



**FINANCE COMMITTEE  
THURSDAY, OCTOBER 6, 2016 - 7:30 A.M.  
CONFERENCE ROOM N-1 – FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**AGENDA**

1. Call to Order and Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Approval of Minutes – September 15, 2016
4. Committee Review and Approval of Per Meeting Allowances
5. Transfers and Appropriations
6. Review of Payments
7. Review of Payments Over \$10,000
8. Resolutions
  - A. Authorizing Purchase of Netsmart Document Capture Scanning Software for 2016
  - B. Awarding Contract for Financial Audit of County Books for Fiscal Years 2016-2017
9. Committee Approval
  - A. Awarding the Contract for Repairing Courthouse Masonry and Amending the 2016 Facilities Management Capital Budget
  - B. Request for Authorization to Purchase Four Microsoft Surface Pro Tablets and Peripherals for Rock County Public Health
10. Discussion on Possible Updates to the Purchasing Ordinance
11. Discussion on Framework for a Telecommunications Services Audit
12. Set Meeting Date and Time for Review, Discussion and Recommendation to the 2017 Recommended Budget
13. Adjournment

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Diana Arneson  
INITIATED BY



Diana Arneson  
DRAFTED BY

Finance Committee  
SUBMITTED BY

September 20, 2016  
DATE DRAFTED

**Authorizing Purchase of Netsmart Document Capture Scanning Software for 2016**

- 1 **WHEREAS**, the Rock County Information Technology Department is authorized to purchase computer
- 2 software on behalf of the County; and,
- 3
- 4 **WHEREAS**, the Information Technology and Human Services departments procured a new Electronic
- 5 Health Record system, Avatar by Netsmart Technologies Inc., in June of 2012; and,
- 6
- 7 **WHEREAS**, the installation of the Netsmart Avatar software solution has been accomplished thus far
- 8 with the additions of relevant modules that have built upon the initial core business and clinical Avatar
- 9 modules; and,
- 10
- 11 **WHEREAS**, the purchase of the Document Capture Scanning module would give the Human Services
- 12 department the ability to scan current paper forms into an electronic format within the Avatar system
- 13 which would provide a complete and uniform electronic record; and,
- 14
- 15 **WHEREAS**, the 2016 Budget did designate funds for the purchase of the Netsmart Document Capture
- 16 Software module.
- 17
- 18 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 19 this \_\_\_\_\_ day of \_\_\_\_\_, 2016 that a purchase order be issued to Netsmart Technologies,
- 20 Inc., of Philadelphia, PA for \$41,000.04.

Respectfully submitted,

**FINANCE COMMITTEE**

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
J. Russell Podzilni

\_\_\_\_\_  
Mary Beaver

\_\_\_\_\_  
Brent Fox

**FISCAL NOTE:**

Funds were included in the 2016 budget for the purchase of this software module.

Sherry Oja

Finance Director

**LEGAL NOTE:**

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. Netsmart is the sole source provider of the software.

Jeffrey G. Kuglitsch  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.

Josh Smith  
County Administrator

# Executive Summary

## Netsmart Document Capture Executive Summary

The Rock County Human Services Department (HSD) procured a new Electronic Health Record (EHR) solution, Avatar, provided by Netsmart Technologies in June 2012. This solution was selected after an extensive internal review and RFP process to replace the department's obsolete legacy system, MedSys.

Netsmart offers Avatar as a modular solution, with the ability to extend the functionality of the software in a staged approach. For the initial purchase, HSD decided to select the two core modules of Practice Management (PM) and Clinical Workstation (CWS).

PM performs the core business functions that include billing, client demographic and admission information, state reporting. CWS is the clinical documentation functionality that includes progress notes, assessments and treatment plans.

The PM and CWS modules provided for the immediate impact of reducing paper documentation, improved accountability for practitioners, reduced billing cycle latency, and enriched the coordination of care provided to clients.

Avatar is intended to be the comprehensive Electronic Health Record (EHR) solution for HSD. This means that all elements of the record would be included in the EHR.

Presently, HSD is using a hybrid record, which means that there are elements of the consumer record in both Avatar and a physical chart. The Department of Health Services (DHS) surveyor assigned to HSD provided clear feedback within the past year that the hybrid record should only be a transitional concept, and not a long-term practice.

With the purchase of the Document Capture Scanning Module, the ability to achieve a uniform electronic record will be attained. All ancillary materials that are presently in the physical chart of an open consumer would be scanned in to Avatar and available for access by all appropriate users.

Examples of these materials would be signed Releases of Information (ROI), insurance card, financial eligibility information and other documents currently provided on paper

Presented to: Patrick Singer  
 Rock County  
 3530 N County Road F  
 Janesville, WI 53545

Netsmart Contact: Scott Miller (smiller@ntst.com)

Remit to: Netsmart Technologies, Inc.  
 PO Box 823519  
 Philadelphia, PA 19182-3519

## Quote Summary - Rock County Document Capture - 2nd quote

Non-Recurring Fees		Recurring Fees (First Year)	
Software	\$17,500.00	Support Services	\$3,500.04
Professional Services	\$20,000.00		
Total Non-Recurring Fees		Total Recurring Fees	\$3,500.04
	\$37,500.00	Total Fees	\$41,000.04

## Solution Summary

### \*Professional Services

Professional Services are based on Netsmart's Scope of Work document, which is contained in a separate document. Professional Services are for a set level of effort that is based on Netsmart's exclusive understanding of the requirements. Any changes to the requirements or Netsmart's understanding thereof, may require additional funds from the client. Netsmart will notify the client in advance of any changes to the required funding and the client shall have the right to either purchase the additional level of effort or stay with the initial scope of work.

### Non-Recurring Fees Detail

	Qty	Unit	Price	Total
Document Capture				\$37,500.00
Software				
Document Capture - Powered by Perceptive	1	EACH	\$17,500.00	\$17,500.00
Professional Services				
Perceptive Software Professional Services				\$20,000.00
<b>Total Fees</b>				<b>\$37,500.00</b>

### Recurring Fees Detail

	Qty	Unit	Price	Term (mo)	Total (First Year)
Document Capture					\$3,500.04
Support Services					
Document Capture Mnt - Powered by Perceptive	1	EACH/MO	\$291.67	12	\$3,500.04
<b>Total Fees</b>					<b>\$3,500.04</b>

## Terms and Conditions

### Netsmart Pricing and Payment Policies

The following price and payment policy will apply to the software, hardware and/or services quoted above unless you have an existing agreement that will apply to the software, hardware and/or services in this Proposal that is identified at the end of this proposal. Delinquent accounts will be subject to Netsmart's Delinquent Account Escalation Policy set forth at <http://www.ntst.com/ARpolicy>

This quote

- Is valid until the expiration date shown above.
- Will terminate on the expiration date unless you and Netsmart Technologies, Inc. execute a binding commitment for the software, hardware and/or services in this quote.
- Is subject to other terms and conditions in Netsmart's standard contracts for the software, hardware and/or services.
- Unless identified separately below, does not include on site services or assistance, or estimated charges for travel and living expense or travel time. Travel and living expenses and travel time are subject to the terms and conditions of the Netsmart Master Agreement.
- License, hardware, hosting set-up fees and 1st year of support/maintenance are 100% due on the date a legally binding commitment is executed by you and Netsmart ("Execution Date").
- The initial support period of maintenance/support is deemed to be the period from the Execution Date to December 31 of the same year ("First Billing Cycle"), and on each following January 1 for each subsequent calendar year during the support service agreement.
- Charges for Hosting, PaaS, SaaS and subscription services are payable on the Execution Date.
- Professional Services
  - Fixed Fee quoted professional services totaling less than or equal to \$2,000 are payable on the Execution Date.
  - Fixed Fee quoted professional service totaling more than \$2,000 are payable 50% on the Execution Date with the balance due upon project completion or 90 days from the Execution Date, whichever occurs first.
  - As incurred fees are billed monthly, in arrears, payable net 30 days from the invoice date.
  - Professional services quotes do not include on site services or assistance.
  - Professional services quotes do not include travel and living expense or travel time. Netsmart's travel policy will be provided on request.
- "FOB Origin" Shipping and taxes will be separately charged and added to the invoice with other charges quoted above.
- If Revenue Cycle Management (RCM) is offered in this Proposal, the initial set-up fees are due on the Execution Date and monthly fees are due in arrears unless otherwise specified in the Agreement.
- Netsmart has no obligation with respect to the software, hardware and/or services described in this proposal until a binding agreement incorporating the terms of this proposal is executed between you and Netsmart.
- If you currently have an agreement with Netsmart that is identified below, and you accept this Proposal the terms of that Agreement except as provided in this Proposal, will also apply to the quoted products and services.

CONTRACT TO BE APPLIED TO THIS QUOTE BY  
 REFERENCE

Rock County Avatar License and Service  
 Agreement 06292012

[Leave blank if this is a Quote subject to a new  
 agreement]

QUOTE ACCEPTED AND INCLUDED UNDER THE REFERENCED  
 AGREEMENT

Signature: \_\_\_\_\_

Name and  
 Title: \_\_\_\_\_

Date: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY \_\_\_\_\_



Sherry Oja, Finance Director  
DRAFTED BY \_\_\_\_\_

Finance Committee  
SUBMITTED BY \_\_\_\_\_

September 27, 2016  
DATE DRAFTED \_\_\_\_\_

**Awarding Contract for Financial Audit of County Books for  
Fiscal Years 2016-2017**

- 1 **WHEREAS**, entities that receive federal funds are required to obtain financial audits per the Single
- 2 Audit Act of 1984, as amended in 1996; and,
- 3
- 4 **WHEREAS**, entities that receive funds from the State of Wisconsin are required to obtain financial
- 5 audits; and,
- 6
- 7 **WHEREAS**, Baker Tilly Virchow Krause, LLP is qualified to perform the required audits in
- 8 accordance with all applicable standards, which include auditing standards generally accepted in the
- 9 United State of America, *Government Auditing Standards*, the Uniform Guidance, the *State Single*
- 10 *Audit Guidelines* and any other standards specific to the various grant programs; and,
- 11
- 12 **WHEREAS**, Baker Tilly Virchow Krause, LLP has quoted fees of \$97,000 for the 2016 audit and
- 13 \$100,000 for the 2017 audit.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
- 16 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2016 that Baker Tilly Virchow Krause,
- 17 LLP, Madison, WI be awarded the audit contract for calendar years 2016-2017.

Respectfully submitted,

FINANCE COMMITTEE

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Mary Beaver

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
J. Russell Podzilni

**FISCAL NOTE:**

Funds will need to be included in the 2017 budget for the 2016 audit and in the 2018 budget for the 2017 audit.

Handwritten signature of Sherry Oja.

Sherry Oja  
Finance Director

**LEGAL NOTE:**

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52 (29), Stats.

Handwritten signature of Jeffrey S. Kuglitsch.  
Jeffrey S. Kuglitsch  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.

Handwritten signature of Josh Smith.  
Josh Smith  
County Administrator

## EXECUTIVE SUMMARY

Entities that receive federal and/or state funds are required to obtain financial audits (called Single Audits). The audits are required to conform to several standards including (but not limited to): auditing standards generally accepted in the United State of America, *Government Auditing Standards*, the Uniform Guidance, the *State Single Audit Guidelines* and any other standards specific to the various grant programs.

Baker Tilly Virchow Krause, LLP (Baker Tilly) has been the County's auditor for several years and is well qualified to perform the required audits per all applicable standards. Baker Tilly has expertise and experience in providing Single Audit services, has always provided a quality product to the County, and has in depth knowledge of Rock County's financials. Therefore, the Finance Director recommends awarding Baker Tilly a contract to provide audit services for the County for FYs 2016-2017.

Baker Tilly has quoted the following fees:

FY 2016 audit services - \$97,000  
FY 2017 audit services - \$100,000



# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee  
INITIATED BY

General Services Committee  
SUBMITTED BY



Brent Sutherland –  
Director of Facilities Management  
DRAFTED BY

September 22, 2016  
DATE DRAFTED

### Awarding the Contract for Repairing Courthouse Masonry and Amending 2016 Facilities Management Capital Budget

1    **WHEREAS**, funds were not budgeted in 2016 for the masonry repair of the southwest wall of  
2    the courthouse; and  
3  
4    **WHEREAS**, the masonry repair needs are immediate to prevent further structural damage of the  
5    southwest wall of the courthouse; and  
6  
7    **WHEREAS**, specifications were drafted and bids solicited from qualified contractors for this  
8    work with three bidders responding.  
9  
10   **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly  
11   assembled this \_\_\_\_ day of \_\_\_\_\_, 2016 does hereby approve and authorize  
12   awarding a contract in the amount of \$18,500 to Eugene Mathews Inc. out of Broadview, IL, for  
13   the repair of the masonry wall at the Courthouse.

14  
15   **BE IT FURTHER RESOLVED**, that the Facilities Management 2016 budget be amended as  
16   follows:

	BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET
<u>ACCOUNT/DESCRIPTION</u>	<u>8/31/16</u>		
<u>Source of Funds</u>			
18-1842-0000-47200	\$163,022	\$18,500	\$181,522
Prior Years Sales Tax			
<u>Use of Funds:</u>			
18-1842-0000-67200	\$ 988,752	\$18,500	\$1,007,252
Capital Improvements			

Respectfully submitted,

GENERAL SERVICES COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

\_\_\_\_\_  
Henry Brill, Chair

Reviewed and approved on a vote of \_\_\_\_\_

\_\_\_\_\_  
Jason Heidenreich, Vice Chair

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Robert Yeomans

\_\_\_\_\_  
David Homan

\_\_\_\_\_  
Jeremy Zajac

FISCAL NOTE:

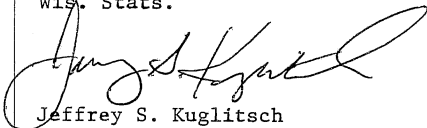
This resolution authorizes the masonry repair of the southwest wall of the courthouse. The cost of the project is being funded by a requested transfer in of sales tax revenues collected in prior years. As of 10/1/16, there is approximately \$1.8 million of prior years' sales tax revenues available for appropriation.



Sherry Oja  
Finance Director

LEGAL NOTE:

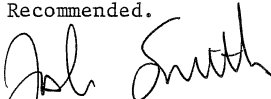
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator

## Executive Summary

### Awarding the Contract for Repairing Courthouse Masonry and Amending 2016 Facilities Management Capital Budget

The Courthouse building southwest exterior masonry wall is in need of tuck pointing, replacing bricks and repairing the steel lintel to prevent further deterioration due to water damage behind the wall.

Bids were solicited with three contractors responding. The lowest bid was \$18,500.00.

Director of Facilities Management and Purchasing Manager are recommending awarding the bid to the lowest, most responsive and responsible bidder, Eugene Mathews Inc. from Broadview, Illinois.

**BID SUMMARY FORM**

BID NUMBER 2016-54  
 BID NAME COURTHOUSE MASONRY REPAIRS  
 BID DUE DATE SEPTEMBER 21, 2016 - 1:30 P.M.  
 DEPARTMENT FACILITIES MANAGEMENT

	EUGENE MATHEWS BROADVIEW IL	RD WOODS WEST ALLIS WI	SHOWERS BUILDING RESTORATION MCFARLAND WI
BID PRICE	\$ 18,500.00	\$ 19,500.00	\$ 39,700.00
ADDENDUM RECEIVED	YES	YES	YES
START	10/17/16	10/17/16	11/15/16
COMPLETION	11/10/16	11/14/16	12/15/16

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Six additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: I recommend EUGENE Mathews Inc.

*[Handwritten Signature]*

SIGNATURE

9-23-16

DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

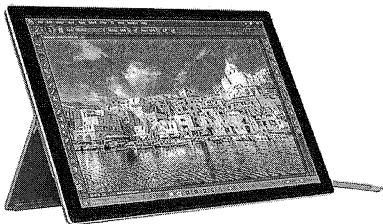
DATE

## Request for Authorization to Purchase Four Microsoft Surface Pro Tablets and Peripherals for Rock County Public Health

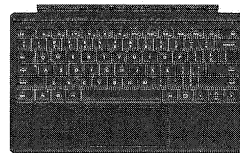
The Rock County Public Health department has developed a plan to replace older, obsolete laptops and personal computers with Microsoft Surface Pro tablet computers. The Surface Pro provides a mobile environment in which staff may take their tablet out into the field for immediate systems access. Additionally, the Surface Pro, when coupled with a docking station, provides a desktop environment more suitable for days when office work is required. The Public Health department has funds remaining from the 2016 Ebola grant that will allow for this purchase to take place in 2016. This purchase includes:

- 4 Microsoft Surface Pro 4 tablets (\$1273.02 ea.) \$ 5,092.08;
  - 4 2-year repair warranties with ADH\* coverage (\$145.49 ea.) \$ 581.96
  - 4 Microsoft Surface Pro 4 keyboard covers (\$123.86 ea.) \$ 495.44;
  - 4 Microsoft Surface Pro 4 docking stations (\$154.83 ea.) \$ 619.32;
  - 4 Tripp Lite Display Adapters (\$13.97 ea.) \$ 55.88;
  - 11 Targus Messenger Bags (\$18.41 ea.) \$ 202.51;
  - 15 Targus Tablet Slipcases \$ 385.20;
- \$ 7,432.39

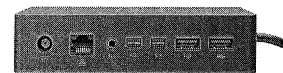
The pricing is based on the Wisconsin Counties Association (WCA Services) contract terms.



Surface Pro 4



Surface Keyboard Cover



Surface Docking Station

\*ADH Accidental Damage Handling

# QUOTE CONFIRMATION



DEAR DIANA ARNESON,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

Thanks.



**ACCOUNT MANAGER NOTES:** Adam Flynn  
 Executive Account Manager  
 866-723-3621  
 adamfly@cdwg.com


QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HJXG947	9/15/2016	MISC	4119697	\$7,432.39

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Microsoft Surface Pro 4 12.3" Core i5-6300U 256 GB SSD 8 GB Windows 10 Pro</u> Mfg. Part#: 7AX-00001 UNSPSC: 43211509 Contract: Wisconsin Counties Association	4	3862819	\$1,273.02	\$5,092.08
<u>2 Yr Repair w/ADH Tablets excluding iPad (1001-1500.99) DOP</u> Mfg. Part#: 303817 UNSPSC: 64121514 Electronic distribution - NO MEDIA Contract: MARKET	4	3165057	\$145.49	\$581.96
<u>Microsoft Surface Pro 4 Type Cover with Fingerprint ID Keyboard</u> Mfg. Part#: RH9-00001 UNSPSC: 43211706 Contract: Wisconsin Counties Association	4	3862766	\$123.86	\$495.44
<u>Microsoft Surface Pro 4 Docking Station</u> Mfg. Part#: PF3-00005 UNSPSC: 43211602 Contract: Wisconsin Counties Association	4	3862762	\$154.83	\$619.32
<u>Tripp Lite Mini DisplayPort to DVI Adapter Active MDP 6" EXCLUSIVE PRICE</u> Mfg. Part#: P137-06N-DVI-V2 UNSPSC: 26121604 Contract: Wisconsin Counties Association	4	3745914	\$13.97	\$55.88
<u>Targus Messenger 15.6" Notebook Case</u> Mfg. Part#: TCM004US UNSPSC: 53121706 Contract: Wisconsin Counties Association	11	844636	\$18.41	\$202.51

QUOTE DETAILS (CONT.)				
<b>Targus 12" Vertical Grid Rugged Chromebook Slipcase</b>	15	3550961	\$25.68	\$385.20
Mfg. Part#: TSS847				
UNSPSC: 53121706				
Contract: Wisconsin Counties Association				

PURCHASER BILLING INFO		SUBTOTAL	\$7,432.39
<b>Billing Address:</b> TJ JOHNSON ROCK COUNTY INFORMATION TECHNOLOGY 3530 N COUNTY HWY F JANESVILLE, WI 53545-0766 <b>Phone:</b> (608) 757-5035 <b>Payment Terms:</b> MasterCard/Visa Govt		SHIPPING	\$0.00
		GRAND TOTAL	<b>\$7,432.39</b>
		<b>DELIVER TO</b> <b>Shipping Address:</b> ROCK COUNTY INFORMATION TECHNOLOGY DIANA ARNESON 3530 N COUNTY HWY F JANESVILLE, WI 53545-0766 <b>Phone:</b> (608) 757-5035 <b>Shipping Method:</b> FEDEX Ground	

Need Assistance? CDW•G SALES CONTACT INFORMATION

	Adam Flynn		(866) 723-3621		adamfly@cdwg.com
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This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
 For more information, contact a CDW account manager

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