

**FINANCE COMMITTEE  
Minutes – March 20, 2014**

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, March 20, 2014, in Conference Room N-1 Rock County Courthouse East.

**Committee Members Present.** Supervisors Mawhinney, Kraft, Beaver, Fox and Podzilni.

**Committee Members Excused:** None.

**Staff Members Present.** Sherry Oja, Finance Director; Craig Knutson, County Administrator; Randy Terronez and Nick Osborne, Assistants to County Administrator; Jeff Kuglitsch, Corporation Counsel; Commander Troy Knudson, Sheriff's Office; Mickey Crittenden, IT Director; Todd Henry, IT, Computer Programmer/Analyst II; Michelle Schultz, Real Property Lister; Lori Williams, Parks Director; Sara Mooren, Human Services, Administrative Services Division Manager; Tom Sweeney, Land Conservationist; Vicki Brown, County Treasurer.

**Others Present:** None.

**Approval of Agenda.** Chair Mawhinney said there was a transfer and pre-approved encumbrance for Developmental Disabilities and an additional bill. Supervisor Kraft moved approval of the agenda with these additions, second by Supervisor Podzilni. ADOPTED.

**Citizen Participation, Communications and Announcements.** None.

**Approval of Minutes - February 27, 2014 and March 6, 2014.** Supervisor Podzilni moved approval of the minutes of February 27, 2014 and March 6, 2014 as presented, second by Supervisor Fox. ADOPTED.

**Transfers and Appropriations.**

**Corporation Counsel**

**FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
06-1620-0000-62119	\$ 1,374
Other Contracted Services	

**TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
06-1620-0000-67160	\$ 1,374
Capital Assets	

**Human Services**

**FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
36-3706-0000-64604	4,580
CSP Program Expense	
36-3683-0000-61610	10,000
ADRC Health Insurance	

**TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
36-3706-0000-67160	4,580
Equipment less than \$5,000	
36-3683-0000-64604	10,000
ADRC Program Expense	

**Rock Haven**

**FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
32-8000-9700-62174	\$37,400
Supp Svc Med Staff - Internist	

32-8000-9920-62203	12,800
Gen Svc Utilities – Gas	

32-9000-9910-65109	12,200
Gen Svc Ins-Other Insurance	
32-9000-9940-61720	2,200
Gen Svc Emp Ben-Unemployment	
32-9000-9940-61610	77,000
Gen Svc Emp Ben-Health Ins	

**General Services**

**FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
18-1815-0000-62202	3,850
Water	

**Developmental Disabilities**

**FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
33-3310-0000-62627	126,894
Brain Trauma – Waiver	

**TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
32-7260-7400-62180	\$ 15,100
RH Cont Svc – Physical Therapy	
32-7260-7400-62185	1,500
RH Cont Svc – Occupational Therapy	
32-7260-7400-62186	2,100
RH Cont Svc – Speech Therapy	
32-8000-8100-64408	18,700
Supp Svc Mat – Disposables	
32-8000-9200-62460	1,000
Supp Svc Maint – Equipment R&M	
32-8000-9200-62461	3,300
Supp Svc Maint-Elevator R&M	
32-8000-9200-62463	5,100
Supp Svc Maint –Fire Alarm Sys	
32-8000-9200-62470	3,400
Supp Svc Maint-Building R&M	
32-8000-8100-64000	12,200
Supp Svc Mat-Med Supplies	
32-9000-9940-61920	2,200
Gen Svc Emp Ben-Physicals	
32-9000-9920-62201	45,000
Gen Svc Utilities-Electric	
32-9000-9940-61710	32,000
Gen Svc Emp Ben-Workers Comp	

**TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
18-1815-0000-62160	3,850
Cleaning Contracts	

**TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
33-3310-0000-62620	121,924
Community Integration CIP 1A	
33-3310-0000-62601	4,795
Purchase of Care	
33-3310-0000-62607	175
Foster Care	

Supervisor Beaver moved approval of the above Transfers and Appropriations for the Finance Committee, second by Supervisor Kraft. ADOPTED.

**Bills and Encumbrances**

Information Technology	\$	9,090.01
IT – Cross Charges		20,369.52
County Clerk		205.05
County Clerk-Elections		479.71
County Treasurer		42.00
Tax Deed Expense		94.63
Property & Liability Insurance		5,693.33

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

**Bills Over \$10,000**

Netsmart Technologies Inc.	\$	24,268.18
Partners in Prevention		14,360.33
Rock Valley Community Programs		17,000.00
Rock Valley Community Programs		58,713.00

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

**Encumbrances Over \$10,000.**

Rock Valley Community Programs	\$	282,676.00
Rock Valley Community Programs		634,364.00
Design Perspectives, Inc.		30,500.00

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

**Pre-Approved Encumbrance Amendments.**

**DD Board**

Productive Living Systems	\$	159,548.00
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**Finance**

Office Pro	\$	50.00
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Supervisor Fox moved approval of the above Pre-Approved Encumbrance amendments for DD Board and Finance, second by Supervisor Podzilni. ADOPTED.

**Approval of Bills for Other Departments.** None.

**Resolutions.**

**Authorizing Purchase of Network Disk Storage**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2014 that a Purchase Order for a

Fusion IO disk storage system be issued to Transcendent, LLC in the amount of \$58,050.00.

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

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

**Committee Approval.**

**Finalizing Purchase of the Carlson and Vanthournout Agricultural Conservation easements and Amending the 2014 Land Conservation Budget**

“NOW, THEREFORE, BE IT RESOLVED, the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2014, does by enactment of this Resolution, authorizes a new Option to Purchase for the Carlson and Vanthournout Properties, approves the purchase of the Agricultural Conservation Easement on the Carlson and Vanthournout Properties, accepts the NRCS-FRPP Funding, authorizes the LCD to make payment to landowners for said easements, and authorizes the LCD to undertake final necessary activities identified therein.

**BE IT FURTHER RESOLVED**, the County Board Chair and/or County Clerk will act as the County’s agent(s) for closing of said easements.

**BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors amends the Land Conservation Department’s budget as follows:

...”

Supervisor Kraft moved approval of the above Committee Approval, second by Supervisor Podzilni. ADOPTED

**Amending the Sheriff’s 2014 Budget to Use Equitable Shared Funds for Internet Safety Initiative**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2014 that the 2014 budget be mended as follows:

...

**BE IT FURTHER RESOLVED** that a purchase order for the parental internet monitoring software, ComputerCOP, be issued to ComputerCOP Software Corp., in the amount of \$18,550.

**BE IT FURTHER RESOLVED** that payment be made to the vendor upon approval of the Public Safety and Justice Committee.”

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

**Amending the 2014 Human Services Department Budget to Accept Funding for the Treatment Alternative Program**

**“NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2014, does hereby authorize the acceptance of the Treatment Alternative Program funding.

**BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2014 be amended as follows:

...”

Supervisor Podzilni moved approval of the above Committee Approval, second by Supervisor Kraft. ADOPTED.

**Update on Tax Receipt System.** Mr. Crittenden said, lately, the focus has been on Real Property for the assessment notices. In the Treasurer’s Office things are not perfect but the dust has settled and Mr. Henry is working on how best to formulate user documentation. Chair Mawhinney asked if this is an ongoing process to keep up with changes. Mr. Crittenden replied that it is.

Chair Mawhinney and the Committee thanked Mr. Henry and said they are aware this has been a difficult job and it has been difficult working with so many people but wanted to make sure he knows his work is appreciated.

Ms. Schultz said that 23 of the 27 Municipalities are complete and the remainder could potentially be done the next day. She added that once all the kinks are worked out it will be much more efficient than the old system.

Chair Mawhinney asked Mr. Henry if there is back-up for him if he is not available. Mr. Henry said there are different people to back him up in the different areas.

Supervisor Beaver asked if IT staff met with the Treasurer’s Office to see what still needs to be done. Mr. Crittenden said this is an ongoing process. Supervisor Beaver asked Ms. Brown if her issues are still there. Ms. Brown replied they are. Supervisor Beaver said it was her understanding that IT staff was going to meet with Ms. Brown and her staff on the issues still needing to be fixed, the timeline to do this and the process to fix them.

Chair Mawhinney said the Committee understands that with every new system there is a learning curve.

Mr. Knutson said he would have Mr. Osborne bring all the parties together again every four to six weeks to go over things.

**Report on Cash Balances and Investments.** Ms. Oja updated the Committee on cash balances and investments as of February 28, 2014.

**Adjournment.** Supervisor Beaver moved adjournment at 7:59 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**