

FINANCE COMMITTEE

August 2, 2012

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, August 2, 2012, 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; Sue Balog, Senior Accountant/Assistant to Finance Director; Mickey Crittenden, Information Technology Director; Vicki Brown, Treasurer; Dara Mosley, IT Public Safety Systems Manager; Diane Michaelis, Finance Manager, Sheriff's Office; Kathy Sukus, Interim 911 Communications Center Director; Jodi Millis, Purchasing Manager; Amy Spoden, Human Resources Manager; Michelle Schultz, Real Property Lister.

Others Present: Thomas Scheidegger, Baker Tilly Virchow Krause.

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

Citizen Participation, Communications and Announcements. Ms. Brown updated the Committee on the tax delinquent properties.

Mr. Crittenden said they will be powering down from 5:00 – 5:30 tonight to install a new UPS. He said this will not affect 911 Communications Center.

Committee Review and Approval of Per Meeting Allowances. Supervisor Podzilni moved approval of per meeting allowances in the amount of \$13,549.01, second by Supervisor Beaver. ADOPTED.

Approval of Minutes – July 19, 2012. Supervisor Beaver moved approval of the minutes of July 19, 2012 as presented, second by Supervisor Kraft. ADOPTED.

Review and Comments on the 2011 Certified Audit – Baker Tilly Virchow Krause, LLP. Mr. Scheidegger said the audit is an independent verification for a period of time on the internal controls and procedures. He said they gather evidence on the County's accounts and see if the County is in need of better controls, procedures, etc. He said they had 13 people working on the audit. He handed out the Financial Statements, Report on Internal Control and Report to the Finance Committee.

Mr. Scheidegger went over the Financial Statements. He said it is their opinion that 2011 ended in conformity with accounting principles generally accepted in the U.S. The County

adopted the provision of GASB 54, Fund Balance Reporting and Governmental Fund Type Definitions, effective January 1, 2011. He then went over the highlights of various statements and the Report on Internal Control.

Transfers and Appropriations.

Planning

FROM

Account #

64-6400-0000-61100

Regular Wages

Amount

\$22,400

TO

Account #

64-6400-0000-62119

Other Contracted Services

Amount

\$22,400

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

Bills and Encumbrances

Finance Director

\$ 9,037.41

County Clerk

65.04

Elections

795.07

Tax Deed Expense

7,168.53

Information Technology

64,323.98

Stray Dog

50.00

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

Bills Over \$10,000.

CDW Government Inc.

\$ 10,800.00

Novell Inc.

27,292.98

Valia Excavating LLC

14,974.50

Supervisor Podzilni moved approval of the above Bills Over \$10,000 for the Finance Committee with the bill for Valia Excavating LLC contingent upon General Services Committee approval, second by Supervisor Beaver. ADOPTED.

Encumbrances Over \$10,000. None.

Pre-Approved Encumbrance Amendments.

Developmental Disabilities

Creative Community Living Services

\$ 22,334.00

Secured Living

25,126.00

Creative Community Living Services

158,951.00

Supervisor Kraft moved approval of the above Pre-Approved Encumbrances for Developmental Disabilities, second by Supervisor Podzilni. ADOPTED.

Approval of Bills for Other Departments. None.

Resolutions.

Approving Contract for Dependent Eligibility Audit

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, does hereby authorize the execution of a contract with Willis of Ohio for \$22,100 to conduct a Dependent Eligibility Audit in 2012.”

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

Authorizing Purchase of Cisco Network Equipment for Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 that a Purchase Order for network equipment be issued to Core BTS, Inc. in the amount of \$40,333.24.”

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

Authorizing Purchase of Mitel Telephone System Equipment

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 that a Purchase Order for Mitel telephone system equipment is issued to Enterprise Systems Group in the amount of \$149,087.10.”

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

Review of Resolutions.

Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, that the 2012 budget be amended as follows:

...”

Supervisor Podzilni moved Finance Committee Endorsement of the above resolution contingent on Public Safety and Justice Committee approval, second by Supervisor Beaver.
ADOPTED.

Accepting Rock County Community Transformation Grant and Amending the 2012 Rock County Health Department Budget

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors ~~duly assembled this _____ day of _____, 2012~~ does hereby authorize the Rock County Health Department to accept this Rock County Community Transformation Grant, and amend the 2012 Rock County Health Department Budget as follows:

...”

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

Purchasing Procedural Endorsements.

Authorizing Purchase of Solar Shades and Blinds for Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2012 does hereby recommend that a Purchase Order be issued to Phoenix Textile of O’Fallon, MO not to exceed \$26,000 for the purchase of solar shades and vertical blinds for Rock Haven.”

Supervisor Podzilni moved Purchasing Procedural Endorsement of the above resolution contingent on General Services Committee approval, second by Supervisor Beaver. ADOPTED.

Authorizing Purchase of Floor Cleaning Equipment for Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2012 does hereby recommend that a Purchase Order be issued to ER Abernathy of Sussex, WI for the amount of \$40,662.25 for the purchase of floor cleaning equipment.”

Supervisor Podzilni moved Purchasing Procedural Endorsement of the above resolution contingent on General Services Committee approval, second by Supervisor Kraft. ADOPTED.

Authorizing Purchase and Installation of Microwave Link to Blackhawk Technical College

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2012 that a Purchase Order be issued to General Communications in the amount of \$23,522 for the purchase and installation of a Microwave link from Beloit Memorial Hospital to Blackhawk Technical College.”

Supervisor Podzilni moved Purchasing Procedural Endorsement of the above resolution contingent on Public Safety and Justice Committee approval, second by Supervisor Beaver. ADOPTED.

**Rock County Public Safety Analog to Digital Voice Radio Conversion
Additional Equipment and Labor**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2012 that a contract in the amount of \$35,140 be awarded to General Communications, Inc., of Madison, Wisconsin for the purchase of necessary equipment and labor above and beyond the original resolution (#11-2B-296) to convert the existing Rock County public safety voice radio infrastructure and 911 Communications Center to digital mode operations..”

Supervisor Beaver moved Purchasing Procedural Endorsement of the above resolution contingent on Public Safety and Justice Committee approval, second by Supervisor Kraft. ADOPTED.

Semi-Annual Report. The Committee accepted the Semi-Annual Reports from County Clerk, Finance, Information Technology, Land Information, Register of Deeds and Treasurer and asked for them to be placed in file.

Mr. Terronez said the General Services Committee has a resolution that needs to go through County Board on August 9th and requested a Finance Committee meeting prior to County Board. The Committee agreed to the meeting to be held at 5:45 P.M. prior to County Board on August 9th.

Adjournment. Supervisor Beaver moved adjournment at 8:41 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.