

ROCK COUNTY, WISCONSIN



FINANCE COMMITTEE
THURSDAY – DECEMBER 5, 2019 - 7:30 A.M.
CONFERENCE ROOM N-1 - FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – November 7, 2019 and November 12, 2019
4. Citizen Participation, Communications and Announcements
5. Transfers and Appropriations
6. Review of Payments
7. Review of Payments Over \$10,000
8. Committee Review and Approval of Per Meeting Allowances
9. Resolutions and Committee Endorsement
 - A. Recognizing Janet Trautsch
 - B. Recognizing Kathy Kope for Service to Rock County
 - C. Acceptance of Wisconsin Department of Natural Resources County Conservation Aids Grant Funds and Amending Parks Budget
 - D. Authorizing Acceptance of Highway Safety Grant
 - E. Authorizing Purchase of Lexipol Corrections Policy Manual and Amending the 2019 Budget
 - F. Eliminating One Help Desk Position and Adding One User Support Position in the Information Technology Department
 - G. Eliminating One Programmer Analyst II Position and Adding One Systems Analyst Position in the Information Technology Department (Version with notes will be provided at the meeting.)
 - H. Authorizing Purchase of a Hitachi Storage Area Network (Version with notes will be provided at the meeting.)
 - I. Approval of Bid for Shredding Services to Office Pro, Janesville, WI
10. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.



FINANCE COMMITTEE
Minutes – November 7, 2019

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, November 7, 2019, in the Conference Room N-1, Fifth Floor, Courthouse-East.

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

Committee Members Excused: Supervisor Fox.

Staff Members Present. Sherry Oja, Finance Director; Josh Smith, County Administrator; Jim Sandvig, Information Technology Director; Lisa Tollefson, County Clerk; Jodi Millis, Purchasing Manager; Annette Mikula, Human Resources Director; Jodi Timmerman, Court Commissioner; Greg Cullen, Airport Director; Michelle Schultz, Real Property Lister; Terri Carlson, Risk Manager; Rick Wietersen, Environmental Protection Director; Noel Sandoval, Health Officer; Michelle Roettger, County Treasurer; Rich Greenlee, Corporation Counsel; Bridget Laurent, Deputy Corporation Counsel; Jacki Gackstatter, Clerk of Court.

Others Present: Supervisors Aegerter, Bostwick, Davis, Peer, Richard and Sweeney; Christine Wen and Angela Flickinger, UW Extension.

Approval of Agenda. Supervisor Beaver moved approval of the agenda, second by Supervisor Podzilni. ADOPTED.

Citizen Participation, Communications and Announcements. Ms. Roettger said 19 properties went to the foreclosure auction, two in Town of Beloit were not bid on, the Town of Milton lot had been sold for \$1 they backed out of and it came back to the County, and the two lots sold together in Town of Lima is still unpaid at this time.

Approval of Minutes – October 3, 2019 and October 16, 2019. Supervisor Yeomans moved approval of the minutes of October 3, 2019 and October 16, 2019 as presented, second by Supervisor Podzilni. ADOPTED.

Transfers and Appropriations. None.

Committee Review and Approval of Per Meeting Allowances. Supervisor Podzilni moved approval of per meeting allowances in the amount of \$10,991.64, second by Supervisor Beaver. ADOPTED.

Resolutions and Committee Endorsements.

Cancellation of Checks Over Two Years Old

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this _____ day of November, 2019, does hereby authorize that the following checks over two years old be cancelled and credited back to the proper accounts.

BE IT FURTHER RESOLVED, that the Chair of the Rock County Board of Supervisors is authorized to accept all funds on behalf of the County of Rock, the City of Beloit, and the City of Janesville; and

BE IT FURTHER RESOLVED, that the Sheriff’s Office’s budget for 2019 be amended as follows:

...”

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

Amending the 2019 HSD Budget to Accept CLTS Funds and Creating 1.0 FTE Human Services Supervisor I Position

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2019 does hereby approve the creation of 1.0 FTE Human Services Supervisor I position in CLTS, and the purchase of a computer, phone and furniture for the new position.

BE IT FURTHER RESOLVED, that the 2019 budget be amended as follows:

...”

Supervisor Yeomans moved approval of the above resolution, second by Supervisor Beaver. ADOPTED.

Authorizing Purchase of Ivanti IT Service Management Software

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2019 authorize the purchase agreement with CDW-G, Inc. for an amount not to exceed \$106,650.40 for the purchase of the Ivanti Service Management software.”

Supervisor Beaver moved approval of the above resolution, second by Supervisor Yeomans. ADOPTED.

Updates and Possible Action.

Review, Discussion and Recommended Revisions to the 2020 Recommended Budget.

Board of Health Supervisor Peer, Ms. Sandoval and Mr. Wietersen explained they would like to delete a 0.4 FTE Environmental Health Specialist, delete a 0.4 FTE

Environmental Health Technician and create a 1.0 FTE Environmental Health Specialist II. They said this would require an additional \$31,130. They went over the request from the packet explaining the expected grants and awards, some of which they have already received award letters for; the additional 2020 funding; part-time versus full-time work done by employees; discussed how often we lose a good employee because they have found a full time position; and the two part-time positions are both open at this time.

- Discussion on the use of grant funds in future to fully fund this position. -

Supervisor Beaver moved to approve increasing the Board of Health payroll/benefits account using revenue from the State of \$31,130, second by Supervisor Yeomans. ADOPTED.

Public Safety & Justice Committee Ms. Timmerman handed out and went over her appeal to have two of her Deputy Register in Probate positions reallocated from Level 4 to Level 3. She said the staff in these two positions perform essentially the exact same duties as the Deputy Clerk of Court staff in Clerk of Court. She said because their title is different they did not receive the reallocation, and feels this was an oversight. Ms. Timmerman said the cost is \$1,850 for the change to these two positions and the funds could come from law books, publications/dues/subscriptions, and office supplies.

Supervisor Podzilni moved to approve reallocating the Deputy Register in Probate positions from Level 4 to Level 3 using funds in the amount of \$1,850 as described above, second by Supervisor Yeomans. ADOPTED.

Ms. Gackstatter said she has a second appeal, that with the increases made to the Deputy Clerk of Court positions, there are nine of her most senior employees who would not be receiving as much of an increase due to the Personnel Ordinance 18.206 "Persons in positions reallocated shall normally be advanced to the step with the next highest dollar amount in the new pay range." Ms. Gackstatter said she feels these nine staff members should be moved to the top of the range due to their longevity instead of waiting for a year. She added that they would be receiving half the increase as the other staff with less time.

Supervisor Yeomans asked if this has happened to other employees. Ms. Mikula replied that it has, however they would not sit at that amount for the year but would move to the next step up on their anniversary date. Mr. Smith said it is hard to argue longevity of staff, but this is following the rules and they are trying to be consistent as this has implications throughout the County. Supervisor Yeomans said this is something the Blue Ribbon Committee could look at.

Supervisor Yeomans moved to deny the appeal and add a condition to refer this to Human Resources to review the Personnel Ordinance, second by Supervisor Podzilni. Request DENIED.

Other

Southern Wisconsin Regional Airport Board Mr. Cullen said the Airport Specialist position was reclassified to a Secretary II position in the budget process. He said he is asking for a change from step 2, to step 4. Mr. Cullen said he would be able to cover the \$2,547.74 difference in pay from the training and overtime accounts.

Supervisor Beaver moved to deny the appeal for the same reasons as for the Clerk of Courts denial, second by Supervisor Yeomans. Request DENIED.

Agriculture and Extension Education Committee Supervisor Bostwick said they are appealing for the Health and Wellbeing Educator position to be added back as they feel this position adds a lot of value to the populations in Rock County. Ms. Wen added that they are UW Madison employees, the fee for this position is \$42,000, the position acts as a liaison throughout Rock County, brings UW resources to the County, leverages grant money for the counties, brings in interns at no additional cost, works with schools with apples as a healthy choice, and feel this is an investment for the County. Supervisor Aegerter said she feels this position is in line with our mission statement and that it is well known that Rock County needs help in healthier eating. She said Rock County has invested 14 years in this position and there is a need to continue these benefits.

Supervisor Bostwick said the funding could come from replacing some of the IT Departments levy with sales tax revenue (\$35,100), seasonal wages (\$1,000), travel (\$2,000) and a transfer in from the UW Extension Education Fund Balance (\$3,720).

Supervisor Beaver moved approval for this position with the above funding, second by Supervisor Podzilni. ADOPTED.

Other Supervisor Richard said the State Biennial Budget includes \$1.1 Million for Human Services to address the crisis in Child Protective Services, of which \$475,000 to be used as determined by the department. He said he is requesting \$300,000 be used to reduce the County Tax Levy.

Discussion on sales tax versus tax levy; best use of these funds; and best way to reserve the funds until we know best use of funds.

Supervisor Yeomans moved to use \$300,000 of State grant funds in the Human Services Budget be used for salaries and to reduce the tax levy, second by Supervisor Beaver. FAILED on the following vote: YES – Supervisor Beaver; NO – Supervisors Podzilni, Yeomans and Mawhinney; ABSENT – Supervisor Fox.

Adjournment. Supervisor Podzilni moved adjournment at 9:26 A.M., second by Supervisor Yeomans. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.



**FINANCE COMMITTEE
Minutes –November 12, 2019**

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 9:32 A.M. on Tuesday, November 12, 2019, in the Jury Deliberation Room, Fourth Floor, Courthouse East.

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

Committee Members Excused: None.

Staff Members Present. Sherry Oja, Finance Director; Josh Smith, County Administrator; Richard Greenlee, Corporation Counsel; Bridget Laurent, Deputy Corporation Counsel; Lisa Tollefson, County Clerk; Kate Luster, Human Services Director.

Others Present: None.

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

Resolution.

Setting the Tax Levy and Tax Rate for 2019

“NOW, THEREFORE, BE IT RESOLVED, that the sum of \$0 is hereby transferred from the General Fund to be applied against the proposed budget.

BE IT FURTHER RESOLVED, that the detailed line items are not adopted but are for informational purposes only.

BE IT FURTHER RESOLVED, that the special charges in the amount of \$1,680, are hereby ratified.

BE IT FINALLY RESOLVED, that the line summary budget and personnel roster, as modified, are hereby adopted and that the resulting tax levy for 2019 be in the amount of \$70,418,774 which reflects a rate of \$5.996732 of equalized valuation.”

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

Adjournment. Supervisor Fox moved adjournment at 9:40 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Sherry Oja
Finance Director

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF OCTOBER 2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
00-0000-0001-17100	POSTAGE METER CH					
		P1900002	10/17/2019	UNITED MAILING SERVICES INC	MONTHLY CHARGES FOR MAIL	668.08
		P1900004	10/10/2019	UNITED STATES POSTAL SERVICE	REPLENISH OF FUNDS	20,000.00
00-0000-0001-22158	SHORT TERM DISAB					
		P1900324	10/31/2019	NATIONAL INSURANCE SERVICES OF	NIS NOV PREMIUMS	10,759.78
00-0000-0001-22159	LONG TERM DIS					
		P1900324	10/31/2019	NATIONAL INSURANCE SERVICES OF	2019 BLANKET PURCHASE ORDER	7,578.46
GENERAL FUND PROG TOTAL						39,006.32
<hr/>						
00-0000-0071-29264	DLF-SUPPLIES/EXP					
		P1902323	10/03/2019	HUMANE SOCIETY OF SOUTHERN WIS	6-11-19 SEIZED/PROTECTIVE CUST	250.00
AGENCY FUNDS PROG TOTAL						250.00

I have reviewed the preceding payments in the total amount of \$39,256.32

Date: _____ Dept Head _____
 _____ Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF OCTOBER 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
05-1500-0000-63100	Office&Misc Exp	P1900006	10/17/2019	US BANK	SUPPLIES FOR ACCOUNTING	651.05
05-1500-0000-63107	Legal Notices	P1900003	10/17/2019	GREATER BELOIT PUBLISHING CO	SEPT-PURCHASING LEGALS	337.63
05-1500-0000-68010	Expense Alloc	P1900001	10/10/2019	FINANCE DEPARTMENT PURCHASING	MAY-SEPT POSTAGE DUE	15.36
		P1900007	10/10/2019	PACKAGE PRO EXPRESS DELIVERY I	SEPT COURIER SERVICES	3,645.51
		P1902232	10/03/2019	BEAR GRAPHICS INC	2020 BEAR GRAPHICS CALENDARS	1,001.34
Financial Services PROG TOTAL						5,650.89
05-1520-1000-62119	Other Services	P1901798	10/31/2019	EMPLOYEE BENEFITS CORPORATION	EBC ADMIN FEES	2,080.35
Flex Spending (Section 125) PROG TOTAL						2,080.35
05-1560-0000-62400	R & M Services	P1900678	10/17/2019	RHYME BUSINESS PRODUCTS	2019 COLOR COPIER LEASE	844.00
05-1560-0000-63104	Print/Duplicate	P1900006	10/17/2019	US BANK	SUPPLIES FOR DUPLICATION	1,856.75
05-1560-0000-65331	Equip Lease	P1900006	10/17/2019	US BANK	POSTAGE MACHINE LEASE	1,743.42
Central Services PROG TOTAL						4,444.17

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF OCTOBER 2019

10/31/2019

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Inv/Enc Amt</u>
-----------------------	---------------------	------------	-------------------	--------------------	--------------------	--------------------

I have reviewed the preceding payments in the total amount of **\$12,175.41**

Date:

Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF OCTOBER 2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
07-1430-0000-62119	Other Services	P1901120	10/17/2019	CHARTER COMMUNICATIONS	OCTOBER CHARGES	274.97
07-1430-0000-62400	R & M Services	P1902266	10/17/2019	CORE BTS INC	CISCO ACCESS POINTS	7,995.00
07-1430-0000-62421	Computer R&M	P1900622	10/17/2019	PRINTER PARTS EXCHANGE LLC	RCSO FUSER MAINT KIT	274.00
07-1430-0000-62491	Software Maint	P1802568	10/17/2019	ORACLE CORPORATION	ORACLE DATABASE STANDARD	1,079.66
		P1902266	10/17/2019	CORE BTS INC	CISCO ACCESS POINTS	1,900.00
		P1902399	10/17/2019	SMARSH INC	MOBILE GUARD - US CELLULAR CLO	4,686.00
07-1430-0000-63100	Office&Misc Exp	P1900606	10/17/2019	US BANK	IT BULB, FRAMES, SUPPLIES	404.89
		P1902191	10/17/2019	HENRICKSEN	HIEH3-A-H-U-NR10-T-SB HIGH BAC	777.12
		P1902379	10/24/2019	JAX CUSTOM PRINTING INC	24 X 36 POSTERS ON 8 MIL PHOTO	72.00
07-1430-0000-63102	Paper & Forms	P1902279	10/24/2019	JAX CUSTOM PRINTING INC	SETUP FEE	29.00
		P1902384	10/17/2019	ABT MAILCOM	TAX BILL DOUBLE WINDOW ENVELOP	855.00
07-1430-0000-63407	Computer Supply	P1900606	10/17/2019	US BANK	IT BULBS, CASES, FRAMES, CBLS	107.63
		P1900784	10/24/2019	US BANK	IT COMPUTER SUPPLIES	230.73
07-1430-0000-64200	Training	P1900606	10/17/2019	US BANK	DT TRAINING	82.00
07-1430-0000-64701	Software Purch	P1902312	10/17/2019	-CDW GOVERNMENT INC	MS EA WIN REM DT SVC DCAL LIC/	22,290.04
07-1430-0000-67130	Terminals/PCs	P1902266	10/17/2019	CORE BTS INC	CISCO ACCESS POINTS	6,636.50
Information Technology PROG TOTAL						47,694.54
07-1438-0000-64200	Training	P1900606	10/17/2019	US BANK	DT/SH TRAINING	365.00
Law Records PROG TOTAL						365.00
07-1444-0000-62119	Other Services	P1902151	10/24/2019	EDCI	VMWARE MIGRATION/CONVERSION	467.50

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF OCTOBER 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
07-1444-0000-67131	Other Comp Hard					
		P1902266	10/17/2019	CORE BTS INC	CISCO ACCESS POINTS	29,000.00
07-1444-0000-67135	Software>\$25,000					
		P1901764	10/24/2019	EDCI	CITRIX UPGRADE 6.5 TO 7.15 LTS	27.50
IT Capital Projects PROG TOTAL						29,495.00
07-1450-0000-62491	Software Maint					
		P1900606	10/17/2019	US BANK	HLTH - PREZI SOFTWARE RENEWALS	456.00
		P1900616	10/17/2019	FIDLAR COMPANIES	FIDLER LIFE CYCLE SERVICE 3RD	17,573.85
		P1900679	10/24/2019	AMERICAN DATA	SOFTWARE TRAINING UPDATES	6,949.38
		P1900731	10/17/2019	RELIAS LEARNING LLC	SKILLED NURSING AND ASSISTED	7,239.38
07-1450-0000-67130	Terminals/PCs					
		P1900784	10/24/2019	US BANK	HSD - CAM GRANT PURCHASES	6,041.60
07-1450-0000-67143	IT Cross-Charges					
		P1900606	10/17/2019	US BANK	FM WIFI RANGE BOOSTER	29.95
		P1900784	10/24/2019	US BANK	HSD/RCSO KEYBRDS/MICE/SANDISC	984.37
		P1900793	10/17/2019	COVERTTRACK GROUP INC	SHIPPING AND HANDLING	1,710.00
IT Charges to Departments PROG TOTAL						40,984.53

I have reviewed the preceding payments in the total amount of **\$118,539.07**

Date: _____ Dept Head _____
 _____ Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF OCTOBER 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
14-1410-0000-44155	Work Permits					
		P1900011	10/10/2019	EQUAL RIGHTS DIVISION	SEPTEMBER 2019 WORK PERMITS	90.00
14-1410-0000-63100	Office&Misc Exp					
		P1900012	10/17/2019	US BANK	STAPLES ENVELOPES & BOND PAPER	118.23
County Clerk PROG TOTAL						208.23
14-1411-0000-63100	Office&Misc Exp					
		P1900009	10/17/2019	ELECTION SYSTEMS AND SOFTWARE	DS200 PAPER ROLLS & SHIPPING	226.91
		P1900012	10/17/2019	US BANK	STAPLES PLASTIC FILE BOX	4.08
14-1411-0000-63103	Legal Forms					
		P1900009	10/03/2019	ELECTION SYSTEMS AND SOFTWARE	5000 EXPRESS VOTE BLANK BALLOT	807.09
Elections PROG TOTAL						1,038.08

I have reviewed the preceding payments in the total amount of **\$1,246.31**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF OCTOBER 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
15-1540-0000-63100	Office&Misc Exp	P1900164	10/17/2019	US BANK	SUPPLY ORDER-CALENDARS	35.55
15-1540-0000-64926	Bank Charges	P1900162	10/24/2019	BRINKS INC	MONTHLY CHARGE DAILY PICKUP	590.93
County Treasurer PROG TOTAL						626.48
15-1541-0000-64901	Tax Deed Expense	P1900177	10/17/2019	GREATER BELOIT PUBLISHING CO	2019 RICK PROPERTIES FOR SALE	306.50
		P1902376	10/10/2019	CARNEY THORPE LLC	2015 FORECLOSURES GAL FEES	3,063.68
		P1902377	10/10/2019	FRANK,ATTY MATTHEW L	2015 FORECLOSURES GAL FEES	385.00
		P1902418	10/17/2019	ADAMS PUBLISHING GROUP OF SOUT	GREENWAY POINT PROP FOR SALE	333.13
Tax Deed Expense PROG TOTAL						4,088.31

I have reviewed the preceding payments in the total amount of **\$4,714.79**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF OCTOBER 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
17-1710-0000-63100	Office&Misc Exp	P1900303	10/03/2019	WISCONSIN DEPARTMENT OF ADMINI	MICROFILM STORAGE AUG 2019	12.48
		P1900306	10/17/2019	US BANK	OFFICE SUPPLIES SEPT2019	145.28
		P1902226	10/10/2019	BEAR GRAPHICS INC	CSM BINDER VOL #40	273.56
17-1710-0000-63106	Plat Books	P1900305	10/10/2019	MAPPING SOLUTIONS	PLAT BOOK SALES AUG 2019	87.50
		Register of Deeds PROG TOTAL				
17-1715-0000-62119	Other Services	P1900304	10/17/2019	FIDLAR COMPANIES	REDACTION PROJECT SEPT2019	1,288.50
		ROD Redaction Project PROG TOTAL				

I have reviewed the preceding payments in the total amount of **\$1,807.32**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF OCTOBER 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
19-1912-0063-61710	Workers Comp	P1900413	10/31/2019	WILLIS OF WISCONSIN INC	2019 RISK CONTROL	700.00
		P1901848	10/10/2019	ALLIANCE,THE	ALLIANCE WC SEPTEMBER	980.25
		P1902305	10/03/2019	TK GROUP INC	AUDIOGRAMS - JULY HEARING	202.50
		Worker's Compensation PROG TOTAL				
19-1915-0000-62119	Other Services	P1901846	10/17/2019	PBA INC	PBA OCT. PREMIUMS	22,792.00
		P1901848	10/10/2019	ALLIANCE,THE	SEPT ACCESS AND RETAINAGE	32,295.56
19-1915-0000-62199	Prof Services	P1901796	10/31/2019	HEALTH CARE STRATEGIES INC	BIOMETRICS JULY 2019	58,348.40
		Health Insurance PROG TOTAL				
19-1933-0000-64904	Sundry Expense	P1900516	10/17/2019	US BANK	ROCKNWELLNESS HEALTHY EMPLOYEE	33.67
		Employee Wellness Activities PROG TOTAL				

I have reviewed the preceding payments in the total amount of **\$115,352.38**

Date: _____ Dept Head _____
 Committee Chair _____

Rock County
REPORT OF PAYMENTS OVER \$10,000

10/31/2019

<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount Paid</u>
	Airport	Airport Maint	CITY OF JANESVILLE	MAINT FIRE PROTECTION	20,638.90
	Airport	Administration	CENTERS FOR MEDICARE AND MEDIC	SPECIAL ASSESSMENTS	21,652.80
P1701616	FACILITIES	HWY Bldg/Grounds	ANGUS YOUNG ASSOCIATES INC	ARCHITECT ENGINEERING	12,747.20
P1800845	FACILITIES	CH Security	POTTER LAWSON ARCHITECTS INC	REIMBURSEABLES	20,287.63
P1802595	FACILITIES	CH Security	JP CULLEN AND SONS INC	ROCK COUNTY COURTHOUSE	407,598.30
P1900004	NOT APPLICABLE	GENERAL FUND	UNITED STATES POSTAL SERVICE	REPLENISH OF FUNDS	20,000.00
P1900068	FACILITIES	Eclipse Center	HENDRICKS COMMERCIAL PROPERTIE	RENTAL FOR ECLIPSE CENTER	11,709.44
P1900076	FACILITIES	HWY Bldg/Grounds	DIVERSIFIED BUILDING MAINTENAN	CLEANING FOR DPW	23,202.23
P1900172	ROCK HAVEN	Contract Service	GENESIS REHABILITATION SERVICE	SPEECH THERAPY	45,171.97
P1900254	FACILITIES	HCC Bldg Complex	DIVERSIFIED BUILDING MAINTENAN	CLEANING CONTRACT	20,683.34
P1900296	ROCK HAVEN	Administration	WISCONSIN DEPARTMENT OF HEALTH	PROVIDER TAX	21,760.00
P1900324	NOT APPLICABLE	GENERAL FUND	NATIONAL INSURANCE SERVICES OF	2019 BLANKET PURCHASE ORDER	18,338.24
P1900334	SHERIFF	Corrections	ADVANCED CORRECTIONAL HEALTHCA	NOV MENTAL HEALTH	76,326.94
P1900339	SHERIFF	Corrections	ARAMARK CORRECTIONAL SERVICES	SEPT INMATE MEALS	54,838.97
P1900346	SHERIFF	Corrections	BI INC	SEPTEMBER MONITORING	14,590.05
P1900371	SHERIFF	Sheriff LES	KWIK TRIP EXTENDED NETWORK	SEPTEMBER FUEL	18,036.30
P1900616	INFORMATION TECH	IT Cross Charges	FIDLAR COMPANIES	FIDLER LIFE CYCLE SERVICE 3RD	17,573.85
P1900879	SR CIT PROG	E&H Transport	MANPOWER GROUP US INC	TRANSIT DRIVERS W/E 09/22/19	10,231.64
P1900957	911 COMM.	Comm Center	GENERAL COMMUNICATIONS INC	RADIO SYSTEM UPGRADE-FIRE MAIN	122,233.59

Rock County
REPORT OF PAYMENTS OVER \$10,000

10/31/2019

<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount Paid</u>
P1901204	SR CIT PROG	Delivered Meals	BEST EVENTS	1ST HALF-HDM MEALS	31,941.99
P1901389	911 COMM.	Comm Center	WEST SAFETY SOLUTIONS CORP	VIPER TELEPHONE SYST-30% COMPL	22,844.78
P1901642	FACILITIES	HSD Building	VENTURE ARCHITECTS LLC	DESIGN SERVICES FOR RENOVATION	21,971.28
P1901796	ALL OTHER GEN	Health Ins	HEALTH CARE STRATEGIES INC	BIOMETRICS SEPT 19	53,048.40
P1901846	ALL OTHER GEN	Health Ins	PBA INC	PBA OCT. PREMIUMS	22,792.00
P1901848	ALL OTHER GEN	Health Ins	ALLIANCE,THE	SEPT ACCESS AND RETAINAGE	32,295.56
P1901914	FACILITIES	HWY Bldg/Grounds	KLOBUCAR CONSTRUCTION CO INC	INTERIOR OFFICE RENOVATIONS AT	82,720.00
P1902142	CORONER/ME	Medical Examiner	DANE COUNTY MEDICAL EXAMINERS	ADMIN AND OVERSIGHT	77,525.18
P1902266	INFORMATION TECH	IT Capital Proj	CORE BTS INC	CISCO ACCESS POINTS	29,107.65
P1902312	INFORMATION TECH	Information Tech	CDW GOVERNMENT INC	MS EA WIN REM DT SVC DCAL LIC/	22,290.04
P1902342	LAND CONSERV.	Yahara WINS	NELSON,RYAN	YAHARA RIVER WATERSHED	27,507.50
P1902394	SR CIT PROG	E&H Transport	WISCONSIN DEPARTMENT OF TRANSP	LOCAL SHARE FOR 5310 FUNDED VA	38,321.20

CLAIMS IN THE AMOUNT OF \$1,419,986.97 HAVE BEEN PAID FOR THE MONTH OF OCTOBER 2019

PLEASE CONTACT THE FINANCE DIRECTOR WITH ANY QUESTIONS:

SHERRY OJA

608-757-5534

SHERRY.OJA@CO.ROCK.WI.US

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Sherry Oja, Finance Director
DRAFTED BY

Finance Committee
SUBMITTED BY

November 25, 2019
DATE DRAFTED

Recognizing Janet Trautsch

- 1 **WHEREAS**, Janet Trautsch has served the citizens of Rock County for the past 31 years as a dedicated
- 2 and valued employee, and is retiring effective December 13, 2019; and,
- 3
- 4 **WHEREAS**, Janet Trautsch began her career with Rock County as a Nursing Assistant at Rock Haven on
- 5 December 20, 1988; and,
- 6
- 7 **WHEREAS**, Janet Trautsch accepted the Account Clerk II position at the Health Care Center on
- 8 September 25, 1992 and moved to the Account Clerk II position in Payroll on April 25, 1996; and,
- 9
- 10 **WHEREAS**, Janet Trautsch was promoted to Payroll Manager on May 13, 2002 and worked tirelessly in
- 11 that position until her retirement on December 13, 2019; and,
- 12
- 13 **WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County wishes to
- 14 recognize Janet Trautsch for her significant contributions to the County and to thank her for her many
- 15 years of dedicated and faithful service.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 18 this _____ day of _____, 2019, does hereby recognize Janet Trautsch for her 31 years of
- 19 service and extends best wishes to her in her future endeavors.

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Mawhinney, Chair

J. Russell Podzilni, Chair

Mary Beaver, Vice Chair

Mary Mawhinney, Vice Chair

Brent Fox

Richard Bostwick

J. Russell Podzilni

Henry Brill

Bob Yeomans

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

James S. Sandvig
INITIATED BY

James S. Sandvig
DRAFTED BY

Finance Committee
SUBMITTED BY

11/25/2019
DATE DRAFTED



RECOGNIZING KATHY KOPE FOR SERVICE TO ROCK COUNTY

1 **WHEREAS**, Kathy Kope has dedicated over 27 years of her professional career to protecting the information
 2 technology systems of Rock County; and,
 3
 4 **WHEREAS**, Kathy began her career as a Computer Programmer with Rock County Computer Services on
 5 September 16, 1992; and,
 6
 7 **WHEREAS**, Kathy fulfilled those duties and she diligently served until Dec 13, 2019; and,
 8
 9 **WHEREAS**, Kathy made countless contributions during her tenure with Rock County's Information Technology
 10 department. Her extensive knowledge coupled with her unwavering dedication to doing her very best set an
 11 example not only for her co-workers, but for all who had the pleasure of working with her. Kathy has been a vital
 12 member of the Information Technology team and her influence will have a positive impact on the department and
 13 the Rock County workforce for many years to come.
 14
 15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled on this
 16 _____ day of _____ 2019, does hereby thank Kathy Kope for her dedication and contributions to the
 17 citizens of Rock County; and
 18
 19 **BE IT FURTHER RESOLVED** that a copy of this resolution be presented to Kathy Kope with the Rock County
 20 Board of Supervisors' best wishes for her future plans.

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Mawhinney, Chair

J. Russell Podzilni, Chair

Mary Beaver, Vice Chair

Mary Mawhinney, Vice Chair

Brent Fox

Richard Bostwick

J. Russell Podzilni

Henry Brill

Bob Yeomans

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee
Initiated by

Public Works Committee
& Parks Advisory Committee
Submitted by



John Traynor, Parks Manager
Drafted by

November 1, 2019
Date Drafted

**ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
COUNTY CONSERVATION AIDS GRANT FUNDS
AND AMENDING PARKS BUDGET**

1 **WHEREAS**, the legislature of the State of Wisconsin enacted legislation providing for allocation
2 to the respective counties in that state on an acreage basis for the county fish and game projects,
3 including conservation of resources and habitat, on the condition that the counties match the state
4 allocation; and
5

6 **WHEREAS**, Rock County made application to participate in unallocated county fish and game
7 projects pursuant to provisions of s.23.09(12) of the Wisconsin Statutes and as authorized by
8 county board resolution 18-10A-099; and
9

10 **WHEREAS**, \$5,000 is in the 2019 budget as an estimated amount for this grant in 2019; and
11

12 **WHEREAS**, matching grant funds totaling \$3131 are available from the Wisconsin Department of
13 Natural Resources, but less than the estimated budgeted amount, and a resolution accepting the
14 same is required; and
15

16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
17 assembled this ____ day of _____, 2019 does hereby approve the acceptance of these funds.
18

19 **BE IT FURTHER RESOLVED** that the Parks Manager be hereby authorized and directed to sign
20 the grant agreements and that these documents be submitted to the Wisconsin Department of
21 Natural Resources.
22

23 **BE IT FURTHER RESOLVED**, that the Parks Manager be authorized to file all necessary
24 documents for administration and reimbursement of this program
25

26 **BE IT FURTHER RESOLVED** that the Rock County Board of Supervisors hereby approves the
27 amendment of the Department of Public Works Parks Division 2019 Budget as follows:
28

	<u>Budget</u>	<u>Increase/(Decrease)</u>	<u>Amended Budget</u>
29			
30 Sources of Funds Parks:			
31 41-4592-4788-42200	\$5,000	(\$1,869)	\$3,131
32 DNR Conservation Grant			
33			
34 Use of Funds Parks:			
35 41-4592-4788-64900	\$5,000	(\$1,869)	\$3,131
36 Grant Expenses			

ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES COUNTY
CONSERVATION AIDS GRANT FUNDS AND AMENDING PARKS BUDGET

Page 2

Respectfully submitted,

PUBLIC WORKS COMMITTEE

absent
Betty Jo Bussie, Chair

Brent Fox
Brent Fox, Vice Chair

Vacant
R. Rich
Rick Richard

Jeremy Zajac
Jeremy Zajac

PARKS ADVISORY COMMITTEE

Floyd Finney
Floyd Finney

Dean Paynter
Dean Paynter

Tom Presny
Tom Presny

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____:

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution accepts the DNR
Conservation grant and amends the budget to
equal the amount of the final grant award.

Sherry Oja
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 2019 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.

Richard Greenlee
Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.
Josh Smith
Josh Smith
County Administrator

-EXECUTIVE SUMMARY-

**ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
COUNTY CONSERVATION AIDS GRANT FUNDS AND AMENDING PARKS BUDGET**

Each Wisconsin County is allocated a certain amount of money annually to fund small projects on a 50/50 match basis. This year we will be using our allocated funds to help pay for invasive species control at Carver-Roehl and Magnolia Bluff Parks.

Rock County was originally allotted \$1,927 in County Conservation Aids grant funds. An additional \$1,204 in County Conservation Aids grant funds have become available, for a total award of \$3,131 for 2019. The recommended 2019 budget includes \$5,000 for this grant. This resolution accepts the \$3,131 in County Conservation Aids funds and reduces the 2019 budget from \$5,000 to \$3,131.

The invasive species control work will include burning, prairie planting, prairie restoration, mowing and invasive species removal at Carver-Roehl and Magnolia Bluff Parks. The invasive species to be controlled using this grant are Common Buckthorn, Honeysuckle, Siberian Elm, Garlic Mustard, and White/Yellow Sweet Clover. Other native but negative woody growth from Sumac, Rubus species, Elm, Boxelder, and Cherry has invaded areas of the State Natural Areas inhibiting growth of native flora and white/bur oak regeneration. These woody species will also be considered in the restoration activities.

Though this funding source required a 50% match by the County, all time and materials supplied by the Parks and Highway Divisions, as well as other community resources, may be used as in-kind match.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy J. Knudson
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

November 26, 2019
DATE DRAFTED

Authorizing Acceptance of Highway Safety Grant

1 **WHEREAS**, the Wisconsin Department of Transportation, Bureau of Transportation Safety, makes
2 Federal Highway Safety funds available to local law enforcement agencies for various traffic safety
3 programs; and,
4
5 **WHEREAS**, these funds are earmarked to allow law enforcement agencies to provide additional patrols
6 directed at improving traffic safety by deploying seatbelt, speed, and alcohol enforcements; and,
7
8 **WHEREAS**, the Rock County Sheriff's Office is eligible to receive a grant of \$70,000 to participate in
9 this program; and,
10
11 **WHEREAS**, grant funds will be used for overtime wages, related benefits, and supplies; and,
12
13 **WHEREAS**, the grant requires a local match of 25% which may be an in-kind or hard match; and,
14
15 **WHEREAS**, the grant year runs from October 1, 2019 through September 30, 2020.
16
17 **NOW, THEREFORE BE IT RESOLVED** by the Rock County Board of Supervisors assembled this
18 ____ day of _____ 2019, that the Rock County Sheriff is authorized to accept funds under the
19 Highway Safety Grant and,
20

21 **BE IT FURTHER RESOLVED**, that the 2019 budget be amended as follows:

23	Account Description	Budget at	Amount	Amended
24	<u>Account Number</u>	<u>11/01/19</u>	<u>Incr (Decr)</u>	<u>Budget</u>
25	<u>Source of Funds</u>			
26	Federal Aid			
27	21-2120-2020-42100	\$0	\$70,000	\$70,000
28				
29				
30	<u>Use of Funds</u>			
31	Overtime Wages			
32	21-2120-2020-61210	\$0	\$40,700	\$40,700
33	Policing and First Aid Supplies			
34	21-2120-2020-63904	\$0	\$4,300	\$4,300
35	Aid to Localities			
36	21-2120-2020-69501	\$0	\$25,000	\$25,000

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

FINANCE COMMITTEE ENDORSEMENT
Reviewed and approved on a vote of

Mary Beaver, Chair

Ron Bomkamp

Terry Fell

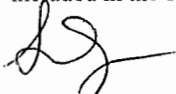
Brian Knudson

Philip Owens, Vice Chair

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution accepts \$70,000 in federal aid for the highway safety program. This grant requires a 25% match. The match is already included in the budget as in-kind match.



Sherry Oja
Finance Director

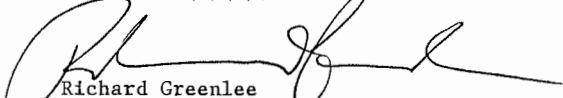
ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

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 2019 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.


Richard Greenlee
Corporation Counsel

Authorizing Acceptance of the Highway Safety Grant

Executive Summary

The Wisconsin Department of Transportation, Bureau of Transportation Safety, makes Federal Highway Safety funds available to local law enforcement agencies for various traffic safety programs. These funds are earmarked to allow law enforcement agencies to provide additional patrols directed at improving traffic safety by deploying seatbelt, speed, and alcohol enforcements. The Rock County Sheriff's Office is eligible to receive a grant of \$70,000 to participate in this program. Grant funds will be used for overtime wages, related benefits, and equipment. This grant requires a local match of 25%. The match may be an in-kind match or a hard match.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy Knudson
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

November 8, 2019
DATE DRAFTED

**AUTHORIZING PURCHASE OF LEXIPOL CORRECTIONS POLICY MANUAL
AND AMENDING THE 2019 BUDGET**

1 **WHEREAS**, the Sheriff's Office is currently using the Lexipol law enforcement policy manual and daily
2 training bulletin services for Law Enforcement; and,
3

4 **WHEREAS**, the Sheriff's Office will benefit from implementing a similar program for Correctional
5 Services; and,
6

7 **WHEREAS**, the policy manual and daily training bulletins will help the Correctional Services division
8 and the County reduce risk and avoid litigation; and,
9

10 **WHEREAS**, the project start-up costs, including subscription, implementation, and extraction, are
11 \$51,781; and,
12

13 **WHEREAS**, the funding for the Lexipol corrections policy manual and daily training bulletin services
14 will come from Commissary Commissions and Equitably Shared Funds.
15

16 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly assembled
17 this _____ day of _____, 2019, that a Purchase Order be issued to Lexipol, LLC, in the
18 amount of \$51,781, for the purchase of a corrections policy manual and daily training bulletin services;
19 and,
20

21 **BE IT FURTHER RESOLVED**, that the Sheriff's Office's budget for 2019 be amended as follows:
22

23 Account/ 24 Description	Budget 11/01/19	Increase (Decrease)	Amended Budget
25 <u>Source of Funds</u>			
26 21-2200-0000-44170 27 Commissary Commissions	\$174,252	\$50,000	\$224,252
28 <u>Use of Funds</u>			
29 21-2200-0000-64904 30 Sundry Expense	\$174,252	\$50,000	\$224,252

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

FINANCE COMMITTEE

Reviewed and approved on a vote of

Mary Beaver, Chair

Ron Bomkamp

Mary Mawhinney, Chair

Terry Fell

Brian Knudson

Phillip Owens, Vice Chair

AUTHORIZING PURCHASE OF LEXIPOL CORRECTIONS POLICY MANUAL AND
AMENDING THE 2019 BUDGET

Page 2

FISCAL NOTE:

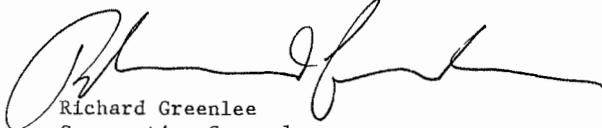
The initial costs and first year subscription to this service are being funded by commissary commissions and equitably shared funds. However, a funding source for future annual fees will need to be determined.



Sherry Oja
Finance Director

LEGAL NOTE:

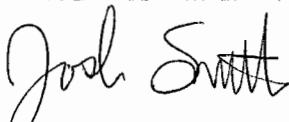
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. Lexipol, LLC is the sole source provider of this training. As an amendment to the adopted 2019 County 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.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

AUTHORIZING PURCHASE OF LEXIPOL CORRECTIONS POLICY MANUAL AND
AMENDING THE 2019 BUDGET

Page 3

Executive Summary

The Sheriff's Office is currently using the Lexipol law enforcement policy manual and daily training bulletin services for Law Enforcement. The Sheriff's Office will benefit from implementing a similar program for Correctional Services.

The policy manual and daily training bulletins will help the Correctional Services division and the County reduce risk and avoid litigation. Lexipol's web-based tools will provide the Correctional Services division with:

- Policies that reflect up-to-date, applicable industry standards and best practices
- Content specific to the laws and practices of Wisconsin
- Daily scenario-based training that reinforces the Sheriff's Office's policies
- Timely updates in response to new legislation and case law

The project start-up costs are \$51,781. The start-up costs include the subscription cost (annual) and the implementation and extraction costs (one-time).

Subscription	\$15,998
Implementation and extraction	<u>\$35,783</u>
Total	\$51,781

The funding for the Lexipol corrections policy manual and daily training bulletin services will come from Commissary Commissions and Equitably Shared Funds.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Diana Arneson, Asst. to IT Dir
DRAFTED BY

Finance Committee
SUBMITTED BY

November 25, 2019
DATE DRAFTED

**ELIMINATING ONE HELP DESK POSITION AND ADDING ONE USER
SUPPORT POSITION IN THE INFORMATION TECHNOLOGY
DEPARTMENT**

- 1 **WHEREAS**, the Rock County Board of Supervisors did pass a resolution in August of 2018 to contract
- 2 with Baker Tilly to perform an Information Technology Department assessment; and,
- 3
- 4 **WHEREAS**, as a result of the Baker Tilly assessment the first project recommended for I.T. to complete
- 5 was to reorganize the department; and,
- 6
- 7 **WHEREAS**, the low level Help Desk duties within the I.T. department have been reassigned due to the
- 8 reorganization; and,
- 9
- 10 **WHEREAS**, the I.T. Director has determined the User Support team is currently understaffed; and,
- 11
- 12 **WHEREAS**, the elimination of one Help Desk position allows for funding a much-needed additional
- 13 User Support position to perform more complex duties; and,
- 14
- 15 **WHEREAS**, due to a staff promotion, the Help Desk position is currently vacant, providing an
- 16 opportunity to improve services without affecting current staff; and,
- 17
- 18 **WHEREAS**, the I.T. department requests the former Help Desk position pay range 13 be eliminated and
- 19 a new User Support position be added at pay range 18; and,
- 20
- 21 **WHEREAS**, the I.T. department can absorb the cost difference in the 2019 and 2020 budgets.
- 22
- 23 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 24 this _____ day of _____, 2019 does hereby approve the elimination of one Help Desk position
- 25 at pay range 13 and the creation of one User Support position at pay range 18.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Mary Beaver, Vice Chair

Brent Fox

J. Russell Podzilni

Bob Yeomans

AUTHORIZING ELIMINATING HELP DESK POSITION AND ADDING USER SUPPORT
POSITION
Page 2

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Mary Mawhinney, Vice Chair

Louis Peer

Alan Sweeney

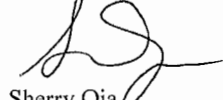
Terry Thomas

Bob Yeomans

AUTHORIZING ELIMINATING HELP DESK POSITION AND ADDING USER SUPPORT
POSITION
Page 2

FISCAL NOTE:

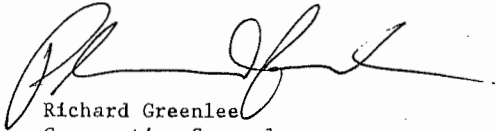
The elimination of a Help Desk position and the addition of an additional User Support position will cost approximately \$9,500 in FY2020. The additional cost could be covered by staff vacancies or a transfer from another account if funds are available.



Sherry Oja
Finance Director

LEGAL NOTE:

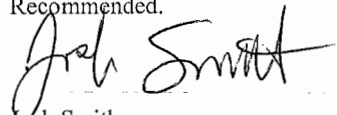
The County Board is authorized to take this action pursuant to §59.22(2),
Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

This resolution authorizes the elimination of a Help Desk position and the addition of a User Support position in Rock County's Information Technology Department.

Information Technology has changed much over the years and no longer requires the same level of Help Desk operations and duties as in the past. Print services, job management, and backup scheduling are no longer relegated to just the Help Desk since they can be performed by online applications and sometimes by the users themselves. The reorganization of the I.T. department has afforded I.T. administration the flexibility to reclassify duties such as those of the former Help Desk to a more all-encompassing Service Desk team approach. Additionally, the I.T. department is preparing to facilitate some large-scale projects to be completed within the next few years including: major user movement within the county to 1717 Center Avenue, the elimination of all Windows 7 devices and the installation of replacement Windows 10 devices, the replacement of old, outdated computer equipment in order to standardize refresh cycles, and the move of the I.T. department out of the Health Care Center building. These projects will require increased effort and capability on the part of a user support staff that is already operating above capacity.

Given the reduction in low level Help Desk duties and the marked increase in more complex User Support activities, the addition of a User Support position will help the Information Technology department better serve both the citizens of Rock County and its workforce.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Dara Mosley
DRAFTED BY

Finance Committee
SUBMITTED BY

November 25, 2019
DATE DRAFTED

**ELIMINATING ONE PROGRAMMER ANALYST II POSITION AND ADDING
ONE SYSTEMS ANALYST POSITION IN THE INFORMATION
TECHNOLOGY DEPARTMENT**

- 1 **WHEREAS**, the Rock County Board of Supervisors did pass a resolution in August of 2018 to contract
- 2 with Baker Tilly to perform an Information Technology Department assessment; and,
- 3
- 4 **WHEREAS**, as a result of the Baker Tilly assessment the first project recommended for I.T. to complete
- 5 was to reorganize the department; and,
- 6
- 7 **WHEREAS**, the Rock County Information Technology Department recently had one Programmer
- 8 Analyst II retire; and,
- 9
- 10 **WHEREAS**, the role of a Systems Analyst would better serve the needs of Rock County I.T. than
- 11 refilling the Programmer Analyst II position; and,
- 12
- 13 **WHEREAS**, the I.T. department requests the former Programmer Analyst II, position pay range 26, be
- 14 eliminated and a new Systems Analyst position be added at pay range 23; and,
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 17 this _____ day of _____, 2019 does hereby approve the elimination of one Programmer Analyst
- 18 II position at pay range 26 and the creation of one Systems Analyst position at pay range 23.

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Mawhinney, Chair

J. Russell Podzilni, Chair

Mary Beaver, Vice Chair

Richard Bostwick

Brent Fox

Henry Brill

J. Russell Podzilni

Betty Jo Bussie

Bob Yeomans

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

Executive Summary

This resolution authorizes the elimination of a Programmer Analyst II position and the creation of a Systems Analyst position in Rock County's Information Technology Department.

The reorganization of the I.T. department has afforded I.T. administration the flexibility to reclassify duties within the Data Services team. By reorganizing those duties, an opportunity was made to add a position that can add efficiencies within the Rock County enterprise.

The Systems Analyst will be tasked with identifying routines and systems in the county that can be improved, both by simplifying processes and automating procedures.

Given the reduction of advanced programming duties and the marked increase in purchased applications, the addition of a Systems Analyst position will help the Information Technology department better serve both the citizens of Rock County and its workforce.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Diana Arneson, Asst. to IT Dir
DRAFTED BY

Finance Committee
SUBMITTED BY

November 26, 2019
DATE DRAFTED

AUTHORIZING PURCHASE OF A HITACHI STORAGE AREA NETWORK

- 1 **WHEREAS**, the Rock County Information Technology Department is authorized to purchase computer
- 2 equipment on behalf of the County; and,
- 3
- 4 **WHEREAS**, data created or acquired by the users and applications within the Rock County Computer
- 5 Network is increasing exponentially as technology evolves and systems automation increases; and,
- 6
- 7 **WHEREAS**, the Information Technology Department's three Storage Area Networks (SANs) have
- 8 become obsolete and will no longer be supported; and,
- 9
- 10 **WHEREAS**, the Information Technology Department staff did review and configure the Hitachi servers
- 11 and storage devices available on the State of Wisconsin UW System Storage Contract #18-2052; and,
- 12
- 13 **WHEREAS**, the 2020 Budget did designate funds for the purchase of this computer equipment.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 16 this _____ day of _____, 2019 that a Purchase Order for the purchase of a Hitachi VSP G350
- 17 Storage Area Network computer system be issued to A&E Business Solutions in Madison, WI in the
- 18 amount of \$240,996.42.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Mary Beaver, Vice Chair

Brent Fox

J. Russell Podzilni

Bob Yeomans

Authorizing Purchase of a Hitachi Storage Area Network

The Information Technology department currently uses three Storage Area Networks (SANs) to manage and support the data that resides within the Rock County Computer Network at the Health Care Center. The SANs are at end-of-life and will lose third party support in 2020. The proposed Hitachi SAN requested in this resolution will replace the obsolete SANs and consolidate data processing and storage into one system by utilizing a larger server pool and greater storage capacity. This will increase efficiency greatly as only one system will need to be monitored and resources will be shared within one complete system instead of three.

The purchase of the Hitachi SAN hardware, management software and licenses, a 5 year support contract, and the associated implementation services will be procured from A&E Business Solutions, a Hitachi registered vendor, via the State of Wisconsin UW System Storage Contract #18-2052 in the amount of \$240,996.42.



BID SUMMARY FORM


PROJECT NUMBER 2020-15
 PROJECT NAME SHREDDING SERVICES
 BID DUE DATE NOVEMBER 12, 2019 – 1:30 P.M. (LOCAL TIME)
 DEPARTMENT FINANCIAL SERVICES FOR ALL DEPARTMENTS

	OFFICE PRO JANESVILLE WI		IRON MOUNTAIN ADDISON IL	
	OFF-SITE	ON-SITE	OFF-SITE	ON-SITE
2020 COST PER POUND	.047	.08	.05	.08
2021 COST PER POUND	.047	.08	.05	.08
2022 COST PER POUND	.047	.08	.05	.08

Invitation to Bid was advertised in the Beloit Daily News and on the Internet. One additional vendor was solicited that did not respond.

PREPARED BY: Shilo Titus, Purchasing Specialist

DEPARTMENT HEAD RECOMMENDATION: Office Pro

 11/13/19
 SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL: _____

 CHAIR VOTE DATE

EXECUTIVE SUMMARY

Bids were solicited from qualified individuals, firms, partnerships and corporations having specific experience in paper shredding for various Rock County departments as needed. The objective of this Invitation to Bid is to enter into a one-year contract with the option to renew for two additional one-year periods, not to exceed a total of three years. The contract period will begin on January 1, 2020. Bids will remain in effect for the 2020 through 2022 calendar years.

Rock County generates approximately 82,000 – 98,000 pounds of paper to be shredded yearly.

Bids were solicited from three companies involved in this type of work with only two vendors responding. The Purchasing Specialist reviewed the Bids for compliance with the specifications and recommends Office Pro as the successful vendor.