



**NOTE: Time  
& Location**

FINANCE COMMITTEE  
THURSDAY, NOVEMBER 21, 2013 - 5:00 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 – November 7, 2013
4. Transfers and Appropriations
  - A. Rock Haven (5)
  - B. Sheriff's Office (5)
  - C. Human Services (3)
5.
  - A. Bills
  - B. Bills Over \$10,000
  - C. Encumbrances Over \$10,000
  - D. Pre-Approved Encumbrance Amendments
    - 1) Rock Haven (2)
    - 2) Developmental Disabilities
  - E. Approval of Bills for Other Departments
6. Update on Receipting System
7. Resolution
  - A. Approving Dental Insurance Contract
8. Review of Resolutions
  - A. Authorizing Acceptance of Additional Home Visitation Grant Funds and Amending the 2013 Human Services Department Budget
9. Approval of Office Pro for Paper Shredding Services
10. Approval of Audit Contract Extension
11. Report on Cash Balances and Investments
12. Adjournment

## Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 10/25/2013      Transfer No. 13-59  
 Requested By Rock Haven      Department      Sue Prostko      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 32-8000-9500-62451 Description: Sup Serv Admin - Spec Assess Current Balance: \$2,500      SB	\$2,500	Account #: 32-8000-9500-64416 Description: Sup Serv Admin - Licenses	\$1,000
Account #: 32-9000-9940-61610 Description: Gen Serv Emp Ben - Health Ins Current Balance: \$1,149,249      SB	\$127,000	Account #: 32-9000-9940-61710 Description: Gen Serv Emp Ben - Wrk Comp	\$120,000
Account #: 32-9000-9940-61915 Description: Gen Serv Emp Ben - Certs/Lic Current Balance: \$3,000      SB	\$3,000	Account #: 32-9000-9940-61720 Description: Gen Serv Emp Ben - Unemploy	\$10,000
Account #: Description: Current Balance:		Account #: 32-9000-9940-63406 Description: Gen Serv Emp Ben - Uniforms	\$1,500

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Budgeted to cover State fines and we will not have any in 2013  
 Budgeted vacant positions with family plans and more employees taking single or no insurance at all  
 No charge to this account with licensing being charged to administration

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

All licenses charged here with none to employee benefits  
 Account had been going down year to year, but has reversed for 2013 with more and higher Workers Compensation claims  
 Terminated employees being able to collect unemployment  
 All nursing, dietary, environment and materials employees receive uniform allowance as well as new hires upon hire and more turnover.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *SB 10/25/13*

**ADMINISTRATIVE NOTE:**

Recommended. *CR 10-29-13*

**REQ. TO APPROVAL**

Governing Committee

Finance Committee

**DATE**

*Nov. 13, 2013*

**COMMITTEE CHAIR**

*[Signature]*

# Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 10/25/2013      Transfer No. 13-60  
 Requested By Rock Haven      Department      Sue Prostko      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 32-9000-9940-61610 Description: Gen Serv Emp Ben - Health Ins Current Balance: \$1,022,249      SB	\$50,000	Account #: 32-8000-9700-62174 Description: Sup Serv Med Staff - Internist	\$50,000
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**

Budgeted vacant positions with family plans and more employees taking single or no insurance at all

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

More need for physician coverage

**FISCAL NOTE:**

Sufficient funds are available for transfer. *SB 10/25/13*

**ADMINISTRATIVE NOTE:**

Recommended. *[Signature] 10.29.13*

**REQUIRED APPROVAL**

Governing Committee

Finance Committee

**DATE**

Nov. 13, 2013

**COMMITTEE CHAIR**

[Signature]

## Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 10/25/2013      Transfer No. 13-61  
 Requested By Rock Haven      Department      Sue Prostko      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 32-7260-7400-62179 Description: RH Contract Serv - Pharmacy Current Balance: \$50,000(see fiscal note) SB	\$50,000	Account #: 32-7260-7400-62176 Description: RH Contract Serv - Laboratory	\$4,000
Account #: 32-7260-7400-62171 Description: RH Contract Serv - Ambulance Current Balance: \$5,502      SB	\$2,500	Account #: 32-7260-7400-62180 Description: RH Contract Serv - P. Therapy	\$19,500
Account #: Description: Current Balance:		Account #: 32-7260-7400-62185 Description: RH Contract Serv - O. Therapy	\$19,500
Account #: Description: Current Balance:		Account #: 32-7260-7400-62186 Description: RH Contract Serv - S. Therapy	\$9,500

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Pharmacy expenses for Medicare A patients have been less than expected and budgeted.  
 Ambulance expenses have been less than expected and budgeted.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

Laboratory expenses for Medicare A patients have been higher than expected.  
 Therapy expenses have been more than expected for Medicare A patients and have increased for Medicare B patients with the move to the new building.

**FISCAL NOTE:**

Sufficient funds available. There is a \$50,000 encumbrance decrease pending for 32-7260-7400-62179. *AB 10/25/13*

**ADMINISTRATIVE NOTE:**

Recommended. *EP 10-29-13*

**REQUIRED APPROVAL**

- Governing Committee
- Finance Committee

DATE

*Nov. 13, 2013*

COMMITTEE CHAIR

*Duty P. Dussie*

## Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR  
Requested By Rock Haven

Date 10/25/2013

Transfer No. 13-62

Department

Sue Prostko  
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 32-7500-7350-64005 Description: RH Prog Serv - Rehab Supplies Current Balance: \$2,796 SB	\$2,000	Account #: 32-7260-7400-62189 Description: RH Cont Serv - Other Med Supl	\$3,500
Account #: 32-7500-7350-64300 Description: RH Prog Serv - Rec Therapy Current Balance: \$1,400 (see fiscal note) SB	\$1,400	Account #: 32-8000-8100-63100 Description: Sup Serv Mat - Office Supplies	\$2,000
Account #: 32-8000-8100-63109 Description: Sup Serv Mat - Other Supplies Current Balance: \$6,697(see fiscal note) SB	\$5,000	Account #: 32-8000-8100-64003 Description: Sup Serv Mat - Oxygen Supply	\$3,000
Account #: 32-8000-8200-63109 Description: Sup Serv Phar - Other Supplies Current Balance: \$5,100 SB	\$5,100	Account #: 32-8000-8100-64408 Description: Sup Serv Mat - Disposables	\$5,000

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Less need for rehab supplies with department realignment  
Cable TV cost less than budgeted  
Using supplies from inventory after move  
Pharmacy supplies less than budgeted

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

More requests for x-rays from physicians  
Higher office supply usage  
More medicare patients requiring oxygen  
More need for disposable diapers, wash cloths and such

**FISCAL NOTE:**

Encumbrance decreases pending. Sufficient funds will be available for transfer. *SB 10/24/13*

**ADMINISTRATIVE NOTE:**

Recommended. *BR 6-29-13*

**REQUIRED APPROVAL**

- Governing Committee  
 Finance Committee

DATE

*Nov 13, 2013*

COMMITTEE CHAIR

*Debbie J. Dussie*

## Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 10/25/2013      Transfer No. 13-63  
 Requested By Rock Haven      Department      Sue Prostko      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 32-8000-8100-63101 Description: Sup Serv Mat - Postage Current Balance: \$2,590      SB	\$500	Account #: 32-8000-9200-63109 Description: Sup Serv Maint - Other Supply	\$5,500
Account #: 32-8000-9300-62163 Description: Sup Serv Env - Laundry Service Current Balance: \$10,000 (fiscal note) SB	\$10,000	Account #: 32-8000-9300-62110 Description: Sup Serv Env - Pest Control	\$1,000
Account #: 32-8000-9300-64409 Description: Sup Serv Env - Furnishings Current Balance: \$2,060      SB	\$1,500	Account #: 32-8000-9500-61300 Description: Sup Serv Admin - Per Diem	\$1,000
Account #: Description: Current Balance:		Account #: 32-8000-9500-63200 Description: Sup Serv Admin - Pub/Sub/Due	\$4,500

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Only use UPS as needed when called, versus old method of paying \$20 every two weeks to have them stop  
 Sending less to be laundered at Aramark  
 Replacing less furniture with move to new facility

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

Underestimated need for maintenance supplies with move to new facility  
 Higher pest control due to need in two buildings prior to 5/13/2013  
 More per diem with additional meetings related to new building  
 More need to keep up with changing health care environment

**FISCAL NOTE:**

Sufficient funds available for transfer. An encumbrance decrease is pending for 32-8000-9300-62163 for \$10,000. *AB 10/25/13*

**ADMINISTRATIVE NOTE:**

Recommended. *ESK 10-29-13*

**REQUIRED APPROVAL**

- Governing Committee  
 Finance Committee

DATE

*Nov. 13, 2013*

COMMITTEE CHAIR

*Debra J. Dussan*

# Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 11/01/13      Transfer No. 13-72  
 Requested By Sheriff's Office      Department      Sheriff Robert Spoden      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 21-2200-0000-62119 Description: Other Contracted Services - Jail Current Balance: \$103,373	\$90,000.00	Account #: 21-2200-0000-62170 Description: Physicians & Othr Srvs - Jail	\$90,000.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Postage Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

62119 - Electronic monitoring equipment rental and SCAAP commissions were less than anticipated.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

62170 - Outside nursing services and special medical care were needed for an inmate.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *gr 11-6-13*

**ADMINISTRATIVE NOTE:**

Recommended *RS 11-6-13*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

Governing Committee

Finance Committee

## Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 10/31/13      Transfer No. 13-68  
 Requested By Sheriff's Office      Department Sheriff Robert Spoden      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 21-2100-0000-63200 Description: Publications - LES Current Balance: \$2,542	\$ 361.00	Account #: 21-2100-0000-62410 Description: Repair & Maint. Vehicles - LES	\$5,000.00
Account #: 21-2100-0000-63900 Description: Ammunition and Range - LES Current Balance: \$11,680	\$4,000.00	Account #: Description:	
Account #: 21-2100-0000-63905 Description: Pistol Range - LES Current Balance: \$550	\$ 399.00	Account #: Description:	
Account #: 21-2100-0000-65103 Description: Public Liability - LES Current Balance: \$1,688	\$ 240.00	Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

63200 - Department brochures not needed. Current supply is not depleted.  
 63900 - The Sheriff's Office was not able to obtain ammunition due to shortages.  
 63905 - The Sheriff's Office did not rent as many portable latrines and hand wash stations as anticipated.  
 65103 - Liability insurance was less than budgeted amount.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

62410 - Funds are needed because of squad accidents during the year.

**FISCAL NOTE:**

Sufficient funds are available for transfer *8/5/13*

**ADMINISTRATIVE NOTE:**

Recommended *[Signature]* *11-6-13*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

Governing Committee \_\_\_\_\_

Finance Committee \_\_\_\_\_



## Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 11/01/13  
 Requested By Sheriff's Office  
Department

Transfer No. 13-69  
Sheriff Robert Spoden  
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 21-2100-0000-65103 Description: Public Liability - LES Current Balance: \$1,448	\$1,447.00	Account #: 21-2100-0000-63904 Description: Policing/1st Aid Supplies - LES	\$1,500.00
Account #: 21-2100-0000-65331 Description: Equipment Lease - LES Current Balance: \$200	\$ 53.00	Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

65103 - Liability insurance was less than budgeted amount.  
 65331 - Snowmobile lease was less than budgeted amount.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

63904 - AED batteries and AED pads.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *rs 11/6/13*

**ADMINISTRATIVE NOTE:**

Recommended *RSX* *11-6-13*

**REQUIRED APPROVAL**

DATE

COMMITTEE CHAIR

Governing Committee \_\_\_\_\_

Finance Committee \_\_\_\_\_

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## Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 10/31/13      Transfer No. 13-70  
 Requested By Sheriff's Office      Department      Sheriff Robert Spoden      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 21-2100-0000-62132 Description: Credit/Debit Card Fees - LES Current Balance: \$396	\$ 396.00	Account #: 21-2100-0000-61920 Description: Physicals - LES	\$2,577.00
Account #: 21-2100-0000-62491 Description: Software Maintenance - LES Current Balance: \$2,664	\$1,048.00	Account #: Description:	
Account #: 21-2100-0000-63101 Description: Postage Current Balance: \$2,621	\$1,133.00	Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

62132 - Debit and credit cards are no longer being accepted over the road. There are no more merchant fees.  
 62491 - CDARIS software was not purchased, and other purchases were better than budget.  
 63101 - Less postage will be needed due to electronic communication.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

61920 - Staff turnover and promotions resulted in additional physicals and psychological exams for new hires.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *9/31/13-B*

**ADMINISTRATIVE NOTE:**

Recommended *[Signature]* *11-6-13*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

Governing Committee \_\_\_\_\_

Finance Committee \_\_\_\_\_

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## Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 10/31/13      Transfer No. 13-71  
 Requested By Sheriff's Office      Department      Sheriff Robert Spoden      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 21-2100-0000-63101 Description: Postage - LES Current Balance: \$1,488	\$ 447.00	Account #: 21-2100-0000-62122 Description: Attorney Fees - LES	\$1,086.00
Account #: 21-2100-0000-63200 Description: Publications - LES Current Balance: \$2,181	\$ 639.00	Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

63101 - Less postage will be needed due to electronic communication.  
 63200 - Department brochures not needed. Current supply is not depleted.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

62112 - Attorney fees for internal investigation.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *RS 11/6/13*

**ADMINISTRATIVE NOTE:**

Recommended *RS 11-6-13*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

Governing Committee \_\_\_\_\_

Finance Committee \_\_\_\_\_

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# Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 11/6/13  
Requested By Human Services (1)  
Department

Transfer No. 13-74  
Charmian Klyve  
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 36-3604-0000-61210 Description: Overtime (ESS) Current Balance: \$48,479	\$10,100	Account #: 36-3604-0000-67130 Description: Terminals and PCs	\$3,800
Account #: Description: Current Balance:		Account #: 36-3604-0000-67161 Description: Equipment over \$5K	\$6,300
Account #: 36-3646-0000-62119 Description: Other Contracted Services -JJS Current Balance: \$36,886	\$6,000	Account #: 36-3646-0000-64604 Description: Program Expense (JJS)	\$6,000
Account #: 36-3664-0000-62170 Description: Physician and Other - YSC Current Balance: \$5,709	\$3,000	Account #: 36-3664-0000-62400 Description: Repair and Maintenance (YSC)	\$3,000

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Overtime has been less than anticipated during the Affordable Care Act roll-out.  
JJS Contracted Services - HSD has been able to maximize the use of grant funds this year resulting in less expenditures out of this account.  
YSC - Physician expenses were lower than anticipated due to a partnership with a community provider.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

Terminals and PCs & Equipment - funds are needed to help set up a new training room for Economic Support. The training room will be equipped with a Smartboard and computer training stations. The training room will be used to train Rock County staff as well as IM Consortium staff. Expenses will be covered with FoodShare funds. No additional levy is required.  
Program Expense -JJS - this account provides flexible funding for working with youth and families. The need has been higher than anticipated.  
Repair and Maintenance - YSC - account is over due to increased need this year for repairs to radios and YSC freezer

**FISCAL NOTE:**

Sufficient funds are available for transfer. *11/7/13*

**ADMINISTRATIVE NOTE:**

Recommended *CK 11-7-13*

**REQUIRED APPROVAL**

Governing Committee      DATE  
11-13-13

Finance Committee

**COMMITTEE CHAIR**

*Brian Knudson*

## Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 11/6/13      Transfer No. 13-75  
 Requested By Human Services (2)      Charmian Klyve  
    Department      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 36-3683-0000-61610 Description: Health Insurance (ADRC) Current Balance: \$180,976	\$11,500	Account #: 36-3683-0000-64200 Description: Training (ADRC)	\$3,000
Account #: Description: Current Balance:		Account #: 36-3683-0000-63200 Description: Publications (ADRC)	\$2,500
Account #: Description: Current Balance:		Account #: 36-3683-0000-63100 Description: Office Supplies and Expenses	\$6,000
Account #: 36-3689-0000-62609 Description: State Institutes (Crisis) Current Balance: \$1,720,427	\$4,000	Account #: 36-3689-0000-64200 Description: Training (Crisis)	\$4,000

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

ADRC - Health Insurance expenses are lower than anticipated. The ADRC opened in early 2013 with a staggered hiring plan. Some positions were filled later than planned and a couple are still vacant.

Crisis - State Institutions - the average daily cost is below the budget projection. This can vary year-to-year based Medicaid and insurance reimbursements for clients.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

HSD began operation of the Aging and Disability Resource Center in early 2013. The transfers requested will cover costs for areas that we did not fully anticipate. This includes various additional training expenses, office supplies, and publications. All ADRC costs will be reimbursed through our state contract and federal matching funds. No levy is needed.

Crisis Training - training needs for 2013 were above anticipated budget. Expenses include Crisis Intervention Training provided to law enforcement.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *SO 11-7-13*

**ADMINISTRATIVE NOTE:**

Recommended *[Signature] 11-7-13*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

Governing Committee      11-13-13

Brian Knudson

Finance Committee

## Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 11/6/13      Transfer No. 13-76  
 Requested By Human Services (3)      Charmian Klyve  
Department      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 36-3664-0000-62170 Description: Physician and Other (YSC) Current Balance:	\$1,500	Account #: 36-3664-0000-64200 Description: Training (YSC)	\$1,500
Account #: 36-3690-0000-65321 Description: Building and Office Lease- OPS Current Balance:	\$2,000	Account #: 36-3690-0000-62119 Description: Contracted Services - OPS	\$2,000
Account #: 36-3706-0000-65321 Description: Building and Office Lease- CSP Current Balance: \$7,750	\$7,741	Account #: 36-3706-0000-67200 Description: Capital Improvement - CSP	\$6,500
Account #: Description: Current Balance:		Account #: 36-3706-0000-67130 Description: Terminals and PCs	\$1,241

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

YSC - Physician expenses were lower than anticipated due to a partnership with a community provider.  
 Building and Office Lease - HSD will be getting a rent credit from the landlord for expenses (up to \$39K) related to the expansion and move to the Franklin Street location.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

Training needs for 2013 were higher than anticipated. An outside trainer was brought in this year to work with staff.  
 Contracted Services - funds are requested for moving expenses for staff from the HCC to new offices at the Franklin Street location.  
 Capital Improvement - funds are requested for expenses related to the move to Franklin street - wire pulls and electrical work, new locks for office doors, venting for the I.T. closet  
 Terminals and PCs - a new laptop is requested for a medical accommodation. The staff needs to use dictation software and limit their typing.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *11-6-13*

**ADMINISTRATIVE NOTE:**

Recommended *[Signature]* **11-6-13**

**REQUIRED APPROVAL**

Governing Committee      DATE  
11-13-13

Finance Committee      \_\_\_\_\_

**COMMITTEE CHAIR**

*Brian Knudson*

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-17000	PREPAID BUDGET I	P1303515	11/01/2013	SUNGARD PUBLIC SECTOR USER GR	195.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	40,878.18	69,200.00	195.00	(110,273.18)
<b>GENERAL FUND PROG TOTAL</b>				<b>195.00</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$195.00**

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: **NOV 21 2013**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
05-1500-0000-63100	OFC SUPP & EXP				
		P1303186	11/04/2013	RHYME BUSINESS PRODUCTS	221.00
		P1303324	10/12/2013	STAPLES ADVANTAGE	72.82
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,120.00	3,616.25	532.00	293.82	1,677.93
05-1500-0000-68010	EXP.ALLOCATIONS				
		P1303186	11/04/2013	RHYME BUSINESS PRODUCTS	221.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	17,298.56	221.00	(17,519.56)
<b>FINANCE DIRECTOR PROG TOTAL</b>				<b>514.82</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$514.82**  
 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: **NOV 21 2013**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_



Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
07-1430-0000-62400	R & M SERV	P1303450	10/21/2013	MASTERGRAPHICS INC	896.92	
		P1303519	10/01/2013	UNITRENDS CORP	9,502.00	
		<b>Budget</b>	<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	211,793.00	118,502.68	13,273.30	10,398.92	69,618.10	
07-1430-0000-62421	COMPUTER EQUIP	P1303341	10/18/2013	CDW GOVERNMENT INC	453.99	
		P1303527	11/01/2013	MENDTRONIX INC	406.50	
		<b>Budget</b>	<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	9,000.00	4,828.67	606.26	860.49	2,704.58	
07-1430-0000-62491	SOFTWARE MAINT	P1302975	10/11/2013	SHORELAND INC	895.00	
		<b>Budget</b>	<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
		595,762.00	443,018.80	25,248.85	895.00	126,599.35
07-1430-0000-63100	OFC SUPP & EXP	P1303473	10/31/2013	CDW GOVERNMENT INC	163.68	
		<b>Budget</b>	<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
		5,210.00	1,187.98	522.33	163.68	3,336.01
07-1430-0000-63102	PAPER & FORMS	P1303232	10/24/2013	BEAR GRAPHICS INC	1,115.68	
		<b>Budget</b>	<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
		15,775.00	5,242.79	2,311.64	1,115.68	7,104.89
07-1430-0000-64701	SOFTWARE PURCH	P1302987	10/25/2013	SHI INTERNATIONAL CORP	1,746.00	
		<b>Budget</b>	<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
		79,622.00	25,752.99	5,311.05	1,746.00	46,811.96
07-1430-0000-67130	TERMINALS/PC'S	P1303368	10/21/2013	CDW GOVERNMENT INC	1,588.00	
		<b>Budget</b>	<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
		115,521.00	77,092.04	0.00	1,588.00	36,840.96
07-1430-0000-67143	IT CROSS CHARGES	ENC R1303837	11/05/2013	AMAZON.COM	32.71	
		ENC R1303875	11/08/2013	AMAZON.COM	33.98	
		P1303279	10/23/2013	CORE BTS INC	5,620.00	
		P1303283	10/23/2013	CORE BTS INC	1,063.00	
		P1303310	10/26/2013	CDW GOVERNMENT INC	7.16	
		P1303342	10/16/2013	CDW GOVERNMENT INC	692.27	
		P1303350	10/17/2013	CDW GOVERNMENT INC	2,133.66	
		P1303351	10/24/2013	HEWLETT PACKARD DIRECT CDWG	990.00	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1303352	10/18/2013	CDW GOVERNMENT INC	4,764.00
		P1303382	10/21/2013	CDW GOVERNMENT INC	280.34
		P1303386	10/28/2013	ENTERPRISE SYSTEMS GROUP	434.00
		P1303424	10/24/2013	CDW GOVERNMENT INC	199.08
		P1303425	10/25/2013	HEWLETT PACKARD DIRECT CDWG	990.00
		P1303426	10/24/2013	CDW GOVERNMENT INC	151.90
		P1303428	10/25/2013	CDW GOVERNMENT INC	281.80
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	50,000.00	170,677.69	8,307.59	17,673.90	(146,659.18)
<b>INFORMATION TECHNOLOGY PROG TOTAL</b>					<b>34,441.67</b>

I have examined the preceding bills and encumbrances in the total amount of **\$34,441.67**

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: **NOV 21 2013**

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	P1300736	10/22/2013	INTAB	276.60	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	2,500.00	1,228.40	0.00	276.60	995.00	
				<b>ELECTIONS PROG TOTAL</b>	<b>276.60</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$276.60**

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: **NOV 21 2013**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**COMMITTEE APPROVAL REPORT**

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
17-1715-0000-62119	OTHER SERVICES				
		P1301196	10/31/2013	FIDLAR COMPANIES	2,304.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	473,721.00	227,471.14	99,566.86	2,304.50	144,378.50
<b>ROD REDACTION PROJECT PROG TOTAL</b>				<b>2,304.50</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$2,304.50**

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: **NOV 21 2013**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
19-1933-0000-64904	SUNDRY EXPENSE				
ENC		R1303880	11/11/2013	AMAZON.COM	540.94
		P1303184	10/24/2013	MMPR	218.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,232.00	2,144.15	83.64	759.44	3,244.77
<b>EMPLOYEE WELLNESS ACTIVITIES PROG TOTAL</b>					<b>759.44</b>

I have examined the preceding bills and encumbrances in the total amount of **\$759.44**  
 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: **NOV 21 2013**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

PURCHASE ORDER NUMBER P1300521

PEID 032926

### 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](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) **and** Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto: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 10/25/2013

DEPARTMENT Rock Haven

COMMITTEE Health Services

VENDOR NAME Kalamber MD, Robert L

ACCOUNT NUMBER 32-8000-9700-62174

FUNDS DESCRIPTION Support Service Medical Staff

AMOUNT OF INCREASE \$ 15,000

INCREASE FROM \$ 40,000 TO \$ 55,000

ACCOUNT BALANCE AVAILABLE \$ 79,145 (after transfer of \$50,000) SB 11/05/13

REASON FOR AMENDMENT Higher need for physician coverage

#### APPROVALS

GOVERNING COMMITTEE

Chair

*Leticia J. Lussie* 11/13/13  
Date

FINANCE COMMITTEE

(If over \$10,000)

Chair

Date

COUNTY BOARD

(If over \$10,000)

Resolution #

Adoption Date

PURCHASE ORDER NUMBER P1300530 PEID 044418

### 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](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) **and** Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto: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 10/25/2013

DEPARTMENT Rock Haven

COMMITTEE Health Services

VENDOR NAME West MD, William Peter

ACCOUNT NUMBER 32-8000-9700-62174

FUNDS DESCRIPTION Support Service Medical Staff

AMOUNT OF INCREASE \$ 30,000

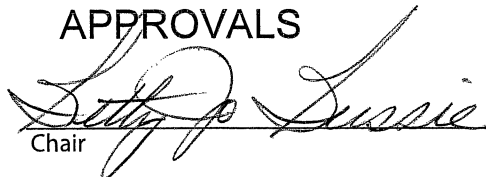
INCREASE FROM \$ 130,000 TO \$ 160,000

ACCOUNT BALANCE AVAILABLE \$ 59,145 (after transfer of \$50,000) SB 11/05/13

REASON FOR AMENDMENT Higher need for physician coverage

#### APPROVALS

GOVERNING COMMITTEE

 11/13/13  
Chair Date

FINANCE COMMITTEE

(If over \$10,000)

\_\_\_\_\_  
Chair Date

COUNTY BOARD

(If over \$10,000)

\_\_\_\_\_  
Resolution # Adoption Date

PURCHASE ORDER NUMBER P1300447

PEID 034035

## 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](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) **and** Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto: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 November 12, 2013

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME Productive Living Systems Inc

ACCOUNT NUMBER 33-3310-0000-62604

FUNDS DESCRIPTION CIP 1B

AMOUNT OF INCREASE \$ 33,174

INCREASE FROM \$ 914,308 TO \$ 947,482

ACCOUNT BALANCE AVAILABLE \$ 1,307,253 SB 11/12/13

REASON FOR AMENDMENT This increase is the result of an increase in care rate for two current residential clients.

### APPROVALS

GOVERNING COMMITTEE \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_

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

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



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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

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



Amy Spoden, Human Resource Manager  
DRAFTED BY

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

October 31, 2013  
DATE DRAFTED

**APPROVING DENTAL INSURANCE CONTRACT**

- 1 **WHEREAS**, Delta Dental Plan of Wisconsin currently administers the County's dental insurance program; and
- 2
- 3 **WHEREAS**, Delta Dental is a preferred provider for the Alliance, a consortium of Employers who purchase
- 4 services together in order to reduce costs; and
- 5
- 6 **WHEREAS**, Rock County offers dental plans with both "high" and "low" coverage options for all its
- 7 employees, with the County's contribution being 60% of the premium for the lowest cost, or "low" plan,
- 8 regardless of which coverage option is selected; and
- 9
- 10 **WHEREAS**, Delta Dental has quoted a two year rate guarantee, January 1, 2014 thru December 31, 2015 , and;
- 11
- 12 **WHEREAS**, Delta Dental has provided a quote for family coverage for the "low" option at \$92.44 per month
- 13 and has provided a quote for single coverage for the "low" at \$31.25 per month for two years;
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
- 16 \_\_\_\_\_ day of \_\_\_\_\_, 2013 does hereby authorize the execution of a contract with Delta Dental
- 17 for the County's dental insurance for the period of January 1, 2014 through December 31, 2015.

Respectfully Submitted,

FINANCE COMMITTEE

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

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

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

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

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

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51(1) and 59.52(11)(c), Wis. Stats.

Jeffrey Kughtsch  
Corporation Counsel

FISCAL NOTE:

Based upon the current census of 323 single and 704 family plans for employees, the County's 60% share of annual dental premiums would be \$541,235 per year. Sufficient funds are included in the departmental 2014 budget requests for these premiums.

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson  
County Administrator

Sherry Oja  
Finance Director

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board  
INITIATED BY



Sara Mooren  
DRAFTED BY

Human Services Board  
SUBMITTED BY

November 4, 2013  
DATE DRAFTED

**Authorizing Acceptance of Additional Home Visitation Grant Funds and Amending  
the 2013 Human Services Department Budget**

1 **WHEREAS**, the Wisconsin Department of Children and Families has awarded the Human Services  
2 Department additional funding, above what was expected, for the third year of grant funding through  
3 the Family Foundations Comprehensive Home Visitation Program; and,  
4  
5 **WHEREAS**, the Human Services Department partners with the Rock County Home Visit Network to  
6 enhance and expand home visiting services for underserved at-risk children and families; and,  
7  
8 **WHEREAS**, research has shown that home visiting programs can improve outcomes for children and  
9 families, including improving maternal and child health, reducing child maltreatment, increasing  
10 parental employment, and improving the rate at which children reach developmental milestones.  
11  
12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
13 this \_\_\_\_\_ day of \_\_\_\_\_, 2013, does hereby authorize the acceptance of an additional  
14 \$88,069 for the Family Foundations Comprehensive Home Visitation Program; and,  
15  
16 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2013 be amended  
17 as follows:

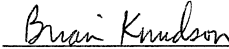
Account/Description	Budget 11/1/13	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
36-3637-0000-42100 Federal Aid	\$321,565	\$88,069	\$409,634
<u>Use of Funds</u>			
36-3637-0000-62119 Other Contracted Services	\$236,610	\$107,419	\$344,029
36-3637-0000-64200 Training	\$0	\$1,735	\$1,735
36-3637-0000-64604 Program Expense	\$5,650	\$9,447	\$15,097
36-3637-0000-68204 Allocated Child Protective Services	\$79,305	(\$30,532)	\$48,773

**Authorizing Acceptance of Additional Home Visitation Grant Funds and Amending the 2013 Human Services Department Budget**

Page 2

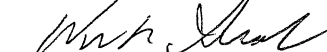
Respectfully submitted,

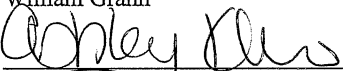
HUMAN SERVICES BOARD

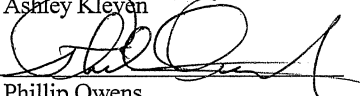
  
\_\_\_\_\_  
Brian Knudson, Chair

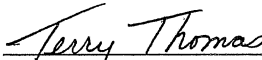
  
\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

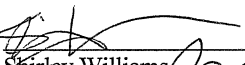
  
\_\_\_\_\_  
Terry Fell


  
\_\_\_\_\_  
William Grahn

  
\_\_\_\_\_  
Ashley Kleyen

  
\_\_\_\_\_  
Phillip Owens

  
\_\_\_\_\_  
Terry Thomas

  
\_\_\_\_\_  
Shirley Williams

  
\_\_\_\_\_  
Marvin Wopat

FINANCE COMMITTEE ENDORSEMENT

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

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

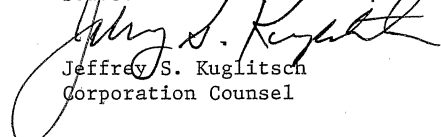
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$88,069 in Federal Aid for the Human Services Home Visitation program. No County matching funds are required.

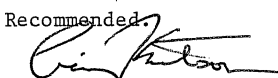
  
\_\_\_\_\_  
Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to accept funds pursuant to Sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2013 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.  
  
\_\_\_\_\_  
Craig Knutson  
County Administrator

## **Executive Summary**

### **Authorizing Acceptance of Additional Home Visitation Grant Funds and Amending the 2013 Human Services Department Budget**

This resolution authorizes acceptance of \$88,069 through the Family Foundations Comprehensive Home Visitation Program grant administered by the Wisconsin Department of Children and Families. The resolution also amends the 2013 HSD Budget.

This grant funding is awarded on a federal fiscal year and this is the start of the third year of funding. The HSD was awarded funds above what was expected for this grant year.

With this funding the Human Services Department has partnered with the Rock County Home Visit Network and local agencies to enhance and expand home visiting services for underserved at-risk children and families.

Home visiting programs promote positive parent-child interactions and healthy child development as well as connect families to local services that help children learn and thrive. Research has shown that home visiting programs can improve outcomes for children and families, including improving maternal and child health, reducing child maltreatment, increasing parental employment, and improving the rate at which children reach developmental milestones.



## QUOTE SUMMARY FORM

PROJECT NUMBER 2014-17  
 PROJECT NAME RFQ - PAPER SHREDDING SERVICES  
 BID DUE DATE NOVEMBER 4, 2013 – 12:00 NOON (LOCAL TIME)  
 DEPARTMENT FINANCIAL SERVICES – ALL DEPARTMENTS

	OFFICE PRO JANESVILLE, WI		PAPER RECOVERY SERVICE ROCKFORD, IL	
	ON-SITE	OFF SITE	ON-SITE	OFF-SITE
2014 COST PER POUND	\$ .048	\$ .048	\$ .05	\$ .05
2015 COST PER POUND	\$ .048	\$ .048	\$ .05	\$ .05
2016 COST PER POUND	\$ .048	\$ .048	\$ .05	\$ .05

Invitation to Bid was advertised in the Beloit Daily News and on the Internet. Four additional vendors were solicited that did not respond.

PREPARED BY: ALAN DRANSFIELD, SENIOR BUYER

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

## **EXECUTIVE SUMMARY**

Quotes were solicited from qualified individuals, firms, partnerships and corporations having specific experience in paper shredding for various Rock County departments as needed. The objective of this Request for Quote is to enter into a one-year contract with the option to renew for two additional one-year periods, not to exceed a total of three years. The contract period will begin on January 1, 2014. Quotes will remain in effect for the 2014-2016 calendar years.

Rock County generates approximately 85,000 – 95,000 pounds of paper to be shredded yearly.

Quotes were solicited from six companies involved in this type of work with only two vendors responding. The Quotes were reviewed by the Purchasing for compliance with the specifications and recommend Office Pro as the successful vendor.