for the 2013 program year, but only two met program criteria.

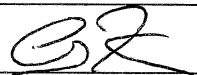
REASON TRANSFER IS NECESSARY - BE SPECIFIC

To cover title insurance for Phelps and Carlson properties for PACE Program.

FISCAL NOTE:

Sufficient funding is available. 07/24/13 SB

ADMINISTRATIVE NOTE:



REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 7/22/13 Transfer No. _____
 Requested By Public Health Department Karen Cain, Health Officer
 Department Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 31-3000-0000-62503 Description: Interpreter Fees Current Balance: \$15,000.00	\$5,000	Account #: 31-3000-0000-64010 Description: Laboratory Supplies	\$5,000
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

One of the health department's public health nurses has been performing the department's Spanish interpretation, making some of these funds available to be transferred.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

The health department has been doing more water testing in 2013 than in previous years, mostly due to the special water testing programs we are doing with several of the townships in Rock County. Because of these additional water tests, we have had to order more of the chemicals and supplies needed for the water testing and have nearly depleted the funds in this line item. This transfer of funds will enable the department to purchase the needed items for water testing for the remainder of 2013.

FISCAL NOTE:

Sufficient funds are available for this transfer. 07/22/13 SB

ADMINISTRATIVE NOTE:



REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

- Governing Committee _____
- Finance Committee _____

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 7/17/13 Transfer No. 13-26
 Requested By Rock Haven Department Sue Prostko Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 32-8000-9300-62163 Description: ES-Laundry Services Current Balance: \$5,000	5,000.00	Account #: 32-8000-9300-63111 Description: ES-Paper Products	5,000.00
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

Laundry costs less than expected.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Paper cost more than expected.

FISCAL NOTE:

Sufficient funds are available for transfer. *7/17/13*

ADMINISTRATIVE NOTE:

Recommended. *[Signature]* *7-17-13*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

- Governing Committee _____
- Finance Committee _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62119	OTHER SERVICES				
		P1302479	06/30/2013	DIGGERS HOTLINE INC	57.42
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	58,759.00	20,236.42	16,298.66	57.42	22,166.50
07-1430-0000-63407	COMPUTER SUPPL				
		P1302320	06/27/2013	CDW GOVERNMENT INC	55.40
		P1302370	07/02/2013	CDW GOVERNMENT INC	53.96
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	17,940.00	10,671.50	1,020.12	109.36	6,139.02
07-1430-0000-67143	IT DEPT.CR-CHGS.				
		P1302313	06/27/2013	CDW GOVERNMENT INC	279.99
		P1302352	07/03/2013	CDW GOVERNMENT INC	3,072.89
		P1302355	07/03/2013	CDW GOVERNMENT INC	99.54
		P1302356	07/03/2013	HEWLETT-PACKARD DIRECT CDWG	495.00
		P1302360	07/08/2013	ENTERPRISE SYSTEMS GROUP	8,297.50
		P1302361	07/03/2013	CDW GOVERNMENT INC	4,385.34
		P1302362	07/01/2013	CDW GOVERNMENT INC	1,690.00
		P1302363	07/09/2013	HEWLETT PACKARD DIRECT CDWG	4,950.00
		P1302364	07/03/2013	CARLSON SOFTWARE INC	159.50
		P1302370	07/02/2013	CDW GOVERNMENT INC	85.89
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	50,000.00	94,637.02	17,794.78	23,515.65	(85,947.45)
INFORMATION TECHNOLOGY PROG TOTAL				23,682.43	
07-1435-0000-62491	SOFTWARE MAINT				
		P1302478	07/06/2013	STUFF SOFTWARE INC	995.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,050.00	0.00	0.00	995.00	55.00
TELEPHONE OPERATIONS PROG TOTAL				995.00	

I have examined the preceding bills and encumbrances in the total amount of **\$24,677.43**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **AUG 01 2013**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
15-1541-0000-64901	TAX DEED EXP	P1302426	06/30/2013	JANESVILLE GAZETTE INC	69.88
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	10,283.21	0.00	69.88	9,646.91
TAX DEED EXPENSE PROG TOTAL				69.88	

I have examined the preceding bills and encumbrances in the total amount of **\$69.88**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **AUG 01 2013**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
17-1715-0000-62119	OTHER SERVICES	P1301196	06/30/2013	FIDLAR COMPANIES	2,947.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	473,721.00	216,600.64	105,150.36	2,947.50	149,022.50
ROD REDACTION PROJECT PROG TOTAL				2,947.50	

I have examined the preceding bills and encumbrances in the total amount of **\$2,947.50**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **AUG 01 2013**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
19-1933-0000-64904	SUNDRY EXPENSE				
ENC		R1302698	07/16/2013	AMAZON.COM	51.85
		P1301894	06/17/2013	PROFORMA PRINTWORKS	713.25
		P1302483	07/16/2013	ALL SEASON RUNNER	200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,232.00	758.60	37.02	965.10	4,471.28
EMPLOYEE WELLNESS ACTIVITIES PROG TOTAL				965.10	

I have examined the preceding bills and encumbrances in the total amount of **\$965.10**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **AUG 01 2013**

Dept Head _____

Committee Chair _____

PURCHASE ORDER NUMBER P1103172 PEID 051278

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 7-16-13

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

AMOUNT OF INCREASE \$ 43,710.00

INCREASE FROM \$ 18,077,941.69 TO \$ 18,121,651.69

ACCOUNT BALANCE AVAILABLE \$ 75,086.65 SB 07/18/13

REASON FOR AMENDMENT CHANGE ORDER #45

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
00-0000-0063-29661	P & L TRUST	P1302447	07/05/2013	TRICOR INC	6,812.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	0.00	(206,295.00)	0.00	6,812.00	199,483.00	
				ISF-SELF INS PROG TOTAL	6,812.00	

I have examined the preceding bills and encumbrances in the total amount of **\$6,812.00**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: ~~JUL 23 2013~~

Dept Head _____

AUG 01 2013 to FE

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
01-1320-0000-63200	PUBL/SUBCR/DUES		07/02/2013	OSBORNE,NICHOLAS	320.40
		P1302354	07/02/2013	BELOIT DAILY NEWS	172.26
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,654.00	951.44	44.00	492.66	2,165.90
COUNTY ADMINISTRATOR PROG TOTAL					492.66

I have examined the preceding bills and encumbrances in the total amount of **\$492.66**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: ~~JUL 23 2013~~

Dept Head _____

AUG 01 2013 to FE

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
03-1110-0000-63107	PUBL & LEGAL				
		P1300774	06/28/2013	BELOIT DAILY NEWS	578.26
		P1302464	05/31/2013	JANESVILLE GAZETTE INC	103.90
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	18,000.00	4,992.20	5,466.55	682.16	6,859.09
03-1110-0000-64904	SUNDRY EXPENSE				
		P1300031	06/29/2013	JANESVILLE FLORAL COMPANY	73.45
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,400.00	191.50	73.45	73.45	1,061.60
COUNTY BOARD PROG TOTAL				755.61	

I have examined the preceding bills and encumbrances in the total amount of **\$755.61**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: ~~JUL 23 2013~~

AUG 01 2013 to FE

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-61920	PHYSICALS	P1300609	07/01/2013	WISCONSIN DEPARTMENT OF JUSTIC	281.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	11,000.00	2,142.00	297.00	281.00	8,280.00
08-1420-0000-62119	OTHER SERVICES	P1302311	05/31/2013	TK GROUP INC	24.95
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	40,515.00	3,208.95	0.00	24.95	37,281.10
08-1420-0000-63100	OFC SUPP & EXP	P1302335	03/08/2013	COMPSYCH	282.01
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,500.00	1,208.43	0.00	282.01	2,009.56
08-1420-0000-63107	PUBL & LEGAL	P1300604	06/02/2013	JANESVILLE GAZETTE INC	1,517.30
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	35,000.00	10,324.90	1,862.30	1,517.30	21,295.50
08-1420-0000-64200	TRAINING EXP		07/01/2013	O CONNELL,DAVID	136.50
		P1302310	06/21/2013	WISCONSIN STATE SHRM COUNCIL	740.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	26,980.00	9,479.12	0.00	876.50	16,624.38
08-1420-0000-64417	RH EXPENSES	P1300604	06/30/2013	JANESVILLE GAZETTE INC	236.20
		P1300609	07/01/2013	WISCONSIN DEPARTMENT OF JUSTIC	110.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,500.00	3,655.48	2,353.05	346.20	2,145.27
HUMAN RESOURCES PROG TOTAL				3,327.96	

I have examined the preceding bills and encumbrances in the total amount of **\$3,327.96**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: ~~JUL 23 2013~~
 AUG 01 2013 to FE
 Dept Head _____
 Committee Chair _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY



Geri Waugh, Account Clerk
DRAFTED BY

Board of Health
SUBMITTED BY

July 22, 2013
DATE DRAFTED

**Accepting Fetal Infant Mortality Review Team Grant and
Amending the 2013 Rock County Health Department Budget**

- 1 WHEREAS, there are an estimated 20-25 infant or neonatal deaths in Rock County each year; and,
2
3 WHEREAS, Rock County Health Department applied for and was awarded a grant from the Wisconsin
4 Partnership Program for the development of a Fetal Infant Mortality Review Team (FIMR); and,
5
6 WHEREAS, this is a 3-year grant at \$50,000 per year, beginning May 1, 2013 and ending April 30,
7 2016; and,
8
9 WHEREAS, this grant will plan and implement the development of both a FIMR and an African
10 American Services Advisory Team (AASAT) designed to learn the cause of infant and neonatal deaths
11 in Rock County.
12
13 NOW, THEREFORE BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled
14 on this _____ day of _____, 2013 does hereby authorize the Rock County Health
15 Department to accept this Fetal Infant Mortality Review Team Grant in the amount of \$150,000, and
16 amend the 2013 Rock County 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>
21 31-3031-0000-46000			
22 Contributions	-0-	\$150,000	\$150,000
23 <u>Use of Funds</u>			
24 31-3031-0000-63110			
25 Administrative Expense	-0-	\$150,000	\$150,000

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

Eric Gresens

**Accepting Fetal Infant Mortality Review Team Grant and Amending the 2013 Rock
County Health Department Budget**

Page 2

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

_____.

Mary Mawhinney, Chair

FISCAQL NOTE:

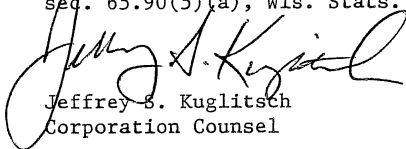
This resolution authorizes the acceptance and expenditure of \$150,000 in grant funding from the Wisconsin Partnership Program for the development of a Fetal Infant Mortality Review Team. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 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 FETAL INFANT MORTALITY REVIEW TEAM GRANT AND
AMENDING THE 2013 ROCK COUNTY HEALTH DEPARTMENT BUDGET

EXECUTIVE SUMMARY

This is a 3-year implementation grant awarded to the Rock County Health Department from the Wisconsin Partnership Program, in collaboration with the Beloit Lifecourse Initiative for Healthy Families (LIHF), for the development of a fetal infant mortality review team (FIMR). A FIMR is a group of service providers and community representatives that meet to systematically review reports of fetal and infant loss in Rock County. The meetings are held quarterly. The goal of this team is to move the community to policies, programs, and services that reduce infant mortality and racial disparities in birth outcomes.

This grant will begin in the summer of 2013. The first year is devoted to assembling the team. The second and third years, the FIMR team will review all reported infant loss after the 20th week of pregnancy and before the first birthday occurring in Rock County. This is about 20-25 deaths each year by the State of Wisconsin's estimate.

The grant will plan and implement the development of both a FIMR and an African American Services Advisory Team (AASAT) designed to learn the cause of infant and neonatal death in Rock County. The AASAT is being developed to elicit findings that may be especially pertinent in the African American community. The teams will be sustainable moving forward and the findings will be used to promote policy and program development designed to prevent future infant deaths, reduce infant mortality overall, and in particular reduce disparity in birth outcomes in Rock County.

The total amount of the grant is \$150,000, at \$50,000 per year, beginning May 1, 2013 and ending on April 30, 2016.