

FINANCE COMMITTEE
October 15, 2009

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, October 15, 2009, in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present. Supervisors Mawhinney, Beaver, Diestler, Kraft, Podzilni.

Committee Members Absent: None.

Staff Members Present. Jeff Smith, Finance Director; Sherry Oja, Senior Accountant/Assistant to the Finance Director; Mickey Crittenden, Information Technology Director; Lori Pope, Acting Human Resources Director; Craig Knutson, County Administrator; Michelle Schultz, Real Property Lister; Jeff Kuglitsch, Corporation Counsel (8:01 A.M.), Josh Smith, Assistant to the County Administrator (8:20 A.M.).

Others Present: Sara Hames, Willis of WI

Approval of Agenda. Supervisor Podzilni moved approval of the agenda with the addition of a Transfer for the County Clerk and a Pre-Approved Encumbrance Amendment for the Developmental Disabilities Board, second by Supervisor Diestler. ADOPTED as amended.

Citizen Participation, Communications and Announcements. None.

Approval of Minutes. Supervisor Beaver moved approval of the minutes of October 1, 2009, second by Supervisor Diestler. ADOPTED.

Transfers and Appropriations.

General Services

FROM

| <u>Account #</u> | <u>Amount</u> |
|---------------------|---------------|
| 18-1837-0000-67200 | \$ 20,000 |
| Capital Improvement | |

TO

| <u>Account #</u> | <u>Amount</u> |
|--------------------|---------------|
| 18-1837-0000-63500 | \$ 20,000 |
| R&M Supplies | |

911 Communications Center

FROM

| <u>Account #</u> | <u>Amount</u> |
|--------------------|---------------|
| 00-0000-0001-46205 | \$7,493.75 |
| Insurance Proceeds | |

TO

| <u>Account #</u> | <u>Amount</u> |
|--------------------|---------------|
| 23-2400-0000-62420 | \$7,493.75 |
| R&M Equipment | |

County Clerk

FROM

| <u>Account #</u> | <u>Amount</u> |
|--------------------|---------------|
| 14-1411-0000-63103 | \$5,039.00 |
| Legal Forms | |

TO

| <u>Account #</u> | <u>Amount</u> |
|-----------------------------|---------------|
| 14-1411-0000-67171 | \$5,039.00 |
| Capital Assets \$1,000/More | |

Supervisor Diestler moved approval of the above transfers for General Services, 911 Communications Center and the County Clerk, second by Supervisor Podzilni. ADOPTED.

Bills/Encumbrances

| | | |
|------------------------|----|-----------|
| Finance Director | \$ | 126.78 |
| Information Technology | | 23,191.21 |
| Register of Deeds | | 237.10 |

Supervisor Diestler moved approval of the above Bills and Encumbrances for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

Bills Over \$10,000.

| | | |
|-----------------------------------|----|-----------|
| Bob Barker Company, Inc. | \$ | 12,191.28 |
| CESA 2 | | 22,674.68 |
| CESA 2 | | 16,898.49 |
| Nieman Central Wisconsin Roofing | | 18,225.00 |
| Potter Lawson Architects, Inc. | | 95,423.65 |
| University of Wisconsin Extension | | 93,076.00 |

Supervisor Kraft moved approval of the above Bills Over \$10,000 for the Finance Committee, second by Supervisor Diestler. ADOPTED.

Encumbrances Over \$10,000.

| | | |
|------------------|----|-----------|
| CXT Incorporated | \$ | 17,844.07 |
|------------------|----|-----------|

Supervisor Kraft moved approval of the above Encumbrance Over \$10,000 for the Finance Committee, second by Supervisor Diestler. ADOPTED.

Pre-Approved Encumbrance Amendments.

| | | |
|-----------|----|------------|
| Dungarvin | \$ | 195,976.00 |
|-----------|----|------------|

Supervisor Podzilni moved approval of the above Pre-Approved Encumbrance Amendment for the Developmental Disabilities Board, second by Supervisor Diestler. ADOPTED.

Approval of Bills for Other Departments. None.

Resolutions

Approving Dental Insurance Contract

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this ____ day of _____, 2009 does hereby authorize the execution of a contract with Delta Dental for the County’s dental insurance for the period of January 1, 2010 through December 31, 2010.”

Supervisor Kraft moved approval of the above resolution, second by Supervisor Diestler. ADOPTED.

Authorizing Purchase of Four Network Servers

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2009 that a Purchase Order be issued to CDW-G in the amount of \$58,908 for the purchase of four servers.

BE IT FURTHER RESOLVED that payment be made to the vendor upon approval of the Finance Committee.”

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

Authorizing Purchase of Desktop and Server Software

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2009 that a Purchase Order be issued to CDW-G in the amount of \$33,302.84 for the purchase of Microsoft desktop and server software.

BE IT FURTHER RESOLVED that payment be made to the vendor upon approval of the Finance Committee.”

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

Review of Resolutions

Awarding Stock Pavilion Roof Replacement 4-H Fairgrounds and Amending 2009 Budget

“NOW, THEREFORE BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2009 that a contract for the replacement of the roof on the Fairgrounds Stock Pavilion Building be awarded to Christiansen, Inc., Rockford, Illinois, in the bid amount of \$43,775.00.

BE IT FURTHER RESOLVED, that payment be made to the vendor upon receipt and acceptance of the UW Extension Director and approval by the Agriculture and Extension Education Committee.

BE IT FURTHER RESOLVED, that the UW Extension Fairgrounds budget be amended as follows:

....”

Supervisor Kraft moved the Finance Committee Endorsement of the above resolution, second by Supervisor Beaver. ADOPTED.

Accepting South Central Wisconsin Consortium #10 Funding and Amending the 2009 Rock County Health Department Budget

“NOW, THEREFORE BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2009, does hereby authorize the Rock County Health Department to accept South Central Wisconsin Consortium #10 funding in the amount of \$18,940 and amend the 2009 Rock County Health Department budget as follows:

....”

Supervisor Kraft moved the Finance Committee Endorsement of the above resolution, second by Supervisor Beaver. ADOPTED.

Department Budget Review

Finance Director. Mr. Smith said his department includes Courthouse Accounting, Payroll, Rock Haven Accounting and Purchasing. His budget is a cost-to-continue budget with a 1.8% decrease from 2009.

Register of Deeds. Mr. Leyes was not able to be present. He provided a memo for the Committee’s consideration. Mr. Smith said Mr. Leyes is requesting an additional .2 position which would make a current .8 full time. Mr. Knutson did not recommend the additional .2 position. Chair Mawhinney will discuss this issue with Mr. Leyes.

Treasurer. Ms. Brown was not able to attend and also sent a memo. Her budget is a cost to continue.

County Clerk. Ms. Stottler said she is not requesting any changes. There will be four busy elections in 2010. She hopes to be able to do “ballots on demand” with the new printer. This would save considerable money by not having to print ballots that may not be used.

Information Technology. Mr. Crittenden distributed a list of IT initiatives for 2010 and went through them with the Committee. He said there are no real significant changes. The position of Telecommunications Specialist has been open since April. Since there is a need to beef up public safety system support, this position is being deleted and a new position created. The new position will be 50% telecommunications support and 50% public safety system support. Mr. Crittenden also distributed the IT Budget by Fund Code for 2010.

Mr. Knutson commented that some of the sales tax money is going to these capital projects.

Other. None.

Chair Mawhinney asked about the increased use of sales tax revenue for operations. Mr. Knutson said sales tax revenue is being used in the 2010 budget because of the cash flow situation. The State will not be paying 1/12th of Community Aids each month as has been done in the past, but instead will pay 25% after six months. Mr. Knutson said the Recommended Budget uses \$7,166,435 of sales tax revenue for operations in 2010.

Discussion of Health Insurance Administration Issues – Sara Hames, Willis of WI.

Mr. Knutson said he asked Sara Hames to go out for proposals for a different administrator for the health insurance plan as there have been a number of issues with the current provider. Ms. Hames distributed the “Market Study Process” and went through it with the Committee. Three companies were interviewed. Quantum Health was the only one having a pricing option solely contingent upon results. They get involved when a person goes from primary care to specialty care. They have a demonstrated ability to increase the efficiency and effectiveness of care delivery resulting in cost savings. However, Ms. Hames said Quantum does not process claims, so it is necessary to find a third-party administrator (TPA).

Ms. Hames said several TPAs submitted proposals. One of the criteria was currently having mutual clients with Quantum Health, The Alliance, Sun Life and Express Scripts. The list of respondents was reduced to two. After giving presentations, PBA was selected because of their reputation, customer focus, solid partnership with Quantum and cost.

Mr. Knutson said before this change can take place, all of the unions have to sign off on changing the TPA. Mr. Kuglitsch said two information sessions were held with the unions last week. Another meeting is scheduled to answer questions.

Consideration and Approval of Increasing Self Insured Retention Level for WMMIC Liability Insurance Coverage.

Mr. Smith explained an error was made when WMMIC turned over Rock County’s data to an actuary, resulting in the original premium being significantly less than if it had been computed correctly. The WMMIC Board authorized a 20% premium discount for 2008 and 2009. This premium discount is being reduced to 15% for 2010, 10% for 2011 and 5% for 2012.

Supervisor Podzilni moved to increase Rock County’s Self Insured Retention Level from \$750,000 to \$800,000, second by Supervisor Beaver. ADOPTED.

Report on Cash Balances and Investments – Finance Director. Mr. Smith updated the Committee on cash balances and investments as of September 30, 2009.

Adjournment. Supervisor Diestler moved adjournment at 9:19 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Linda Milligan
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.