



**NOTE: Location,
Time & Date**

**FINANCE COMMITTEE
THURSDAY, MARCH 12, 2015 - 5:30 P.M.
JURY DELIBERATION ROOM – FOURTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Approval of Minutes –February 12, 2015 and February 19, 2015
4. Committee Review and Approval of Per Meeting Allowances
5. Transfers and Appropriations
 - A. Human Services
 - B. Land Conservation
 - C. Public Health
 - D. Planning & Development
 - E. Surveyor
6.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - 1) Developmental Disabilities (3)
 - E. Approval of Bills for Other Departments
7. Adjournment

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 2/19/15 Transfer No. 15-05
 Requested By Human Services Department Charmian Klyve
 Department Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 36-3664-0000-61100 Description: YSC Regular Wages Current Balance: \$1,325,710	\$21,348	Account #: 36-3664-0000-62119 Description: YSC Other Contracted Services	\$43,257
Account #: 36-3664-0000-61400 Description: YSC FICA Current Balance: \$125,195	\$1,633	Account #: Description:	
Account #: 36-3664-0000-61610 Description: YSC Health Insurance Current Balance: \$538,430	20,276	Account #: Description:	
Account #: 36-3689-0000-61100 Description: Crisis Regular Wages Current Balance: \$1,030,579	\$3,360	Account #: 36-3689-0000-62491 Description: Crisis Software Maintenance	\$3,360

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

YSC Regular Wages & FICA - funds are available due to a vacant .4 FTE nurse position. Nursing services will be covered through a contracted provider.
 Health Insurance - due to a number of vacant positions and new staff selecting a lower level of coverage HSD anticipates savings
 Crisis Regular Wages - funds are available due to a vacant supervisor position.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Other Contracted Services - YSC has had a vacant .4 FTE nurse position since spring 2014. To meet the state/federal requirements for medical care at the Youth Services Center HSD is contracting for on-site nursing and physician coverage. This is the same provider contracted by the Jail.
 Software Maintenance: The Crisis unit has implemented staff scheduling software (EmLogis) to manage staffing their 24/7 services. This is the annual maintenance cost determined by the number of staff in the crisis unit.

FISCAL NOTE:

Sufficient funds are available for transfer. *CS 2-23-15*

ADMINISTRATIVE NOTE:

Recommended *AKM 2-23-15*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Distribution: **EMAIL** Sherry Oja and Susan Balog

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date February 23, 2015 Transfer No. 15-06
 Requested By Surveyor Department _____ Jason Houle Department Head _____

FROM:	AMOUNT	TO:	AMOUNT
Account #: 13-1730-0000-63100 Description: Office Supplies & Exp. Current Balance: \$8,016	\$2,283.00	Account #: 13-1730-0000-67160 Description: Cap Assets \$500-\$4,999	\$2,283.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

The funds will become available after approval of a 2014 fund carry-over request. Enough funds were carried over to accommodate the purchase of binders and this shelving unit.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

To purchase a shelving unit to hold 52 survey record binders received in 2014/15.

FISCAL NOTE:

Sufficient funds are available for transfer. *2-2-15*

ADMINISTRATIVE NOTE:

Recommended. *[Signature]* *2-2-15*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee

Finance Committee

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
05-1500-0000-68010	EXP.ALLOCATIONS				
ENC		R1501346	02/13/2015	COMMERCE BANK COMMERCIAL ACC	400.00
ENC		R1501416	02/20/2015	COMMERCE BANK COMMERCIAL ACC	300.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	487.50	49,012.50	700.00	(50,200.00)
FINANCE DIRECTOR PROG TOTAL				700.00	

I have examined the preceding bills and encumbrances in the total amount of **\$700.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 05 2015**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62119	OTHER SERVICES	P1500968	01/30/2015	EDCI	175.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	64,375.00	1,077.02	10,002.98	175.00	53,120.00
07-1430-0000-62421	COMPUTER EQUIP	P1501003	02/03/2015	DELL	181.99
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,000.00	606.16	1,500.00	181.99	6,711.85
07-1430-0000-62491	SOFTWARE MAINT	P1500320	01/01/2015	ORACLE CORPORATION	522.01
		P1501056	02/04/2015	SOLARWINDS INC	199.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	188,979.00	28,762.23	2,780.03	721.01	156,715.73
07-1430-0000-63407	COMPUTER SUPPL	R1501295	02/11/2015	AMAZON.COM	96.81
ENC		P1501022	01/30/2015	CDW GOVERNMENT INC	163.25
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	26,379.00	49.02	1,156.70	260.06	24,913.22
07-1430-0000-64200	TRAINING EXP	P1500169	01/30/2015	CORE BTS INC	1,200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	43,000.00	1,758.35	25,641.65	1,200.00	14,400.00
07-1430-0000-67130	TERMINALS/PC'S	P1500945	01/29/2015	CDW GOVERNMENT INC	1,826.59
		P1501023	01/30/2015	CDW GOVERNMENT INC	1,081.38
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	60,000.00	5,019.10	1,933.91	2,907.97	50,139.02
INFORMATION TECHNOLOGY PROG TOTAL				5,446.03	
07-1450-0000-62400	R & M SERV	P1501097	01/28/2015	SPECTRATEK LAW ENFORCEMENT TE	750.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	72,017.00	44,939.43	0.00	750.00	26,327.57
07-1450-0000-64701	SOFTWARE PURCH	P1500736	01/15/2015	PICTOMETRY INTERNATIONAL CORP	16,036.75
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	446,668.00	83,924.00	248,431.00	16,036.75	98,276.25

07-1450-0000-67130 TERMINALS/PC'S

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1500941	01/28/2015	CDW GOVERNMENT INC	572.58
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	86,731.00	1,912.50	10,071.11	572.58	74,174.81
07-1450-0000-67143	IT CROSS CHARGES				
ENC		R1501344	02/13/2015	AMAZON.COM	379.99
ENC		R1501406	02/20/2015	AMAZON.COM	23.72
		P1500903	02/02/2015	EMLOGIS INC	3,360.00
		P1500942	01/28/2015	CDW GOVERNMENT INC	110.93
		P1501023	01/30/2015	CDW GOVERNMENT INC	1,081.38
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	200,000.00	9,012.71	15,972.14	4,956.02	170,059.13
IT-CROSS CHARGES PROG TOTAL				22,315.35	

I have examined the preceding bills and encumbrances in the total amount of **\$27,761.38**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 05 2015**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
14-1411-0000-63100	OFC SUPP & EXP				
		P1500404	01/09/2015	INTAB	203.52
		P1501048	02/03/2015	ELECTION SYSTEMS AND SOFTWARE	448.22
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,500.00	0.00	203.48	651.74	2,644.78
14-1411-0000-63103	LEGAL FORMS				
		P1500406	01/31/2015	ILLINOIS OFFICE SUPPLY	1,661.55
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	17,000.00	0.00	0.00	1,661.55	15,338.45
ELECTIONS PROG TOTAL				2,313.29	

I have examined the preceding bills and encumbrances in the total amount of **\$2,313.29**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 05 2015**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
15-1540-0000-63107	PUBL & LEGAL	P1501131	02/12/2015	BELOIT DAILY NEWS	161.59	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	200.00	0.00	0.00	161.59	38.41	
15-1540-0000-67160	CA \$500-\$4,999	P1403716	02/05/2015	HENRICKSEN	11,659.18	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	0.00	0.00	0.00	11,659.18	(11,659.18)	
COUNTY TREASURER PROG TOTAL				11,820.77		

I have examined the preceding bills and encumbrances in the total amount of **\$11,820.77**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 05 2015**

Dept Head _____

Committee Chair _____

APPROVAL OF BILLS OVER \$10,000.00

Rock County

03/03/2015

RESOLUTION NO. _____ AGENDA NO. _____

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING BILLS OVER \$10,000 AS REQUIRED BY COUNTY BD. RULE H. (3). AND FOUND THEM TO BE PROPER AND WITHIN BUDGET.

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON MAR 12 2015, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
P1403716	CO TREASURER	CO.TREASURER	HENRICKSEN	11,659.18
P1500086	DD BOARD	D.D.BOARD	DUNGARVIN WISCONSIN LLC	10,659.10
P1500362	SHERIFF	CORR.FACILITY	BOB BARKER COMPANY INC	13,828.05
P1500736	INFORMATION TECH	IT-CROSS CHARGES	PICTOMETRY INTERNATIONAL CORP	16,036.75
P1501008	911 COMM.	911 OPERATIONS	WISCONSIN DEPARTMENT OF JUSTIC	11,586.00

CLAIMS IN THE AMOUNT OF **\$63,769.08** HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

LEGAL NOTE:

THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER \$10,000.00.

JEFFREY S. KUGLITSCH,
CORPORATION COUNSEL

FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OJA,
FINANCE DIRECTOR

ADMINISTRATIVE NOTE:

RECOMMENDED

JOSH SMITH,
COUNTY ADMINISTRATOR

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

Rock County

03/03/2015

RESOLUTION NO. _____ AGENDA NO. _____

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES OVER \$10,000 AS REQUIRED BY COUNTY BD. RULE H.(3). AND FOUND THEM TO BE PROPER AND WITHIN BUDGET.

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON MAR 12 2015, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
R1501316	SHERIFF	SHERIFF'S VEHIC.	EWALD AUTOMOTIVE GROUP	24,722.00

CLAIMS IN THE AMOUNT OF **\$24,722.00** HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

LEGAL NOTE:

THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER \$10,000.00.

JEFFREY S. KUGLITSCH,
CORPORATION COUNSEL

FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

ADMINISTRATIVE NOTE:

RECOMMENDED

SHERRY OJA,
FINANCE DIRECTOR

JOSH SMITH,
COUNTY ADMINISTRATOR

PURCHASE ORDER NUMBER P1500707

PEID 034691

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE February 25, 2015

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME Independent Disability Service - Fiscal Agent

ACCOUNT NUMBER 33-3310-0000-62604

FUNDS DESCRIPTION CIP 1B

AMOUNT OF INCREASE \$ 11,250

INCREASE FROM \$ 292,850 TO \$ 304,100

ACCOUNT BALANCE AVAILABLE \$ 4,575,174 SB 02/25/15

REASON FOR AMENDMENT Adjustment to reflect 2015 rates in the Fiscal Agent Program.

APPROVALS

GOVERNING COMMITTEE

Chair _____

Date _____

FINANCE COMMITTEE

(If over \$10,000)

Chair _____

Date _____

COUNTY BOARD

(If over \$10,000)

Resolution # _____

Adoption Date _____

PURCHASE ORDER NUMBER P1500701

PEID 012080

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE February 25, 2015

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME Creative Community Living Services Inc.

ACCOUNT NUMBER 33-3310-0000-62604

FUNDS DESCRIPTION CIP 1B

AMOUNT OF INCREASE \$ 30,144

INCREASE FROM \$ 2,295,495 TO \$ 2,325,639

ACCOUNT BALANCE AVAILABLE \$ 4,563,924 SB 02/25/15

REASON FOR AMENDMENT One new client moving into residential services.

APPROVALS

GOVERNING COMMITTEE

Chair _____ Date _____

FINANCE COMMITTEE

(If over \$10,000)

Chair _____ Date _____

COUNTY BOARD

(If over \$10,000)

Resolution # _____ Adoption Date _____

PURCHASE ORDER NUMBER P1500715

PEID 051334

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE February 20, 2015

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME REM Wisconsin III Inc.

ACCOUNT NUMBER 33-3310-0000-62604

FUNDS DESCRIPTION CIP 1B

AMOUNT OF INCREASE \$ 106,100

INCREASE FROM \$ 561,584 TO \$ 667,684

ACCOUNT BALANCE AVAILABLE \$ 4,683,787 SB 02/20-15

REASON FOR AMENDMENT The increase is the result of one new client moving into residential services.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
Chair _____ Date _____
(If over \$10,000)

COUNTY BOARD _____
Resolution # _____ Adoption Date _____
(If over \$10,000)

PURCHASE ORDER NUMBER P1500702

PEID 010178

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE February 25, 2015

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME Dungarvin Wisconsin LLC

ACCOUNT NUMBER 33-3310-0000-62604

FUNDS DESCRIPTION CIP 1B

AMOUNT OF INCREASE \$ 635,122

INCREASE FROM \$ 705,566 TO \$ 1,340,688

ACCOUNT BALANCE AVAILABLE \$ 4,533,780 SB 02/25/15

REASON FOR AMENDMENT The increase is the result of one client moving into residential services from an institution and an adjustment to reflect 2015 rates.

APPROVALS

GOVERNING COMMITTEE

Chair _____ Date _____

FINANCE COMMITTEE

(If over \$10,000)

Chair _____ Date _____

COUNTY BOARD

(If over \$10,000)

Resolution # _____ Adoption Date _____

PURCHASE ORDER NUMBER P1500714 PEID 021141

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE February 16, 2015

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME REM Wisconsin II Inc.

ACCOUNT NUMBER 33-3310-0000-62604

FUNDS DESCRIPTION CIP 1B

AMOUNT OF INCREASE \$ 171,367

INCREASE FROM \$ 3,941,688 TO \$ 4,113,055

ACCOUNT BALANCE AVAILABLE \$ 5,163,997 SB 02/16/15

REASON FOR AMENDMENT Adjust contract to reflect 2015 care rates for current residential clients.

APPROVALS

GOVERNING COMMITTEE

Chair

Date

Louis Per

2/25/15

FINANCE COMMITTEE

(If over \$10,000)

Chair

Date

COUNTY BOARD

(If over \$10,000)

Resolution #

Adoption Date

PURCHASE ORDER NUMBER P1500713

PEID 043795

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE February 12, 2015

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME REM Wisconsin Inc

ACCOUNT NUMBER 33-3310-0000-62604

FUNDS DESCRIPTION CIP 1B

AMOUNT OF INCREASE \$ 308,843

INCREASE FROM \$ 0 TO \$ 308,843

ACCOUNT BALANCE AVAILABLE \$ 5,466,712 SB 02/12/15

REASON FOR AMENDMENT One current client moving into residential services
and monthly care rate is over \$10,000.

APPROVALS

GOVERNING COMMITTEE

Chair

Louis Pen

Date

2/25/15

FINANCE COMMITTEE

(If over \$10,000)

Chair

Date

COUNTY BOARD

(If over \$10,000)

Resolution #

Adoption Date