

FINANCE COMMITTEE
Minutes –May 1, 2014

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, May 1, 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, Assistant to County Administrator; Mickey Crittenden Information Technology Director; Vicki Brown, County Treasurer; Jodi Millis, Purchasing Manager.

Others Present: Sara Schnoor, PMA Financial Network, Inc.

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

Election of Vice Chair. Supervisor Fox nominated Supervisor Kraft as Vice Chair, second by Supervisor Podzilni. ADOPTED.

Set Meeting Day and Time. The Committee voted unanimously to keep the meetings on the first and third Thursdays of the month at 7:30 A.M.

Committee Review and Approval of Per Meeting Allowances. Supervisor Podzilni moved approval of per meeting allowances in the amount of \$13,350.17, second by Supervisor Beaver. ADOPTED.

Citizen Participation, Communications and Announcements. Supervisor Kraft and the Committee wished Chair Mawhinney a Happy Birthday.

Ms. Oja handed out copies of the County Sales Tax Receipts through April 2014.

Approval of Minutes – April 17, 2014. Supervisor Kraft moved approval of the minutes of April 17, 2014 as presented, second by Supervisor Fox. ADOPTED.

Presentation by PMA. Ms. Schnoor handed out an overview of investment services and went over it. She said they were established in 1988; US Bank serves as the Fund Custodian; they have eight offices with the WI office in Milwaukee and corporate headquarters in Naperville, IL; they have investment relationships with over 185 WI participants; have 100+ employees; all their investments comply with WI State Statutes 66.0603 and 219.05; have a competitive bid program; and offer savings deposit accounts and insured cash sweep (ICS) accounts. Ms Schnoor said if we would go with PMA they would first check with the local

banks. Ms. Brown added that she has checked into this and there are local banks who offer similar programs.

Ms. Oja said we would still be with Cutwater on long term investments.

Ms. Schnoor said PMA does require that they would act as the County's agent; this is in Section 4 of the resolution.

Supervisor Kraft asked how the County is notified on how the funds are doing. Ms. Schnoor said PMA sends monthly reports.

Ms. Schnoor said that US Bank is rated AA.

Transfers and Appropriations.

Human Resources

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
08-1420-0000-64200	\$ 3,024	08-1420-0000-67160	\$ 3,024
Training Expense		Capital Assets less than \$5,000	

Supervisor Kraft moved approval of the above Transfer and Appropriation for the Finance Committee, second by Supervisor Fox. ADOPTED.

Bills and Encumbrances

Information Technology	\$ 24,827.09
Land Records	95.00
Elections	373.65
Register of Deeds	100.00

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

Bills Over \$10,000

Hewlet Packard Direct CDWG	\$ 22,956.84
Secured Living	11,625.00

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

Encumbrances Over \$10,000.

Corporate Contractors Inc.	\$ 444,000.00
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Supervisor Fox abstained from voting. Ms. Oja said this would be contingent on General Services Committee approval. Supervisor Kraft moved approval of the above Encumbrances Over \$10,000 for the Finance Committee contingent on General Services Committee approval, second by Supervisor Beaver. ADOPTED.

Pre-Approved Encumbrance Amendments. None.

Approval of Bills for Other Departments. None.

Resolutions.

Authorizing Entry into an Intergovernmental Cooperation Agreement Relating to the “Wisconsin Investment Series Cooperative” and Authorizing Participation in the Investment Programs of the Fund

The resolution was handed out, tabled for review and will be on the next agenda.

Acceptance of Proposal for Rock County Financial Management Program for the Period of July 1, 2014 – June 30, 2017 (With Options for Three Additional One Year Periods)

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2014 that the proposal of First National Bank and Trust Company of Beloit of a fixed rate of 1.53%, and with the service fees as detailed in Exhibit A attached to this resolution, is hereby accepted as the most advantageous to the County of Rock, and that the County Clerk and County Board Chair are hereby authorized and directed to execute a contract with First National Bank & Trust Company of Beloit for the period July 1, 2014 – June 30, 2017.

BE IT FURTHER RESOLVED, that the working bank is authorized to take such steps as necessary to implement the Rock County Financial Management Program for Banking Services for Operating Accounts on terms proposed by Rock County; and,

BE IT FURTHER RESOLVED, that withdrawal or disbursement shall be only by order check or other procedure as allowed by Wisconsin Statutes 66.0607 and that such checks shall bear facsimile signatures of the County Clerk, County Treasurer and County Board Chair.

BE IT FINALLY RESOLVED, that the Finance Committee is delegated the authority to exercise the option to renew for three additional one-year periods.”

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

Ms. Brown said three bids came back and First National Bank and Trust gave the best fixed rate.

ADOPTED.

Authorizing Purchase of Microsoft Software and Professional Services

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

Microsoft software and professional services issued to CDW-G in the amount of \$512,685.

BE IT FURTHER 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 Podzilni.

Supervisor Mawhinney moved to have the last paragraph of the Executive Summary explaining the cost breakdown 2014, 2015 and 2016 included in a Whereas clause, second by Supervisor Kraft. ADOPTED.

ADOPTED as amended.

Committee Endorsement.

Amending the Sheriff's 2014 Budget to Use Equitably Shared Funds for Unmarked Vehicle

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

...”

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

Request to Donate One (1) AED Training Unit to the YMCA, Green Bay, WI. Ms. Millis said this unit is no longer in production and the company had a list of groups / nonprofits looking for donations.

Supervisor Fox moved approval of the Request to Donate the AED Training Unit to the YMCA of Green Bay, WI, second by Supervisor Podzilni. ADOPTED.

Adjournment. Supervisor Fox moved adjournment at 8:14 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.