



**FINANCE COMMITTEE
THURSDAY, MARCH 19, 2015 - 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 –March 12, 2015
4. Transfers and Appropriations
5.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - E. Approval of Bills for Other Departments
6. Resolutions
7. Committee Approval
 - A. Authorization for Purchasing of Microsoft Surface Pro Tablets
 - B. Amending the Sheriff's Office FEMA Hazard Mitigation Planning Program Budget and Awarding the Mitigation Planning Contract
 - C. Authorizing Acceptance of JAG Crisis Intervention Team and Crisis Intervention Partners (CIT/CIP) Training (2011) Grant and Amending the 2015 Budget
8. Report on Cash Balances and Investments
9. Discussion regarding recent Standard and Poor's surveillance rating
10. Adjournment

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 3/2/15
 Requested By Council on Aging
Department

Transfer No. 15-07
Joyce Lubben
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 30-3905-0000-62210 Description: Telephone Current Balance: \$5,782	\$5,000	Account #: 30-3905-0000-62221 Description: Communications Charges	\$7,000
Account #: 30-3905-0000-64629 Description: Other Transportation Expense Current Balance: \$19,993	\$2,000	Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Costs for the Verizon tablets and for the two-way radio equipment were originally budgeted in "Telephone" and "Other Transportation Expense."

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Moving the costs for the Verizon tablets and for Bandt Communications to a separate account will help with tracking those expenses as they are reported as communication costs to the State Department of Transportation.

FISCAL NOTE:

Sufficient funds available for transfer. *55 3-2-15*

ADMINISTRATIVE NOTE:

Recommended *[Signature]* *3-2-15*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

- Governing Committee _____
- Finance Committee _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62400	R & M SERV	P1500838	01/15/2015	QUALITY POWER SOLUTIONS LLC	3,750.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	149,639.00	58,448.08	10,420.55	3,750.00	77,020.37
07-1430-0000-62421	COMPUTER EQUIP	R1501594	03/10/2015	AMAZON.COM	52.32
ENC	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,000.00	788.15	1,509.84	52.32	6,649.69
07-1430-0000-63407	COMPUTER SUPPL	P1501099	02/11/2015	CDW GOVERNMENT INC	38.05
		P1501100	02/11/2015	CDW GOVERNMENT INC	114.83
		P1501105	02/11/2015	CDW GOVERNMENT INC	22.25
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	26,379.00	212.27	1,084.89	175.13	24,906.71
07-1430-0000-64200	TRAINING EXP	R1501583	03/10/2015	AMAZON.COM	55.22
ENC	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	44,200.00	3,199.15	27,141.65	55.22	13,803.98
INFORMATION TECHNOLOGY PROG TOTAL				4,032.67	
07-1450-0000-62491	SOFTWARE MAINT	P1501262	01/31/2015	NETSMART TECHNOLOGIES INC	5,241.60
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	384,140.00	163,560.52	86,470.53	5,241.60	128,867.35
07-1450-0000-67130	TERMINALS/PC'S	R1501586	03/10/2015	AMAZON.COM	129.99
ENC		P1500943	02/10/2015	HEWLETT PACKARD DIRECT CDWG	3,203.28
		P1500944	02/09/2015	HEWLETT PACKARD DIRECT CDWG	2,135.52
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	86,731.00	2,485.08	7,199.44	5,468.79	71,577.69
07-1450-0000-67143	IT CROSS CHARGES	P1501104	02/11/2015	CDW GOVERNMENT INC	112.59
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	200,000.00	13,565.02	33,666.47	112.59	152,655.92
IT-CROSS CHARGES PROG TOTAL				10,822.98	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$14,855.65**

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 19 2015**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
19-1933-0000-64904	SUNDRY EXPENSE	P1501055	02/20/2015	MMPR	486.60
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,680.00	0.00	0.00	486.60	9,193.40
EMPLOYEE WELLNESS ACTIVITIES PROG TOTAL				486.60	

I have examined the preceding bills and encumbrances in the total amount of **\$486.60**

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: **MAR 19 2015**

Dept Head _____

Committee Chair _____

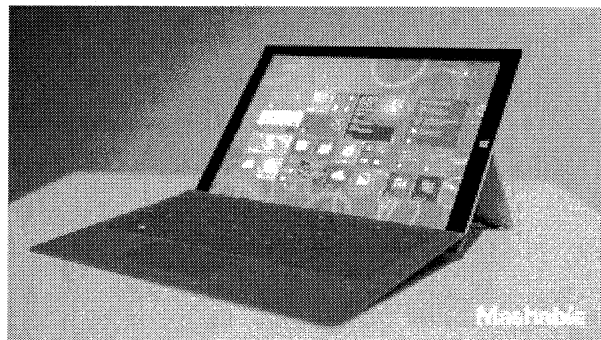
Authorization for Purchasing of Microsoft Surface Pro Tablets

The County Information Technology Department is requesting authorization to purchase 6 Microsoft Surface Pro Tablets, as follows:

- 1 to be purchased instead of a budgeted and more expensive replacement laptop computer, to be used by programming staff for testing website updates, purchased Windows applications used by other departments, and Windows applications developed by the IT staff, and
- 5 to be purchased for use by the Public Safety IT staff for testing and supporting public safety applications used within the mobile data network environment by law enforcement, Fire, and EMS network users.

These 5 tablets will be funded by a transfer of available 2014 Public Safety Repair & Maintenance account funds to the Public Safety Terminal & PC account. A carryover of the transferred funds will enable this purchase in 2015.

The cost of these 6 Tablets and associated covers, keyboards, and docking stations will be \$7,938, and they will be purchased from CDW-G according to the pricing and terms of the WI State Contract #15-20400-905.



RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden

INITIATED BY

Public Safety & Justice
Committee

SUBMITTED BY



Sergeant Shena Kohler

DRAFTED BY

March 2, 2015

DATE DRAFTED

**AMENDING THE SHERIFF'S OFFICE FEMA HAZARD MITIGATION PLANNING PROGRAM
BUDGET AND AWARDDING THE MITIGATION PLANNING CONTRACT**

1 WHEREAS, the County Hazard Mitigation Plan is a prerequisite for all FEMA mitigation grants
2 including the Hazard Mitigation Grant Program (HMGP), which aids in implementation of long-term
3 hazard mitigation measures after a major disaster declaration; and,
4

5 WHEREAS, the Rock County Board authorized the previous update to the Hazard Mitigation Plan in
6 2009 using the FEMA Pre-disaster Mitigation Grant under County Resolution No. 09-4B-255; and,
7

8 WHEREAS, Rock County has been awarded \$24,953.35 through the FFY14 Pre-Disaster Mitigation
9 Program for the purpose of updating its Hazard Mitigation Plan, of which \$6,238.35 is the local share.
10

11 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
12 assembled this _____ day of _____, 2015 does hereby accept the FEMA Pre-Disaster
13 Mitigation Grant and amend the 2015 budget as follows:
14

<u>Account/Description</u>	<u>Budget at 01/01/15</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
Source of Funds			
21-2550-2015-42100 Federal Aid	\$0	\$18,715	\$18,715
Use of Funds			
21-2550-2015-62119 Other Contracted Services	\$0	\$18,715	\$18,715

25
26 BE IT FURTHER RESOLVED, that the County Board Chair is authorized to enter into a professional
27 services contract with EPTEC, INC not to exceed \$18,715 for the purpose of updating the Rock County
28 Hazard Mitigation Plan.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

**FINANCE COMMITTEE
ENDORSEMENT**

Mary Beaver, Chair

Reviewed and approved on a vote of

Hank Brill

Terry Fell

Mary Mawhinney, Chair

Brian Knudson

Larry Wiedenfeld

**AMENDING THE SHERIFF'S OFFICE FEMA HAZARD MITIGATION PLANNING PROGRAM
BUDGET AND AWARDING THE MITIGATION PLANNING CONTRACT**

FISCAL NOTE:

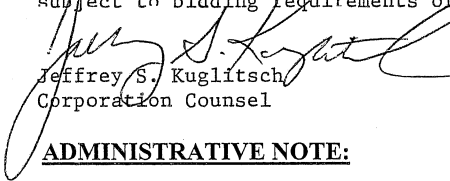
This resolution authorizes the acceptance and expenditure of \$18,715 in Federal Aid for Hazard Mitigation planning. The grant requires a match of \$6,238. Rock County's share of the match will be met through staff overtime and community participation.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2015 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. 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.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

**AMENDING THE SHERIFF'S OFFICE FEMA HAZARD MITIGATION PLANNING
PROGRAM BUDGET AND AWARDING THE MITIGATION PLANNING CONTRACT**

EXECUTIVE SUMMARY

Rock County received a FEMA Pre-Disaster Mitigation Grant to pay for the cost of writing an All-Hazards Mitigation Plan that was approved by the State of Wisconsin and FEMA in 2005. The plan will expire on December 31, 2015. The plan covers all underlying jurisdictions in Rock County and is a prerequisite to receiving Hazard Mitigation Grant Program (HMGP) funds. Updating the current plan would help expedite access to federal funds should they be needed in the future. Based on past history with disasters in Rock County, updating the plan prior to its expiration would be very prudent.

FEMA has approved a planning grant for Rock County in the amount of \$24,953.35 through the FFY-14 Pre-Disaster Mitigation program. The planning grant will be used to pay for contracted professional services to assist in writing the updated plan.

The cost to update the Plan will not exceed \$24,953.35. The Pre-Disaster Mitigation Grant is funded at 75% by the Federal government and Rock County is responsible for a 25% local match. Thus, Rock County's share is \$6,238.35 which can be obtained through an in-kind match using staff overtime and community participation. The cost of the consultant's professional services to write the plan update is not to exceed \$18,715, including the cost of supplies and printing.

Approval of this resolution accepts the grant funds and creates the budgetary appropriation to pay for professional services. In addition, the resolution authorizes a professional services contract with EPTEC, Inc. to update the Rock County Hazard Mitigation Plan.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden
INITIATED BY



Elizabeth Pohlman McQuillen
DRAFTED BY

Public Safety & Justice Committee,
Finance Committee
SUBMITTED BY

March 6, 2015
DATE DRAFTED

**AUTHORIZING ACCEPTANCE OF
JAG CRISIS INTERVENTION TEAM AND CRISIS INTERVENTION PARTNERS (CIT/CIP)
TRAINING (2011) GRANT AND AMENDING THE 2015 BUDGET**

1 **WHEREAS**, the Wisconsin Department of Justice, through funding by the Edward Byrne Memorial
2 Justice Assistance Grant (JAG) Program, solicited applications from local law enforcement agencies,
3 non-profit organizations on behalf of a county and technical colleges, to assist in training law
4 enforcement personnel in CIT/CIP; and,
5

6 **WHEREAS**, CIT is a 40-hour training program for law enforcement officers that includes basic
7 information about mental illnesses and how to recognize them; information about the local mental
8 health system and local laws; learning first hand from consumers and family members about their
9 experiences; verbal de-escalation training, and role plays; and,
10

11 **WHEREAS**, in November 2014, Rock County, in collaboration with the Janesville Police Department,
12 Beloit Police Department, Town of Beloit Police Department, Milton Police Department, Evansville
13 Police Department, and Clinton Police Department submitted an application for a grant to provide CIT
14 training to officers from the aforementioned law enforcement agencies, with Edgerton Police
15 Department committing to the training after the application was submitted; and,
16

17 **WHEREAS**, Rock County's application was approved in the amount of \$42,940, with no match
18 requirement; and,
19

20 **WHEREAS**, this grant, must be used by June 30, 2015; and,
21

22 **WHEREAS**, Rock County will work with the National Alliance on Mental Illness (NAMI) Waukesha
23 to provide the CIT training for the eight Rock County law enforcement jurisdictions committed to this
24 CIT training; and,
25

26 **WHEREAS**, this grant will be managed fiscally by the Rock County Sheriff's Office and
27 programmatically by the Rock County Administrator's Office; and,
28

29 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
30 this _____ day of _____, 2015, does hereby accept the JAG Crisis Intervention Team and Crisis
31 Intervention Partners (CIT/CIP) Training (2011) Grant in the amount of \$42,940 from the Wisconsin
32 Department of Justice.
33

34 **BE IT FURTHER RESOLVED**, that the 2015 Rock County Sheriff's Office budget be amended as
35 follows:

AUTHORIZING ACCEPTANCE OF JAG CRISIS INTERVENTION TEAM AND CRISIS INTERVENTION PARTNERS (CIT/CIP) TRAINING (2011) GRANT AND AMENDING THE 2015 BUDGET

Page 2

<u>Account/Description</u>	<u>Budget at 3/6/15</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Sheriff's Office</u>			
<u>Source of Funds</u>			
21-2165-2015-42000			
State Aid	0	\$42,940	\$42,940
<u>Use of Funds</u>			
21-2165-2015-63110			
Administration Expense	0	\$42,940	\$42,940

BE IT FURTHER RESOLVED, that the Chair of the Rock County Board of Supervisors is authorized to sign contracts/MOUs with local law enforcement agencies/jurisdictions for the payment of overtime or backfill for officers to attend CIT training in an amount not to exceed the grant award minus the cost of providing the training.

BE IT FURTHER RESOLVED, that the Chair of the Rock County Board of Supervisors is authorized to sign contracts/MOUs for providing CIT training with NAMI Waukesha in an amount not to exceed \$15,000

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Mary Beaver, Chair

Henry Brill, Vice Chair

Terry Fell

Brian Knudson

Larry Wiedenfeld

FINANCE COMMITTEE ENDORSEMENT

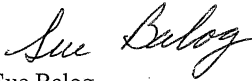
Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair

AUTHORIZING ACCEPTANCE OF JAG CRISIS INTERVENTION TEAM AND CRISIS
INTERVENTION PARTNERS (CIT/CIP) TRAINING (2011) GRANT AND AMENDING THE 2015
BUDGET
Page 3

FISCAL NOTE:

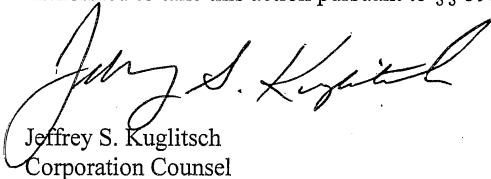
This resolution authorizes the acceptance and expenditure of \$42,940 in funding from the Justice Assistance Grant Program, for Law Enforcement Training. No County matching funds are required.



Sue Balog
Sr. Accountant/ Assistant to Finance Director

LEGAL NOTE:

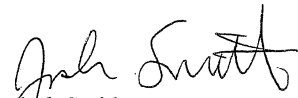
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2015 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats. The County Board is authorized to take this action pursuant to §§ 59.01 and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

AUTHORIZING ACCEPTANCE OF JAG CRISIS INTERVENTION TEAM AND CRISIS INTERVENTION PARTNERS (CIT/CIP) TRAINING (2011) GRANT AND AMENDING THE 2015 BUDGET

The Wisconsin Department of Justice (DOJ), using funding through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, solicited applications from local law enforcement agencies, non-profit organizations on behalf of a county and technical colleges, to assist in training law enforcement personnel in CIT/CIP. CIT is a 40-hour training program for law enforcement officers that includes basic information about mental illnesses and how to recognize them; information about the local mental health system and local laws; learning first hand from consumers and family members about their experiences; verbal de-escalation training, and role plays. The benefits of CIT training include:

- Reduced injuries to public, consumers, and officers
- Reduction in repeat contacts with the mental health consumers
- Reduction of criminalization of those persons with mental illness that come in contact with the criminal justice system
- Enhanced working relationships with the mental health care providers in the community
- Increased involvement of the families and friends of the mental health consumers
- Reduction in civil commitments through diversion to safe and less restrictive settings
- Reduction in the costs of overall services through better utilization of said services and diversion to less costly services

After inviting all law enforcement agencies in the County to participate in CIT training, seven agencies decided to pursue a CIT grant in 2014/2015. The Rock County Sheriff's Office, Janesville Police Department, Beloit Police Department, Town of Beloit Police Department, Milton Police Department, Clinton Police Department, and Evansville Police Department, applied for and received DOJ grant funding in 2015 for CIT training. After the grant was submitted, Edgerton Police Department also decided to engage in CIT and will participate in the training.

On February 20, 2015, Rock County was notified that its grant application to provide CIT training was successful in the amount of \$42,940. In order to provide the training, Rock County will contract with the National Alliance on Mental Illness (NAMI) Waukesha. NAMI Waukesha has the experience and capacity to provide this training to Rock County law enforcement officers.

There is no match requirement for the grant and the funds must be used by June 30, 2015.