

ROCK COUNTY, WISCONSIN

***AMENDED**

9/8/2021



FINANCE COMMITTEE
THURSDAY – SEPTEMBER 9, 2021 - 5:00 P.M.
JURY DELIBERATION ROOM - FOURTH FLOOR
ROCK COUNTY COURTHOUSE-EAST

AGENDA

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – August 12, 2021
5. Transfers and Appropriations
6. Review of Payments
7. Review of Payments Over \$10,000
8. Committee Review and Approval of Per Meeting Allowances
9. Resolutions and Committee Endorsements
 - a. Accepting Additional Public Health Consolidated Contract Grant Funds and Amending the 2021 Rock County Public Health Department Budget
 - b. Amending the 2021 Human Services Department Budget to Accept Additional ADRC Funding
 - c. Amending the 2021 Human Services Department Budget to Accept Supplemental Funding for the Urban Youth Prevention Initiative
 - d. Authorizing Acceptance of Anti-Heroin Task Force Grant
 - e. Authorizing Acceptance of Anti-Methamphetamine Task Force Grant
 - f. Authorizing Financial Support to Fund a Study of Potential Options to Expand the Services Offered by the Rock County Housing
 - g. Allocating American Rescue Plan Funding for Tenant Legal Aid Amendment
10. Update, Discussion and Possible Action
 - a. Authorization to Purchase Fitness Equipment
 - b. ***Authorization to Purchase Azure Governance**
11. Adjournment



FINANCE COMMITTEE
Minutes – August 12, 2021

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 5:00 P.M. on Thursday, August 12, 2021, via teleconference.

Committee Members Present. Supervisors Mawhinney, Aegerter, Fox, Rich Bostwick and Davis.

Committee Members Excused: None.

Staff Members Present. Sherry Oja, Finance Director; Josh Smith, County Administrator; Brent Sutherland, Facilities Management Director; Bridget Laurent, Deputy Corporation Counsel; Lisa Tollefson, County Clerk; Michelle Roettger, Treasurer; James Otterstin, Economic Development Manager; Greg Cullen, Airport Director; Sarah Holford, Business Manager; Kathleen Holford, Computer Network Engineer; Dave Tinker, Network Support Administrator; Andrew Baker, Director of Land Conservation, Planning and Development; and Randy Terronez, Assistant to the Administrator.

Others Present: None.

Approval of Agenda. Supervisor Bostwick moved amending the agenda to remove item 9a “Allocating American Rescue Plan Act Funding to Provide for Tenant Legal Aid” and approve the amended agenda, second by Supervisor Fox. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Approval of Minutes – July 8, 2021. Supervisor Davis moved approval of the minutes of July 8, 2021, second by Supervisor Bostwick. ADOPTED.

Transfers and Appropriations. Supervisor Fox moved approval of all transfers, second by Supervisor Davis. ADOPTED.

Facilities Management

FROM

<u>Account#</u>	<u>Amount</u>
18-1818-0000-63500	\$25,000
Jail R&M Supplies	

TO

<u>Account #</u>	<u>Amount</u>
18-1818-0000-62400	\$25,000
Jail R&M Services	

Facilities Management

FROM

<u>Account#</u>	<u>Amount</u>
18-1810-0000-62400	\$10,000
Courthouse R&M Services	

TO

<u>Account #</u>	<u>Amount</u>
18-1842-0000-62400	\$10,000
Youth Service Center R&M Services	

Facilities Management

FROM

<u>Account#</u>	<u>Amount</u>
18-1810-0000-63500	\$10,000
Courthouse – Supplies	

TO

<u>Account #</u>	<u>Amount</u>
18-1816-0000-62400	\$10,000
911 – R&M Services	

Review of Payments. The committee accepted the reports.

Review of Payments over \$10,000. The committee accepted the reports.

Committee Review and Approval of Per Meeting Allowances Supervisor Aegerter moved to approve the per meeting allowances of \$7,645.99, second by Supervisor Davis. ADOPTED on the following vote: AYES-Supervisors Aegerter, Bostwick, Davis and Mawhinney. NO-Supervisor Fox.

Resolutions and Committee Endorsements.

Allocating American Rescue Plan Act Funding to Provide for Tenant Legal Aid

This item was removed from the agenda.

Authorizing Purchase of Hyperflex

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021 that a Purchase Order for the Rock County Hyperconverged project be issued to CoreBTS Inc. at 4419 Solutions Center, P.O. Box 774419, in Chicago, IL 60677-4004 for an amount not to exceed \$165,000.00 per State of Wisconsin contract number WI-CONTRACT-505ENT-M21-DC-01.”

Supervisor Fox moved approval of the above resolution, second by Supervisor Bostwick. Kathleen Holford spoke to this resolution. ADOPTED.

Authorizing Purchase of Wireless Access Points

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021 that a Purchase Order for the purchase of 25 wireless access points and licensing be issued to CoreBTS Inc. at 4419 Solutions Center, P.O. Box 774419, in Chicago, IL 60677-4004 for an amount not to exceed \$35,295.75 per State of Wisconsin contract number WI-CONTRACT-505ENT-M21-DC-01.”

Supervisor Fox moved approval of the above resolution, second by Supervisor Bostwick. Kathleen Holford spoke to this resolution. ADOPTED.

Accepting United States Food and Drug Administration (FDA) Equipment Grant and Amending the 2021 Rock County Public Health Department Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021 does hereby authorize the Rock County Public Health Department to accept this this grant in the amount of \$5,695, and amend the 2021 Rock County Public Health Department Budget as follows:

...”

Supervisor Aegerter moved approval of the above resolution, second by Supervisor Bostwick. ADOPTED.

Awarding Contract For New Gate Opener At Southern Wisconsin Regional Airport And Amending The Southern Wisconsin Regional Airport Budget

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021, does hereby award a contract of \$19,350 for the replacement of one electric gate opener at the Southern Wisconsin Regional Airport to The Tschudy Corporation DBA as American Fence Co. in Plover, Wisconsin.

BE IT FURTHER RESOLVED that the Airport’s 2021 budget be amended as follows:

...”

Supervisor Fox moved approval of the above resolution, second by Supervisor Davis. ADOPTED.

Authorizing Contract with Nokomis Networking for Broadband Consulting Services Utilizing ARPA Funding and Amending the 2021 Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this ____ day of ____, 2021, does hereby authorize a contract with Nokomis Networking for broadband consulting services with funds to come from the American Rescue Plan (ARPA); and

BE IT FURTHER RESOLVED, the 2021 budget be amended as follow:

...”

Supervisor Bostwick moved approval of the above resolution, second by Supervisor Mawhinney. James Otterstein spoke to this resolution. He explained that this resolution would bring someone in to help with the County’s broadband efforts. ADOPTED.

Update, Discussion and Possible Action.

Authorization to Purchase small form-factor pluggables (SFP) for the Dr. Daniel Hale Williams Resource Center

Supervisor Davis moved approval of the above resolution, second by Supervisor Aegerter. ADOPTED.

Adjournment. Supervisor Fox moved adjournment at 5:20 P.M., second by Supervisor Davis. ADOPTED.

Respectfully submitted,

Haley Hoffman
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

Rock County
Transfer Request - \$5,000 Or Less

DATE: 8/23/2021

Transfer No.

TO: Finance Director

FROM: HR/Wellness Committee

AMOUNT OF TRANSFER REQUESTED: \$2,700.00

TRANSFER FROM: Account Number 1919-3300-0000-64904
Description Employee Wellness – Sundry
Current Balance _____
(To Be Completed by Finance)

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

COVID-19 limited wellness activities in 2020, funds will be used to purchase a treadmill and stationary bike for the new workout space at 1717 Center Ave.

TRANSFER TO: Account Number 1919-33000-0000
Description Capital Assets \$2,000 -\$25,000

REASON TRANSFER IS NECESSARY - BE SPECIFIC

The \$2,700 is the difference between the carryover \$4,095 already in the Capital Outlay line item and the requested equipment purchase request memo to Finance Committee totaling \$6,795.

TRANSFER RECOMMENDED

Finance Director Date

TRANSFER APPROVED

County Administrator Date

Distribution
Email to Sherry Oja and Susan Balog

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF AUGUST 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
00-0000-0001-17100	POSTAGE METER CH					
		P2100048	08/12/2021	UNITED MAILING SERVICES INC	MONTHLY PRESORT CHARGES	944.07
		P2100049	08/26/2021	UNITED STATES POSTAL SERVICE	REPLENISH POSTAGE	20,000.00
GENERAL FUND PROG TOTAL						20,944.07

I have reviewed the preceding payments in the total amount of **\$20,944.07**

Date: _____
Dept Head _____
Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF AUGUST 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
05-1500-0000-63100	Office&Misc Exp	P2100024	08/19/2021	US BANK	SUPPLIES FOR ACCOUNTING	125.02
		P2101468	08/12/2021	HENRICKSEN	HLWM - ENDORSE WORK MID BACK M	991.90
05-1500-0000-63107	Legal Notices	P2100025	08/12/2021	ADAMS PUBLISHING GROUP OF SOUT	JULY LEGALS FOR BIDS	86.73
05-1500-0000-63200	Pubs/Subs/Dues	P2100024	08/19/2021	US BANK	MEMBERSHIP DUES	25.00
05-1500-0000-68010	Expense Alloc	P2100027	08/12/2021	PACKAGE PRO EXPRESS DELIVERY I	MONTHLY COURIER SERVICES	3,871.12
Financial Services PROG TOTAL						5,099.77
05-1560-0000-62400	R & M Services	P2100676	08/12/2021	RHYME BUSINESS PRODUCTS	2021 COLOR COPIER LEASE	844.00
05-1560-0000-63104	Print/Duplicate	P2100024	08/19/2021	US BANK	SUPPLIES FOR DUPLICATION	2,182.90
Central Services PROG TOTAL						3,026.90

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF AUGUST 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of **\$8,126.67**

Date: Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF AUGUST 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
07-1430-0000-62119	Other Services	P2100708	08/26/2021	ROBERT HALF TECHNOLOGY	**NOT TO EXCEED \$75,000.00**	12,436.50
		P2101774	08/19/2021	RHYME BUSINESS PRODUCTS	LATE FEE	9,515.16
07-1430-0000-62210	Telephone	P2100528	08/19/2021	CHARTER COMMUNICATIONS	ROCK CTY WEB HOSTING IT	509.95
		P2101709	08/12/2021	MARCO TECHNOLOGIES LLC	DNS CHANGE ON CONTROLLERS FOR	1,256.25
07-1430-0000-62491	Software Maint	P2100536	08/12/2021	SMARSH INC	PROFESSIONAL ARCHIVE JULY	4,755.15
		P2100540	08/19/2021	US BANK	ZOOM STANDARD PRO AND WEB 500	3,128.76
		P2101695	08/05/2021	GOLDFAX	8,000 PAGES PER MONTH, JULY -	607.46
		P2101696	08/05/2021	GOLDFAX	PLAN COST FOR JUNE-JULY	543.90
		P2101708	08/26/2021	CDW GOVERNMENT INC	ONESOLIDSERVER SDS-270 VM WILL	4,967.52
		P2101748	08/19/2021	INFOSEC INSTITUTE INC	INFOSEC IQ-PRO -	12,240.00
07-1430-0000-63100	Office&Misc Exp	P2100533	08/05/2021	OFFICE PRO INC	SHREDDING	9.72
07-1430-0000-67130	Terminals/PCs	P2100539	08/19/2021	US BANK	SOLARWINDS/ADOBE/SYMANTEC	4,365.41
		Information Technology PROG TOTAL				
07-1435-0000-62400	R & M Services	P2100796	08/19/2021	MARCO TECHNOLOGIES LLC	MITEL FULL HARDWARE 24 X 7 ONS	31,579.50
		P2101780	08/26/2021	MARCO TECHNOLOGIES LLC	HELP WITH MOVING BACKUPS	3,187.50
		Telephone Operations PROG TOTAL				
07-1444-0000-67130	Terminals/PCs	P2002105	08/12/2021	CORE BTS INC	THIRD ACCOUNT NUMBER LAN	5,600.00
07-1444-0000-67135	Software>\$25,000	P2101438	08/19/2021	CDW GOVERNMENT INC	CONSULTING FOR	1,002.50
		IT Capital Projects PROG TOTAL				
07-1450-0000-62210	Telephone	P2100528	08/26/2021	CHARTER COMMUNICATIONS	ETHERNET MBPS	1,167.72
07-1450-0000-62400	R & M Services					

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF AUGUST 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
		P2100796	08/19/2021	MARCO TECHNOLOGIES LLC	MITEL FULL HARDWARE 24 X 7 ONS	2,405.00
07-1450-0000-62491	Software Maint					
		P2100453	08/05/2021	RELIAS LLC	ANNUAL SUBSCRIPTION MAINTENANC	30,980.52
		P2100527	08/12/2021	AMERICAN DATA	MEDI-SPAN FINANCIAL SETUP	400.00
		P2100535	08/26/2021	FIDLAR COMPANIES	2ND QUARTER AVID	21,932.12
		P2100539	08/19/2021	US BANK	DWRC/HSD	3,160.08
		P2100811	08/12/2021	TRADS	TLO INVOICE FOR JULY	430.30
07-1450-0000-63407	Computer Supply					
		P2100539	08/19/2021	US BANK	CAT 6 INVENTORY	33.30
07-1450-0000-67143	IT Cross-Charges					
		P2100539	08/19/2021	US BANK	SO/911/COA/ CREDIT CARD	6,784.82
		P2100540	08/19/2021	US BANK	ROOM CONNECTOR - HSD	49.00
		P2101003	08/12/2021	AVI SYSTEMS INC	ROCK CO - DEPARTMENT OF PUBLIC	5,134.08
		P2101301	08/12/2021	WATCHGUARD VIDEO	VISTA XLT 2-PIECE BODY CAMERA,	141,710.00
		P2101413	08/05/2021	MARCO TECHNOLOGIES LLC	MITEL 5320E IP PHONE AND UCC V	592.46
		P2101459	08/12/2021	L-TRON CORPORATION	PER QUOTE LTCQ21232	533.10
		P2101601	08/12/2021	WATCHGUARD VIDEO	VISTA XLT MAGNETIC SHIRT MOUNT	405.00
		P2101615	08/19/2021	MARCO TECHNOLOGIES LLC	MITEL 5320E IP PHONE, WITH UC	225.00
		P2101660	08/12/2021	CORE BTS INC	CISCO SFPS FOR 1717	4,887.54
		P2101668	08/26/2021	CDW GOVERNMENT INC	TRIP LITE FIBER CABLES FOR 171	33.46
		P2101673	08/05/2021	MARCO TECHNOLOGIES LLC	MITEL 5320E IP PHONE \$357 AND	372.54
		P2101699	08/05/2021	RELIAS LLC	SEMI-ANNUAL INVOICE -250 USERS	8,178.70
		P2101700	08/05/2021	RELIAS LLC	ROCK COUNTY HEALTH DEPARTMENT	4,208.54
		P2101733	08/12/2021	ELECTION SYSTEMS AND SOFTWARE	HMA - DS200 EXTENDED WARRANTY	227.50
		P2101735	08/12/2021	CITY OF JANESVILLE	RIGHT OF WAY PERMIT BILLING FO	1,135.00
		P2101750	08/19/2021	MARCO TECHNOLOGIES LLC	MITEL MIVOICE 5304 IP PHONE CO	285.51
		P2101770	08/19/2021	HAWK ANALYTICS INC	CELLHAWK SUBSCRIPTION - UNLIMI	4,995.00
		P2101781	08/26/2021	MARCO TECHNOLOGIES LLC	HEALTH DEPARTMENT CALL TREE	300.00
IT Charges to Departments PROG TOTAL						240,566.29

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF AUGUST 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of **\$336,271.57**

Date: Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF AUGUST 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
14-1410-0000-44155	Work Permits	P2100314	08/19/2021	EQUAL RIGHTS DIVISION	JULY 2021 WORK PERMITS	465.00
14-1410-0000-63100	Office&Misc Exp	P2100310	08/26/2021	US BANK	OFFICE SUPPLIES	39.01
14-1410-0000-63104	Print/Duplicate	P2101671	08/05/2021	JAX CUSTOM PRINTING INC	2021-2022 DIRECTORY OF	146.45
County Clerk PROG TOTAL						650.46
14-1411-0000-63100	Office&Misc Exp	P2100310	08/26/2021	US BANK	COPY PAPER	57.90
Elections PROG TOTAL						57.90

I have reviewed the preceding payments in the total amount of **\$708.36**

Date: _____

Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF AUGUST 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
15-1540-0000-64926	Bank Charges	P2100042	08/19/2021	BRINKS INC	MONTHLY CHRG FOR DAILY PICKUP	645.50
County Treasurer PROG TOTAL						645.50

I have reviewed the preceding payments in the total amount of **\$645.50**

Date: _____ Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF AUGUST 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
17-1710-0000-63100	Office&Misc Exp	P2100469	08/26/2021	US BANK	OFFICE SUPPLIES	318.15
17-1710-0000-64200	Training	P2100469	08/26/2021	US BANK	TRAINING	82.00
Register of Deeds PROG TOTAL						400.15

I have reviewed the preceding payments in the total amount of **\$400.15**

Date: Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF AUGUST 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
19-1910-0063-65103	Public Liability	P2101676	08/05/2021	CHUBB	2021-2022 BOILER MACHINERY	7,755.00
Property & Liability Insurance PROG TOTAL						7,755.00
19-1912-0063-61710	Workers Comp	P2101387	08/19/2021	TK GROUP INC	MOBILE HEARING TEST PROGRAM	42.00
		P2101717	08/19/2021	BELOIT HEALTH SYSTEM	AUDIOGRAMS	540.58
Worker's Compensation PROG TOTAL						582.58
19-1915-0066-61610	Health Insurance	P2100496	08/19/2021	MEDITERRANEAN WELLNESS LLC	JULY WELLNESS AND ED DASHBOARD	1,116.00
19-1915-0066-62119	Other Services	P2100497	08/19/2021	MYIDEALDOCTOR LLC	JULY CONSULT, MEMBERSHIP AUG.	1,912.00
Health Insurance PROG TOTAL						3,028.00

I have reviewed the preceding payments in the total amount of **\$11,365.58**

Date: _____ Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF AUGUST 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
21-2590-1000-64904	Sundry Expense					
		P2100836	08/19/2021	US BANK	COVID TESTING SITE FOOD	1,596.00
		P2100915	08/12/2021	PROFESSIONAL SERVICES GROUP IN	COVID TESTING SITE STAFF	680.00
		P2101651	08/19/2021	BADGERLAND DISPOSAL LLC	COVID TEST SITE TRASH	245.00
BTC Testing Site PROG TOTAL						2,521.00

I have reviewed the preceding payments in the total amount of **\$2,521.00**

Date: Dept Head _____

Committee Chair _____

Rock County

REPORT OF PAYMENTS OVER \$10,000

08/30/2021

<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount Paid</u>
	SR CIT PROG	Delivered Meals	BEST EVENTS	MAY SUPPLIES	120.30
	SR CIT PROG	Airport Maint	CITY OF JANESVILLE	AMMO FIRE PROTECTION	24,833.83
P2001886	FACILITIES	CH Facility	ELECTRIC CONSTRUCTION INC	FIRE ALARM UPGRADE	46,761.00
P2002108	FACILITIES	IT and 911	VENTURE ARCHITECTS LLC	911 ENGINEERING	20,339.80
P2100043	SHERIFF	Corrections	ADVANCED CORRECTIONAL HEALTHCA	2ND QTR RECON	71,805.31
P2100049	NOT APPLICABLE	GENERAL FUND	UNITED STATES POSTAL SERVICE	REPLENISH POSTAGE	20,000.00
P2100053	SHERIFF	Corrections	BI INC	JULY MONITORING	20,612.80
P2100131	SHERIFF	Sheriff LES	KWIK TRIP EXTENDED NETWORK	JULY FUEL	21,598.86
P2100210	FACILITIES	HWY Bldg/Grounds	DIVERSIFIED BUILDING MAINTENAN	CLEANING CONTRACT	26,800.17
P2100261	FACILITIES	HCC Bldg Complex	DIVERSIFIED BUILDING MAINTENAN	JULY JANITOR SERVICE	11,900.00
P2100353	ROCK HAVEN	Contract Service	GENESIS REHABILITATION SERVICE	ST	32,413.29
P2100404	ROCK HAVEN	Administration	WISCONSIN DEPARTMENT OF HEALTH	PROVIDER TAX	21,760.00
P2100437	ROCK HAVEN	Contract Service	THRIFTY WHITE PHARMACY	PHARMACY	11,210.17
P2100453	INFORMATION TECH	IT Cross Charges	RELIAS LLC	ANNUAL SUBSCRIPTION MAINTENANC	30,980.52
P2100535	INFORMATION TECH	IT Cross Charges	FIDLAR COMPANIES	2ND QUARTER AVID	21,932.12
P2100539	INFORMATION TECH	IT Cross Charges	US BANK	SO/911/COA/ CREDIT CARD	14,343.61
P2100796	INFORMATION TECH	IT Cross Charges	MARCO TECHNOLOGIES LLC	MITEL FULL HARDWARE 24 X 7 ONS	33,984.50
P2100870	FACILITIES	HSD Building	BROTHERS MAIN APPLIANCE AND TV	DELIVERY	24,200.00
P2100989	FACILITIES	Pinehurst Projec	VENTURE ARCHITECTS LLC	LES. JAIL ENGINEERING	59,839.95

Rock County
REPORT OF PAYMENTS OVER \$10,000

08/30/2021

<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount Paid</u>
P2101171	SR CIT PROG	Delivered Meals	BEST EVENTS	1ST HALF OF MAY 21 MEALS	15,465.53
P2101174	FACILITIES	CH Facility	PROFESSIONAL SERVICE INDUSTRIE	ADDITIONAL ASBESTOS MONITORING	11,500.00
P2101192	911 COMM.	Comm Center	GENERAL COMMUNICATIONS INC	RADIO INSTALL/HARRIS XL-200M	39,244.55
P2101197	FACILITIES	CH Facility	CORPORATE CONTRACTORS INC	EXTERIOR WALL RESORTATIONS	112,539.37
P2101301	INFORMATION TECH	IT Cross Charges	WATCHGUARD VIDEO	VISTA XLT 2-PIECE BODY CAMERA,	141,710.00
P2101338	FACILITIES	HSD Builiding	HENRICKSEN	ORDER# 21020731	14,367.90
P2101401	FACILITIES	Fairgrounds	PIEPER ELECTRIC INC	UPGRADE ROCK COUNTY FAIRGROUND	14,689.00
P2101402	FACILITIES	Fairgrounds	PIEPER ELECTRIC INC	MOVE ELECTRICAL FROM ABOVE TO	11,264.00
P2101748	INFORMATION TECH	Information Tech	INFOSEC INSTITUTE INC	INFOSEC IQ-PRO -	12,240.00

CLAIMS IN THE AMOUNT OF \$888,456.58 HAVE BEEN PAID FOR THE MONTH OF AUGUST 2021

PLEASE CONTACT THE FINANCE DIRECTOR WITH ANY QUESTIONS:

SHERRY OJA

608-757-5534

SHERRY.OJA@CO.ROCK.WI.US

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health
INITIATED BY



Katrina Harwood
DRAFTED BY

Board of Health
SUBMITTED BY

August 23, 2021
DATE DRAFTED

Accepting Additional Public Health Consolidated Contract Grant Funds and Amending the 2021 Rock County Public Health Department Budget

1 **WHEREAS**, the Wisconsin Department of Health Services administers the Preventative Health and
2 Health Services Block Grant, which provides funding to local health departments; and,
3

4 **WHEREAS**, the funding is intended to support work related to developing community health
5 improvement processes and plans; implementing community-based interventions; and for activities
6 related to national public health accreditation and meeting national public health performance standards;
7 and,
8

9 **WHEREAS**, additional funding is available to local health departments for the above activities and to
10 support the department’s COVID-19 response; and,
11

12 **WHEREAS**, Rock County Public Health will utilize the additional funding to support COVID-19
13 response and the development of a Community Health Assessment; and,
14

15 **WHEREAS**, the funding is for the time period of October 1, 2020-September 30, 2021.
16

17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
18 assembled this _____ day of _____, 2021 does hereby authorize Rock County Public
19 Health Department to accept additional funding of \$3,490 through the Preventative Health and Health
20 Services Block Grant and amend the 2021 Rock County Public Health Department budget as follows:
21

<u>Account/Description</u>	<u>Budget 2021</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Source of Funds</u>			
Federal Aid			
31-3025-0000-42100	\$16,307	\$3,490	\$19,797
<u>Use of Funds</u>			
Administration Expense			
31-3025-0000-63110	\$16,307	\$3,490	\$19,797

32

Executive Summary

Wisconsin Department of Health Services has additional funding available to local health departments through the Preventative Health and Health Services Block Grant. This grant funding supports work related to developing community health improvement processes and plans; implementing community-based interventions; and for activities related to national public health accreditation and meeting national public health performance standards. Additionally, in 2021, the funding has been available to support the health department's COVID-19 response.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Luster
INITIATED BY

Kevin Dyrland
DRAFTED BY

Human Service Board
SUBMITTED BY

August 25, 2021
DATE DRAFTED



**Amending the 2021 Human Services Department Budget to Accept
Additional ADRC Funding**

1 **WHEREAS**, the Wisconsin Department of Health Services (DHS) has provided additional funding
 2 opportunities for Aging and Disability Resource Centers (ADRCs) in 2021; and,
 3
 4 **WHEREAS**, the Rock County ADRC has received \$11,011 in additional funds to be added to the 2021
 5 budget; and,
 6
 7 **WHEREAS**, \$11,011 of the additional funding was carried over from the 2020 Dementia Care Specialist
 8 program and will be used towards the purchase of in-home activities for those impacted by dementia and
 9 their caregivers as well as for the costs of the production of, "In the Garden," books for caregivers,
 10 community activities, additional resources for the new ADRC resource room, and a fall "celebration"
 11 day to provide respite to caregivers; and,
 12
 13 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
 14 this _____ day of _____, 2021, does hereby authorize the acceptance of the Additional
 15 ADRC Funding.
 16
 17 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2021 be amended as
 18 follows:

	Budget	Increase	Amended
	<u>9/1/21</u>	<u>(Decrease)</u>	<u>Budget</u>
21 Account/Description			
22 <u>Source of Funds</u>			
23 36-3683-0000-42100	\$812,708	\$11,011	\$823,719
24 Federal Aid			
25			
26 <u>Use of Funds</u>			
27 36-3683-0000-64604			
28 Program Expense	\$48,082	\$11,011	\$59,093

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

J. Russell Podzilni

Sally Jean Weaver-Landers, Vice-Chair

Angelina Reyes

Pam Bostwick

Kathy Schulz

Ashley Hoffman

Shirley Williams

Stephanie Aegerter

Executive Summary

Amending the 2021 Human Services Department Budget to Accept Additional ADRC Funding

The Wisconsin Department of Health Services (DHS) has provided \$11,011 in additional funding to the Rock County Aging and Disability Resource Center (ADRC) in 2021.

The award comes from 2020 carry-over funding. These additional funds will be used to support the Dementia Care Specialist efforts to raise awareness of the disease, support families and individuals who have dementia and provide training to caregivers. Specifically, the funds will be used to cover the costs of the production of, “In the Garden,” books for caregivers, community activities, additional resources for the new ADRC resource room, and a fall “celebration” day to provide respite to caregivers.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY



Marci Taets
DRAFTED BY

August 17, 2021
DATE DRAFTED

Amending the 2021 Human Services Department Budget to Accept Supplemental Funding for the Urban Youth Prevention Initiative

1 **WHEREAS**, the State of Wisconsin Department of Health Services made additional funding available
2 through the Urban Youth Prevention Initiative for Federal Fiscal Year 2021; and,
3

4 **WHEREAS**, the purpose of these funds is to supplement current prevention services for youth in grades
5 K-12 in urbanized areas and to address unmet needs or gaps in services; and,
6

7 **WHEREAS**, Rock County has requested and been approved to receive the sum of \$50,000; and,
8

9 **WHEREAS**, the funds must be used between March 1, 2021 and September 30, 2021; and,
10

11 **WHEREAS**, \$32,000 in funding will be used for contracted services to supplement current
12 programming through Community Action, Inc. and to conduct a community assessment; and,
13

14 **WHEREAS**, the remaining \$18,000 in funding will be used to support initiatives such as public
15 information campaigns through radio ads and outreach to local school districts.
16

17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
18 this _____ day of _____, 2021 does hereby authorize the acceptance of the Supplemental
19 Funding for the Urban Youth Prevention Initiative.
20

21 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2021 be amended as
22 follows:
23

	Budget	Increase	Amended
	<u>8/1/21</u>	<u>(Decrease)</u>	<u>Budget</u>
24 Account/Description			
25 <u>Source of Funds</u>			
26 36-3694-0000-42100	\$50,000	\$50,000	\$100,000
27 Federal Aid			
28			
29 <u>Use of Funds</u>			
30 36-3694-0000-62119			
31 Other Contracted Services	\$47,310	\$32,000	\$79,310
32			
33 36-3694-0000-64604			
34 Program Expense	\$0	\$18,000	\$18,000
35			

Resolution Amending the 2021 Human Services department Budget to Accept Supplemental Funding for the Urban Youth Prevention Initiative

Page 2

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

J. Russell Podzilni

Sally Jean Weaver-Landers, Vice-Chair

Angelina Reyes

Pam Bostwick

Kathy Schulz

Ashley Hoffman

Shirley Williams

Stephanie Aegerter

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

Date

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 2021 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.

s/Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

FISCAL NOTE:

This resolution accepts and authorizes the expenditure of \$50,000 in federal aid for HSD's Youth Prevention Initiative. No County matching funds are required.

/s/Sherry Oja

Sherry Oja
Finance Director

EXECUTIVE SUMMARY

URBAN YOUTH PRIMARY PREVENTION GRANT FUNDING

Rock County has received supplemental grant funding to provide Primary Prevention Services to Urban Youth. These additional funds will be used to provide the following:

- Prevention kits to school districts and youth serving agencies. The kits will provide a variety of educational materials related to the myths and facts related to the impact of alcohol, marijuana, vaping, and prescription drug misuse.
- Educational information regarding the impact of substance misuse on billboards and radio public announcements.
- Early intervention and educational programs including community trainings and collaborations through evidence based prevention programs. Catch My Breath evidence based model could be widely taught to provide early intervention regarding vaping.
- Prevention signage regarding substance use, vaping and tobacco use in city and county parks.
- A media campaign in collaboration with the prevention kits will provide consistent messaging and education in all areas of the community serving youth.

The perception of harm in Rock County is lower than the state average and the national average. Youth Risk Behavior Surveillance (YRBS) data show 25.8% of Rock County parents have a low perception of harm regarding binge drinking. Students whose parents feel it is not wrong to excessively drink alcohol were about 2.5 times more likely to have engaged in binge drinking at least once in the past 30 days. YRBS data in Rock County show 10.8% of youth report have had a drink in the last 30 days. Providing facts about first use and education regarding how to have conversations with families will increase perception of harm. Research shows parental influence is the biggest deterrent for youth substance use. 2019 data collected through the Department of Health Services shows binge drinking in Rock County is 18.7% and 64% of adults report binge drinking in the last month. Perception of harm regarding alcohol use is predominately lower in Rock County and Wisconsin as a whole than in other areas of the country. Through education and information dissemination that perception of harm can be increased.

Providing education through evidenced based programs, will prevent drug abuse, improve quality of life, academic performance and reduce referrals to school administration and law enforcement. Providing youth with activities that are substance free and coaching on refusal skills will provide the youth with tools to increase support of a drug free lifestyle and reduce risk of drug abuse.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy J. Knudson
INITIATED BY



Michelle Wilson
DRAFTED BY

**Public Safety and Justice
Committee**
SUBMITTED BY

August 26, 2021
DATE DRAFTED

Authorizing Acceptance of Anti-Heroin Task Force Grant

1 **WHEREAS**, the Wisconsin Department of Justice, Division of Criminal Investigation (DCI), has been
2 selected as a recipient of the 2021 COPS Office Anti-Heroin Task Force; and,
3
4 **WHEREAS**, the Rock County Sheriff’s Office has been invited to be part of the Task Force; and,
5
6 **WHEREAS**, the purpose of the grant is to allocate additional resources for local, multi-jurisdictional, drug
7 task forces; and,
8
9 **WHEREAS**, the Rock County Sheriff’s Office is eligible to receive \$7,500.00 for participating in this
10 grant; and,
11
12 **WHEREAS**, grant funds will be used for overtime wages; and,
13
14 **WHEREAS**, the grant does not require a local match; and,
15
16 **WHEREAS**, the grant runs from January 1, 2021 through December 31, 2021.
17
18 **NOW, THEREFORE BE IT RESOLVED** by the Rock County Board of Supervisors assembled this
19 _____ day of _____ 2021, that the Rock County Sheriff is authorized to accept funds under the
20 Anti-Heroin Task Force Grant.

21 **BE IT FURTHER RESOLVED**, that the 2021 budget be amended as follows:

<u>Account Description</u> <u>Account Number</u>	<u>Budget at</u> <u>01/01/19</u>	<u>Amount</u> <u>Incr (Decr)</u>	<u>Amended</u> <u>Budget</u>
<u>Source of Funds</u>			
State Aid			
21-2138-2021-42200	\$0	\$7,500	\$7,500
<u>Use of Funds</u>			
Overtime Wages			
21-2138-2021-61210	\$0	\$7,500	\$7,500

Respectfully submitted,

Public Safety and Justice Committee

Mary Beaver, Chair

Jacob Taylor

Brian Knudson, Vice Chair

Danette Rynes

Ron Bomkamp

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

Date

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 2021 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.

/s/Richard Greenlee

Richard Greenlee
Corporation Counsel

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$7,500 in state aid for the Anti-Heroin Task Force. No County matching funds are required.

/s/Sherry Oja

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

Executive Summary

The Wisconsin Department of Justice, Division of Criminal Investigation (DCI), has been selected as a recipient of the 2021 COPS Office Anti-Heroin Task Force. The Rock County Sheriff's Office has been invited to be part of the Task Force.

The purpose of the grant is to allocate additional resources for local, multi-jurisdictional, drug task forces. Reimbursement will be provided to agencies, for overtime pay expenses, incurred during heroin and opiate investigations.

The Rock County Sheriff's Office is eligible to receive \$7,500 for participating in this grant. The grant funds will be used for overtime wages. Benefits will not be reimbursed. The grant does not require a local match. The grant runs from January 1, 2021 through December 31, 2021.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy J. Knudson
INITIATED BY



Michelle Wilson
DRAFTED BY

**Public Safety and Justice
Committee**
SUBMITTED BY

August 26, 2021
DATE DRAFTED

Authorizing Acceptance of Anti-Methamphetamine Task Force Grant

1 **WHEREAS**, the Wisconsin Department of Justice, Division of Criminal Investigation (DCI), has been
 2 selected as a recipient of the 2021 COPS Office Anti-Methamphetamine Task Force; and,
 3
 4 **WHEREAS**, the Rock County Sheriff's Office has been invited to be part of the Task Force; and,
 5
 6 **WHEREAS**, the purpose of the grant is to allocate additional resources for local, multi-jurisdictional, drug
 7 task forces; and,
 8
 9 **WHEREAS**, the Rock County Sheriff's Office is eligible to receive \$5,000 for participating in this grant;
 10 and,
 11
 12 **WHEREAS**, grant funds will be used for overtime wages; and,
 13
 14 **WHEREAS**, the grant does not require a local match; and,
 15
 16 **WHEREAS**, the grant runs from January 1, 2021 through December 31, 2021.
 17
 18 **NOW, THEREFORE BE IT RESOLVED** by the Rock County Board of Supervisors assembled this
 19 _____ day of _____ 2021, that the Rock County Sheriff is authorized to accept funds under the
 20 Anti-Methamphetamine Task Force Grant.

21 **BE IT FURTHER RESOLVED**, that the 2021 budget be amended as follows:

<u>Account Description</u>	<u>Budget at</u>	<u>Amount</u>	<u>Amended</u>
<u>Account Number</u>	<u>01/01/19</u>	<u>Incr (Decr)</u>	<u>Budget</u>
<u>Source of Funds</u>			
State Aid			
21-2139-2021-42200	\$0	\$5,000	\$5,000
<u>Use of Funds</u>			
Overtime Wages			
21-2139-2021-61210	\$0	\$5,000	\$5,000

Respectfully submitted,

Public Safety and Justice Committee

Mary Beaver, Chair

Jacob Taylor

Brian Knudson, Vice Chair

Danette Rynes

Ron Bomkamp

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

Date

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 2021 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.

/s/Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

FISCAL NOTE:

This resolution accepts and authorizes the expenditure of \$5,000 in state aid for the Anti-Methamphetamine Task Force.

/s/Sherry Oja

Sherry Oja
Finance Director

Executive Summary

The Wisconsin Department of Justice, Division of Criminal Investigation (DCI), has been selected as a recipient of the 2021 COPS Office Anti-Methamphetamine Task Force. The Rock County Sheriff's Office has been invited to be part of the Task Force.

The purpose of the grant is to allocate additional resources for local, multi-jurisdictional, drug task forces. Reimbursement will be provided to agencies, for overtime pay expenses, incurred during methamphetamine investigations.

The Rock County Sheriff's Office is eligible to receive \$5,000 for participating in this grant. The grant funds will be used for overtime wages. Benefits will not be reimbursed. The grant does not require a local match. The grant runs from January 1, 2021 through December 31, 2021.

RESOLUTION NO. _

AGENDA NO.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Kathy Schulz,
Housing Authority Chair
INITIATED BY



Andrew Baker, Planning Director
DRAFTED BY

Planning and Development
Committee
SUBMITTED BY

August 4, 2021
DATE DRAFTED

**Authorizing Financial Support to Fund a Study of Potential Options to
Expand the Services Offered by the Rock County Housing Authority**

- 1 **WHEREAS**, the County of Rock has applied for and received Housing and Community Development
- 2 Grants from Federal and State Agencies since 1978 for housing rehabilitation, down payment, and
- 3 emergency management assistance; and,
- 4
- 5 **WHEREAS**, the HOME Program Consortium, one source of Community Development funds, was
- 6 created in 2001 by the County with the Cities of Beloit and Janesville; and,
- 7
- 8 **WHEREAS**, it was determined by Corporation Counsel, based on State Attorney General opinion, that
- 9 counties do not have the legislative authority to administer HOME Consortium funds without the
- 10 utilization of a Housing Authority; and,
- 11
- 12 **WHEREAS**, The Rock County Housing Authority was established by Board Resolution in June 2004 via
- 13 authority found in 59.53(22) and 66.1201(4) Wis. Stats, to address unsafe inhabited dwellings, the shortage
- 14 of decent, safe and sanitary rental units for low and moderate income citizens and the shortage of affordable
- 15 dwellings available for those seeking to purchase a home; and,
- 16
- 17 **WHEREAS**, The Housing Authority consists of five members, including two County Board Supervisors,
- 18 but is not a subcommittee of the County Board, receives only minimal staff support and funding in the
- 19 Planning Department budget for conducting meetings, per diems and mileage, etc; and,
- 20
- 21 **WHEREAS**, the HOME program, including application review, contracting, project oversight and final
- 22 approval, is primarily managed by a third-party consultant and funded through administrative dollars
- 23 available via the HOME Consortium funds; and,
- 24
- 25 **WHEREAS**, the Housing Authority desires to explore the additional funding options available to expand
- 26 the housing related resources that the Authority can offer citizens in the County (based on the authority in
- 27 statutes), which can include, but is not limited to: rent/lease owned housing units, investigate living
- 28 conditions, acquire, rehab and sell property, construct new dwelling units for sale or rent; and,
- 29
- 30 **WHEREAS**, the Housing Authority would like a plan to be developed outlining options and a proposed
- 31 path to meet the long term goals. It has been determined that a consultant with expertise on these matters
- 32 would be the most cost-efficient way to generate a plan; and,
- 33
- 34 **WHEREAS**, the Housing Authority has no funding to hire a consultant to complete this task.
- 35
- 36 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 37 this _____ day of _____, 20__ directs staff from the Planning Department to develop a
- 38 Request for Proposal (RFP) for professional services which summarizes the goal the Housing Authority to
- 39 expand, in various ways, the housing resources in the County and outlines deliverables expected (i.e., the
- 40 plan); and,
- 41
- 42 **BE IT FURTHER RESOLVED**, the County Board hereby authorizes providing funding to the Housing
- 43 Authority not to exceed five thousand dollars (\$5,000.00) to contract for the professional services needed
- 44 to develop the plan.

Authorizing Financial Support to Fund a Study of Potential Options to Expand the Services Offered by the Rock County Housing Authority

Page 2

45 **BE IT FURTHER RESOLVED**, the 2021 budget be amended as follow:

46				
47	<u>ACCOUNT</u>	<u>BUDGET</u>	<u>INCREASE</u>	<u>AMENDED</u>
48		<u>8/1/2021</u>	<u>(DECREASE)</u>	<u>BUDGET</u>
49				
50	<u>Source of Funds</u>			
51	19-1921-0000-47010			
52	General Fund Application	-0-	\$5,000	\$5,000
53				
54	<u>Use of Funds</u>			
55	64-6925-0000-62119			
56	Other Contracted Services	-0-	\$5,000	\$5,000

Respectfully submitted,

PLANNING & DEVELOPMENT COMMITTEE

/s/Alan Sweeney
Alan Sweeney, Chair

ABSENT
Wayne Gustina, Vice-Chair

DISSENT
J. Russell Podzilni

/s/Wes Davis
Wes Davis

/s/Robert Potter
Robert Potter

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair Date

Authorizing Financial Support to Fund a Study of Potential Options to Expand the Services Offered by
the Rock County Housing Authority

Page 3

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 2021 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.

s/Bridget Laurent

Bridget Laurent
Corporation Counsel

FISCAL NOTE:

This resolution authorizes the use of \$5,000 in unassigned General Fund balance for this study.

/s/Sherry Oja

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Rock County's role in housing-related issues has been limited to administration of several revolving loan funds and the creation of the Rock County Housing Authority, as described in the resolution. While affordable housing and rehabilitation efforts support income eligible County residents, including clients we serve through other programs, housing programs and policy are not a mandated service area for county governments. Given the historically narrow focus of the Rock County Housing Authority and its status as an entity separate from Rock County government, Rock County staff do not have the capacity, expertise, or current legal authority to provide significant and ongoing staff support to the Housing Authority if it expands its scope of work, as it has authority to do under statutes. To the extent the County Board wishes to support the Housing Authority in further studying how it could expand its role and identify resources to support its operations, a consultant would be necessary.

/s/Josh Smith

Josh Smith
County Administrator

EXECUTIVE SUMMARY

This resolution authorizes providing funding to the Rock County Housing Authority (Authority) to hire a consultant to develop a plan intended to address the desire of Authority members to expand the housing resources that are available to county citizens.

The Authority was established in 2004 primarily to be the official administrator of HOME Consortium grant funds. It was determined at the time that the County could not administer the funds directly. The Authority, therefore, is not a subcommittee of the County Board, but does include two Board members and three citizens. Powers of the Housing Authority are authorized in 59.53(22) and 66.1201 Wisconsin Stats.

Since the establishment, the resources made available by the Authority have primarily been associated with the HOME Consortium eligible projects, i.e. rental rehab, single family home rehab and down payment assistance, all of which are applicable to low to moderate income citizens. The program is currently managed by a third-party consultant funded by the administrative dollars available through the grant program.

The Authority would like to expand housing resources available in the County beyond HOME eligible projects to address other needs, such as a shortage of low income housing. There are other State and Federal funding sources available, but navigating the options to come up with the best solution to the goals of the Authority would be best done by a private consultant with expertise on these matter. The Authority has no budget and no funds available and therefore requests that the County Board authorize a one-time payment to the Authority to proceed with an RFP and ultimately hiring of a consultant to complete a plan.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Kathy Schulz and
Supervisor Shirley Williams
INITIATED BY



Josh Smith
DRAFTED BY

Planning & Development Committee
SUBMITTED BY

June 7, 2021
DATE DRAFTED

Allocating American Rescue Plan Act Funding to Provide for Tenant Legal Aid

- 1 **WHEREAS**, the COVID-19 pandemic has had a negative effect on some individuals and families,
- 2 including through job loss, and has exacerbated the difficulties of certain low-income individuals who
- 3 were already facing economic challenges; and,
- 4
- 5 **WHEREAS**, eviction moratoria and other measures to keep household utilities operating that were put in
- 6 place during the pandemic have kept many individuals and families safely in their homes, but the
- 7 eviction moratorium issued by the Centers for Disease Control will eventually not be renewed; and
- 8
- 9 **WHEREAS**, when this moratorium is removed, many individuals and families will have months' worth
- 10 of back-rent due without the ability to pay, which will likely lead to the commencement of eviction
- 11 proceedings; and,
- 12
- 13 **WHEREAS**, many landlords have not received rent payments while eviction moratoria have been in
- 14 place, creating hardships for these business owners, who will legally be entitled to seek such past-due
- 15 and future rent from tenants; and,
- 16
- 17 **WHEREAS**, statistics indicate that low-income and otherwise disadvantaged populations, who are more
- 18 likely to face eviction, have also been less likely to have received a COVID-19 vaccine, creating a
- 19 situation in which evictions may displace individuals into shared housing, shelters, or homelessness and
- 20 thereby increase the likelihood of spreading COVID-19; and
- 21
- 22 **WHEREAS**, the American Rescue Plan Act (ARPA) has provided funding that can be utilized to
- 23 address housing-related emergencies created or exacerbated by the COVID-19 pandemic; and
- 24
- 25 **WHEREAS**, while several community agencies may have sufficient funding currently from ARPA,
- 26 Community Development Block Grant (CDBG), and/or other sources for eviction and utility aid, there
- 27 may be a longer term need to address these issues with ARPA funding if currently available funds run
- 28 out; and
- 29
- 30 **WHEREAS**, a current gap in the system in Rock County is sufficient legal resources to assist those who
- 31 may lack the legal background or have insufficient resources to navigate the court eviction process; and
- 32
- 33 **WHEREAS**, tenants, in particular, lack the resources necessary for representation in an eviction
- 34 proceeding in court, putting them at a disadvantage; and
- 35
- 36 **WHEREAS**, Legal Action of Wisconsin provides free legal aid to low income people, including eviction
- 37 and other housing law matters; and
- 38
- 39 **WHEREAS**, Everyone Cooperating to Help Others (ECHO) has expressed interest in providing an in-
- 40 kind donation of office space to support staff from Legal Action who can operate this program; and
- 41
- 42 **WHEREAS**, there is a need for a long-term strategy to provide a landlord-tenant mediation program,
- 43 and to address homelessness, transitional housing, and affordable housing, all of which have been
- 44 exacerbated by the COVID-19 pandemic that will require future efforts of the County Board and that will
- 45 be coming forward in subsequent resolution(s).

Allocating American Rescue Plan Act Funding to Provide for Tenant Legal Aid
Page 2

46 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
47 assembled this _____ day of _____, 2021, does hereby allocate a total of \$444,000
48 (\$130,000 annually, including a prorated amount for 2021) of American Rescue Plan Act funding
49 through 2024 to contract with Legal Action of Wisconsin to provide free legal aid to low income renters
50 facing eviction and other housing issues to help solve their legal problems with the goal of securing and
51 maintaining safe and affordable housing. This funding would provide for \$100,000 annually for a full-
52 time attorney and \$30,000 annually for a part-time administrative assistant/outreach specialist, and would
53 include all funding needed to support the work of those positions, such as wages, benefits, supplies, and
54 equipment.

55
56 **BE IT FURTHER RESOLVED**, this funding would also be utilized by Legal Action to provide legal
57 representation in court to Rock County tenants facing eviction who qualify under Legal Action’s income
58 eligibility guidelines.

59 **BE IT FURTHER RESOLVED**, the 2021 budget be amended as follow:

61			
62	ACCOUNT	BUDGET	INCREASE
63		8/1/2021	(DECREASE)
64			AMENDED
65			BUDGET
66	<u>Source of Funds</u>		
67	19-1980-0000-42100		
68	Federal Aid	\$5,000,000	\$444,000
69			\$5,444,000
70	<u>Use of Funds</u>		
71	19-1980-2501-62129		
	Legal Services	-0-	\$444,000
			\$444,000

Respectfully submitted,

PLANNING & DEVELOPMENT COMMITTEE

Alan Sweeney, Chair

Wayne Gustina, Vice-Chair

J. Russell Podzilni

Wes Davis

Robert Potter

Finance Committee Endorsement

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair Date

Allocating American Rescue Plan Act Funding to Create a Landlord-Tenant Mediation Program and Provide for Tenant Legal Representation

Page 3

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §§ 59.01 and 59.51, Wis. Stats. As an amendment to the adopted 2021 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.

s/Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

During the pandemic, housing issues have received much attention, particularly as it relates to the relationship between unemployment and the possibility for evictions once either federal aid or the eviction moratorium ends. As such, I would assess that this would be an eligible use of ARPA funds

/s/Josh Smith

Josh Smith
County Administrator

FISCAL NOTE:

This program will be funded by the County's ARPA allocation.
No additional County funds are required.

/s/Sherry Oja

Sherry Oja
Finance Director

Memo



Rock County Human Resources Department

DATE: August 30, 2021

TO: Finance Committee

FROM: Katie Meisenheimer,
Human Resources Generalist

RE: Rock N Wellness Committee Request to Purchase Fitness Center
Equipment

The Rock N Wellness Committee was established in 2015 to promote wellness and healthy activities of county employees (and families) covered by the county's health insurance plan. The group consists of a cross-section of county departments and has been chaired by a Health Department health educator providing expertise and leadership.

A workout room with staff-donated equipment occupied a room on the vacant 4th floor of the Health Care Center for several years. In October of 2015, the equipment was re-located to the ground floor of the Health Care Center. While the exercise room has been open to all county staff, it has seen much more use by county staff based in the Health Care Center. Since the relocation, additional employee and community donated exercise equipment with occasional county-purchased equipment have outfitted the room.

With the planned phase-out of the Health Care Center, the Committee was fortunate to obtain space in the new Dr. Daniel Hale Williams Rock County Resource Center, located in the front-upper level.

In the spring of 2020, the Health Care Center workout room was re-purposed for storage of personal protection equipment (PPE) due to the COVID-19 pandemic. Consequently, Rock N Wellness programming was put on hold and annual funds were not used.

\$4,095 was carried over into the 2021 budget to purchase a treadmill. This treadmill will be a valuable addition to the new employee fitness center at 1717 Center Ave. In addition to the treadmill, the committee is requesting to purchase an exercise bike for \$1,850. The existing equipment was donated, and outdated, leading to safety concerns. A new commercial bike will give another cardio option in the new space. We hope to see both purchases promote the new fitness center and total wellness to employees using this new space. Attached are the equipment details.

Total costs of the equipment purchase, including shipping is \$6,795 and the Rock and Wellness Committee requests your approval to purchase the equipment per county purchasing policy.

Customer Information

Sold To:

Rock County
 3328 N US Hwy 51
 Janesville, Wisconsin 53545

Ship To:

Rock County
 Rock County Health Care Center 3530 N
 County Rd F
 Janesville, Wisconsin 53545

Direct Fitness Sales Team:

Tyler Baseley- Regional Sales Manager
 Ph: (920) 904-0747
 Fax: (847) 380-5027
 tbaseley@directfitnesssolutions.com

Billing Point of Contact:

Alison Chouinard
 Ph: (608) 757-5438
 alison.chouinard@co.rock.wi.us

Delivery Point of Contact:

Katie Meisenheimer
 Ph:(608) 757-5522
 maxwellk@co.rock.wi.us

Andrew Miller- Inside Sales

Ph: (847) 680-9300
 Fax: (847) 278-4588
 salesorders@directfitnesssolutions.com

CARDIO

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	PRE TRM 631.P31 (BG)	PRECOR TRM 631 Treadmill - P31 Console w/advanced LED display (PHRCT631BG301130EN) - Black Pearl		\$ 6,295.00	\$ 4,095.00	\$ 4,095.00
1.00	PRE UBK 635.P31 (BG)	PRECOR UBK 635 Upright Cycle - P31 Console with advanced LED display (PHRCB635BG309030EN) - Black Pearl		\$ 2,845.00	\$ 1,850.00	\$ 1,850.00

FREIGHT

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	FREIGHT	Freight	\$250 per unit.	\$ 0.00	\$ 500.00	\$ 500.00

INSTALL

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	INSTALLATION	Product Installation	\$175 per unit,	\$ 0.00	\$ 350.00	\$ 350.00

SubTotal	\$ 6,795.00
Estimated Tax	



SOLUTIONS

600 Tower Road . Mundelein . IL 60060
Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

SALES PROPOSAL

Quote: 00032113
Date: 7/29/2021
Expires: 8/28/2021

Grand Total	\$ 6,795.00
--------------------	-------------

Notes



SOLUTIONS

600 Tower Road . Mundelein . IL 60060
Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

SALES PROPOSAL

Quote: 00032113
Date: 7/29/2021
Expires: 8/28/2021

Terms & Conditions

PAYMENT TERMS:

PAYMENT IS DUE IN ADVANCE. Any other payment terms are subject to credit approval. Authorized purchase orders required for: Leases, Hospitals, Military, School Systems, Municipalities and Corporate Facilities. Proof of tax-exempt status required if applicable. Estimated sales tax - final tax will be billed at the time of shipment based on the prevailing rates.

ESTIMATED DELIVERY DATE:

4-6 weeks from receipt of signed Proposal.

DISCLAIMER:

No representation or statements and no warranties, expressed or implied, other than Manufacturers Warranty, arises apart from this quote concerning the above items except as stated in writing on this quote. All quotes are valid for 30 days.

TERMS AND CONDITIONS OF SALE:

Customer is responsible for the following on Entertainment, Cardio & Strength products: TV's with fixed or variable analog audio output jack and speaker off functions (if digital audio output, a converter will need to be purchased). Live cable and dedicated electrical to each TV/Personal Viewing Screen location prior to installation. Installation is not included unless specified. XTV receivers require a CSafe port for power or 110 VAC outlet per piece Confirmation of treadmill electrical requirements (dedicated 20amp branch circuit to each treadmill).

GC or Owner is responsible for the following: • Dumpster for all garbage. • HVAC system up and running prior and during installation with a room temperature of 70 degrees. • Moisture Test done on concrete slab. RH Test; must be at or below 85% RH or Stauf adhesive must be used • Levelness of concrete slab checked for high/low spots, control joints, expansion joints, no paint overspray on concrete slab, etc. • Any major prep work:(grinding, self-leveling, etc.) • All original lighting on during installation of rubber floor. No temporary lighting. • All Doors and electrical outlets that are in the ground need to be removed prior to removal of old flooring and placed back once the new floor is installed; Any doors that swing into room or electrical outlets that are recessed must be properly installed to account for flooring thickness • GC or Owner is responsible for protecting and washing the new installed sports rubber flooring.

One year installation Warranty.

Please note: Unless product is defective or the return is a direct result of a Direct Fitness Solutions error, a 10% restocking fee for all orders and a 20% restocking fee on all custom orders will be charged. All shipping and installation costs are nonrefundable.

Quote Acceptance:

These prices, specifications and conditions are satisfactory and are hereby accepted.

Payment Terms: Net:30

Account Name: Rock County

Print Name: _____

Signature: _____

Title: _____

Date: _____

Company Name: _____

Print Name: _____

Signature: _____

Title: _____

Date: _____



SOLUTIONS

600 Tower Road . Mundelein . IL 60060

Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

SALES PROPOSAL

Quote: 00032113

Date: 7/29/2021

Expires: 8/28/2021

Email or Fax Signed Proposal To:

Andrew Miller

Inside Sales

Phone: (847) 680-9300

Fax: (847) 278-4588

salesorders@directfitnesssolutions.com

***Please include all applicable purchasing documents. If tax exempt please include exemption certificate.*

Delivery Information	
Requested Delivery Date: 9/15/2021	Payment Type: Purchase Order
Hours Available to Accept Delivery: 8AM - 5PM	Purchase Order #:
Ship Via: DFS Truck	Site Survey Date: 7/29/2021
Ship Via Other:	Floor Plan Included: No
Delivery Point of Contact Name: Katie Meisenheimer	Dimensions of Access Ways: STANDARD
Delivery Point of Contact Phone: (608) 757-5522	Stairs: Yes
Delivery Point of Contact Email: maxwellk@co.rock.wi.us	Elevator: No
Multiple Delivery Locations: No	Color of Upholstery: N/A
Locations:	Color of Frames: BLACK PEARL
Possible Delays in Delivery Time? No	Trade-In's? No
Delay Reasons:	Third Party Involved? No
	Third Party Purchase Order #:

Rock County would like to take strategic action to minimize capital costs, reduce datacenter ownership, and maximize their investment in Microsoft technologies with a move to Microsoft Azure.

As a next step in our cloud adoption, Rock County has requested assistance from Core BTS with establishing the go forward governance and taxonomy policies necessary for a secure and predictable adoption of Microsoft Azure. This request is for a total expenditure of \$19,800.

Azure Governance

Statement of Work

Prepared for
Rock County

Thursday, August 12, 2021
Version 1.0

Prepared by
Core BTS, Inc.
<http://www.corebts.com>

Jesse Drugan
Director of Innovation
Jesse.Drugan@corebts.com



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This document is provided to Rock County ("Client") solely in support of a proposal for services ("Proposal") for the Azure Governance project ("Project").

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These materials and the information contained herein are not to be duplicated or used, in whole or in part, for any purpose other than Client use to evaluate this Proposal.

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1 Project Scope

Rock County would like to take strategic action to minimize capital costs, reduce datacenter ownership, and maximize their investment in Microsoft technologies with a move to Microsoft Azure.

As a next step in their cloud adoption, Rock County has requested assistance with establishing the go forward governance and taxonomy policies necessary for a secure and predictable adoption of Microsoft Azure.

2 Project Work Estimate and Timeline

The overall project will require two (2) weeks of effort to perform the following:

Rock County - Azure Governance		
Azure Governance	W1	W2
Discover and Plan		

Figure 1: Project Timeline Estimate

3 Operations Framework

Our Operations Framework leverages years of expertise to deliver reliable IT solutions and services to our clients. Our Operations Framework will assist Rock County by building an experience-based solution approach that not only provides technical guidance and best practices but also helps focus the project with meaningful relevance to the business and operational efficiency during delivery.

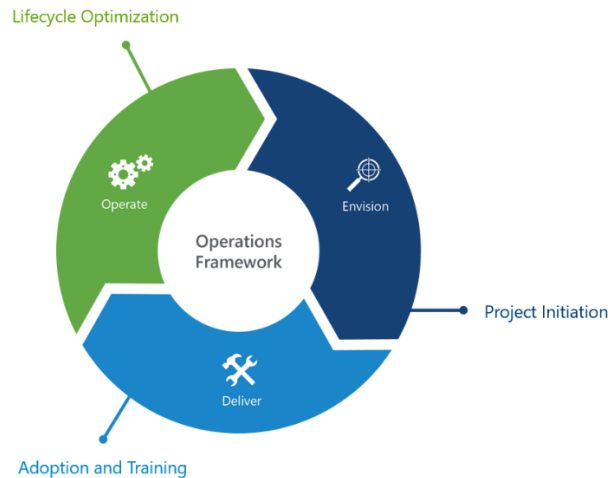


Figure 2: Operations Framework

3.1 Envision

Envision provides guidance on strategic and tactical methods to determine the overall alignment between IT and the business needs. This phase leverages high-level discovery or whiteboard sessions involving IT leaders from the client-side as well as line of business executives, stakeholders, and solution leaders. These sessions delve into the client's technical needs along with strategic discussions to ensure all facets of the project have been reviewed and considered. These whiteboard sessions are led by our senior architects who have many years of experience in delivering complex solutions. These organic conversations help all stakeholders understand the challenges in detail, and to come up with a technical solution.

In addition to the technical solution components, a focus of discussion also includes Adoption and Change Management ("ACM"). ACM for the client operations team and end users is an integral part of any solution, and no solution can be complete without it. To ensure this is covered during the whiteboard sessions, experts are brought in to discuss change management, end user training, communication methodologies, and high-level rollout plans to ensure alignment with the technical solution and business needs.

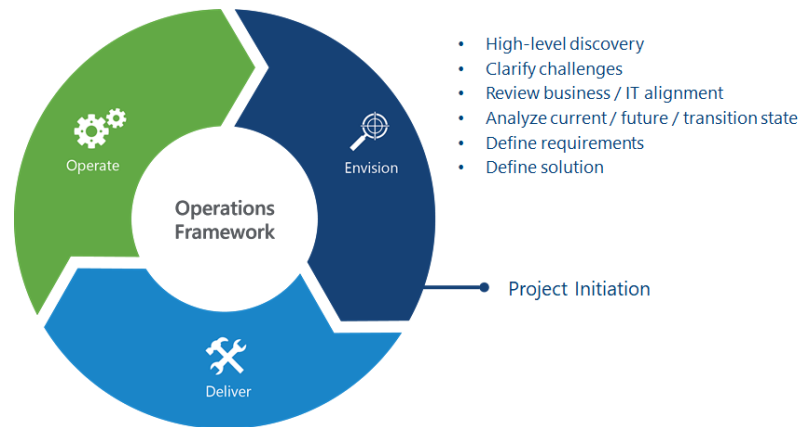


Figure 3: Operations Framework – Envision

3.2 Deliver

During Deliver, Core BTS leverages a strong project model with the following Deliver phases: Discover and Plan, Build, Stabilize, and Deploy. Additionally, Adoption and Training components are included throughout each of the phases.



Figure 4: Operations Framework – Deliver

Our Statement of Work (“SOW”) typically begins with this phase to indicate the solutions we intend to deliver for the client based on their business objectives and goals. The project is considered complete at the end of the Deploy phase.

3.2.1 Discover and Plan

The project efforts will initiate with a comprehensive set of workshops and discovery sessions designed to establish the structure of the project team, discover the core business and technical requirements of the project, and distill a conceptual solution set and design that will provide the preliminary focus for the project. The discovery during this phase is detailed and thorough, with deeper dive under the hood for a complete understanding of the current environment. This phase of the project will ultimately transform the disconnected pieces of the project into a comprehensive, integrated program.

The Discover and Plan phase is focused on getting the holistic view of the current environment and driving the evolution of the conceptual design to a more concrete and precise functional design – including the technical components and discrete logistics (work plans, cost estimates, and schedules) required to optimize the platform.

Our project and engagement managers will work hand-in-hand with the technical team to lay out a project plan based on the discovery findings. This plan is reviewed with the client team to make sure that the path aligns with the client's organizational vision.

The evaluation of operational readiness for resources will occur during this phase to include sessions with the key stakeholders to assess preparedness, determine gaps, and plan for successful implementation.

3.2.2 Build

The Build phase involves architecting the solution based on information uncovered in the Discovery and Plan phase. Our architects create a design that encompasses the future state of the environment and various agreed upon configuration items. Alignment in this phase is critical for future deployment success.

The primary purpose of the Build phase is to optimize the conceptual design into fully engineered and automated solutions, where possible, to create the most efficient and effective deployment methods. All key elements of the technical solution stack and deployment processes are carefully engineered and validated in this phase.

Our project and readiness managers will work with the technical team and the client teams to create the communications and transitional material necessary for effective solution deployment. Additionally, operations teams are engaged to validate readiness for the start of the Stabilize phase.

3.2.3 Stabilize

Upon successful completion of the functional and technical testing of the new process, procedures, utilities, and applications, the environment will be ready for a production pilot, or the Stabilize phase. The production pilot will solidify the process and procedures prior to the enterprise deployment.

Proper testing typically involves validating user experience during the transition and ensuring alignment of communication and transitional materials. Next, validating the process is effective and all the inter-dependencies are addressed, concluding with velocity testing to ensure the deploy plan is supportable by the operations teams.

3.2.4 Deploy

The final phase of the project, the Deploy phase, will commence after the validated process, procedures, utilities, and applications have been released to production and baseline performance expectations have been verified. All new processes and procedures will be positioned to support users with minimal impact to the business. Any governance or operational challenges the organization may encounter as part of their on-going support of the implemented solution will be discussed throughout this phase.

The Deploy phase also involves providing the admin training to the Client technical team members so that the team is empowered to take on administrative aspects of the solution after the current project is completed. The training is a very important component of the project that gives the client technical team the knowledge on the tools and the expertise needed for them to manage.

This phase concludes with a project closeout meeting with key stakeholders to obtain final approval.

3.3 Operate

Operate typically includes performing incident and problem management for all our implemented solutions. Depending on the defined support terms in the Operate phase of this SOW, we will also monitor and maintain the implemented technologies associated with this project, ensuring ongoing success of the solution.

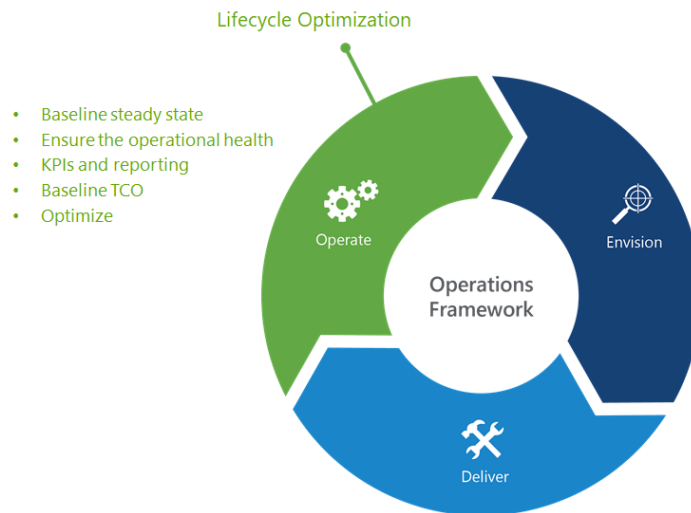


Figure 5: Operations Framework – Operate

Additionally, our managed services team assists in evaluating the total cost of ownership to uncover improvement opportunities and facilitate roadmap planning for operational efficiency.

4 Deliver

During Deliver, Core BTS will provide consultants to deliver best practice, technical guidance, and execution for the implemented technologies and solutions described in this section.

4.1 Azure Governance Workstream

4.1.1 Discover and Plan Phase

The Discover and Plan phase of this workstream will establish the foundation for the remainder of the project. This phase will solidify the plan for the remaining efforts and bring together the various aspects of this workstream into a cohesive vision and solution.

High-level tasks that may be performed during this phase for this workstream include:

- Conduct project kickoff
- Review analysis and assessment approach
- Conduct strategy alignment workshops
- Conduct cloud foundation workshops
 - Enterprise Scaffold Design
 - Governance and Taxonomy
 - Management & Resource Groups
 - Network Architecture
 - Compliance and Security Operations
 - Backup and Disaster Recovery
 - Azure Cloud Foundation Design Review
 - Conduct project closeout meeting
- Prepare Governance and Taxonomy documentation
- Update Azure target architecture

Deliverables

This phase will be complete when Core BTS has completed all objectives and documents listed below and they have been reviewed with the Rock County Program Manager.

Phase Objectives

- The establishment of the necessary governance policies to adopt Azure securely and responsibly as a go-forward cloud platform

Phase Documents

#	Document Name	Revision	Document Content
1	Target State Architecture	Final	<ul style="list-style-type: none"> • On-premises architecture • SaaS architecture • PaaS architecture • IaaS architecture

#	Document Name	Revision	Document Content
2	Governance and Taxonomy	Final	<ul style="list-style-type: none"> • Naming conventions • Tagging strategies • Resource group and subscription models • Network architecture guidance • RBAC models

Table 1: Azure Governance Workstream Discover and Plan Documents

4.1.2 Workstream Timeline

This workstream is projected to require two (2) weeks of effort to perform the following:

Rock County - Azure Governance		
Azure Governance	W1	W2
Discover and Plan		
Conduct project kickoff		
Review analysis and assessment approach		
Conduct strategy alignment workshops		
Conduct cloud foundation workshops		
Enterprise Scaffold Design		
Governance and Taxonomy		
Management & Resource Groups		
Network Architecture		
Compliance and Security Operations		
Backup and Disaster Recovery		
Azure Cloud Foundation Design Review		
Prepare Governance and Taxonomy documentation		
Update Azure target architecture		
Conduct project closeout meeting		

Figure 6: Azure Governance Workstream Timeline

5 Project Assumptions and Out of Scope

5.1 Deliver: General Assumptions

The project timeline, resource plan, and pricing are based on a continuous work effort from project kickoff to completion. Unexpected project delays or incorrect project assumptions may require a Project Change Request (“PCR”) to realign the scope of the project.

Project assumptions include, but are not limited to, the following statements for this project:

1. Designs for governance, taxonomy and other foundational Azure components provided by Core BTS as part of this engagement will be prescriptive in nature based on best practices. Customizations and / or adjustments to these designs during this engagement may require a project change request (“PCR”).
2. All hardware, software, and cloud services required for the project will be the financial responsibility of Rock County.
3. Any third-party support costs which include but are not limited to Microsoft tickets, contracts, or other means of support will be the financial responsibility of Rock County.
4. Rock County will provide any and all available technical schemas and documentation, equipment inventories and configurations, drawings and diagrams, and vendor information, or will provide accurate understanding and knowledge of the same related to all areas and technologies being assessed, reviewed, planned, or designed within scope.
5. Rock County will permit full unattended admin access with the necessary account privileges to resources for all technologies within scope. If remote unattended access cannot be provided, the budget estimate for the project may increase by 20%.
6. Rock County will allow or supply physical access to all computers, communications, and servers within scope.
7. Work could include on-site and off-site activity by Core BTS resources to ensure project tasks are completed in a timely manner.
8. Normal business hours are 8 AM to 5 PM Monday through Friday.
9. Knowledgeable Rock County resources will be made available to this project and will help meet the timelines as identified in the project plan. If meetings are not attended by Rock County and if advanced notification is not given (4 hours minimum in advance), then the cancelled meetings will be deducted against the project’s billable hours since resources were reserved for that time.
10. To help minimize resource requirements on the part of Rock County, more detailed requirements for permissions, access, and workspace will be made available prior to starting the project. Administrative credentials, access, and permissions for all Core BTS project members must be completed the first week of the Discover and Plan phase.
11. Rock County is responsible for communicating the project plan and all timelines and goals to Rock County business units or facilities, as appropriate.
12. Core BTS will use generally accepted project management techniques and processes throughout this project.
13. Informal knowledge transfer will be provided throughout the project. Informal knowledge transfer is defined as informal activities provided as your administrators, or contractors, are working side-by-side with Core BTS during the project. No formal training materials will be developed or delivered as part of informal knowledge transfer.

5.2 Out of Scope

All work that is “out of scope” will be addressed by Core BTS and the Rock County Project Sponsor to clarify the issue and negotiate feasibility, impact, and cost. Should “out of scope” work be identified, formal written approval via a PCR from Rock County is required prior to commencing any such work.

Deficiencies of any kind within the current environment discovered because of the project will not be remedied within the scope of this project. Quick win action items will be identified, if possible.

This project will focus on the scope as noted above. All other areas are not within the scope of this project. These include, but are not limited to:

- Deployment and/or configuration of any technology
- Remediation or roadmaps of existing infrastructure for subsequent strategic initiatives
- Support or remediation services for technologies not implemented by Core BTS

If further services are necessary outside of the boundaries of this scope, a PCR or an additional SOW will be provided.

6 Roles and Responsibilities

6.1 Delivery Team: Roles and Responsibilities

Core BTS will provide the core resources required to plan and execute this project and ask that Rock County provide the complementary resources required to assist in the planning and execution of this project. Core BTS will require access to several subject matter experts and managed services staff to complete this engagement.

The Core BTS engagement model facilitates deep knowledge sharing and collaboration by working hand in hand with Rock County technical resources on all architecture and design aspects of the project. This style of engagement will strengthen Rock County's ability to support and operate the future migration and deployment upon completion of the engagement.

6.1.1 Responsibilities of Core BTS

- Provide experienced consultants for the engagement
- Mentor and cross-train Rock County IT staff, where appropriate
- Provide status reports on the progress of the engagement
- Return all documentation, hardware, software, and other materials to Rock County at the completion of the project

6.1.2 Responsibilities of Rock County

Core BTS's approach and estimate are based upon the following responsibilities and assumptions. Changes to these responsibilities and assumptions may require changes to Core BTS's approach, scope and / or estimate. Core BTS project management will notify Rock County as soon as they are aware of any changes to these responsibilities and assumptions, including potential implications. Rock County is responsible for:

- Designate Rock County project sponsor, who will provide overall project direction, guidance, and high-level scope boundaries, as well as attend project kickoff and management checkpoint meetings
- Designate Rock County primary contact and / or project manager, who will manage Rock County project team members and resources, including any client tasks as outlined in the project schedule
- Provide project team members and other resources that are necessary to adhere to the project timeline
- Coordinate with assigned Core BTS project lead to schedule Discovery Sessions, as required, to occur during the first week of the project
- Provide appropriate accounts and access for all resources prior to the start date of each workstream Discover and Plan phase, per the project schedule
- Provide Core BTS resources with all software licensing and / or hardware required
- Responsible for procuring, installing, hosting, testing, deploying, monitoring, and maintaining all associated hardware and third-party software, including patches or upgrades as required
- Participate in governance and operations workshops
- Participate in meetings to define strategy and architecture
- Participate in the design sessions
- Provide resources knowledgeable in current environment as necessary
- Define and validate business and technical requirements, including license and hardware requirements

- Ensure timely response to functional and technical considerations
- Validate functionality and user experience meet expectations
- Provide consolidated feedback to the deliverables in the timeframe as defined below
- Participate in project status and closeout meetings

7 Management Processes and Procedures

7.1 Issue Management Procedure

During the project there may be issues that arise and that need to be resolved. Issue resolution will be handled using the following process:

- Identify the Issue – Detail in writing the current issue and update to the issue log
- Communicate the Issue – Communicate the issue to the Core BTS project team and Rock County project lead within two business days, and include the issue in the status report
- Assign Responsibility for the Issue – Assign the issue to an individual(s) with a due date; if the issue is not resolved within five business days, they shall escalate it to the Core BTS Practice Director and a member of the Rock County executive team
- Monitor the Issue – Monitor the issue in the status report and weekly status meetings
- Communicate the Issue Resolution – Formally communicate the resolution of the issue to the project management team and record the resolution in the issue log

7.2 Change Management Procedure

Changes to project scope, incorrect assumptions, or missing prerequisites may affect cost, resources, or scheduling. Other circumstances may arise beyond Core BTS's control that may cause it to be unable to accomplish the project objectives as defined within this SOW.

Any such modification shall be memorialized in a mutually executed PCR that details material changes to staff requirements, deliverables, fees, and milestones, as applicable.

The following process will be used to manage changes to this project:

1. A formal change request is submitted to Core BTS.
2. Core BTS will review the change request and perform a high-level assessment. The high-level assessment includes business, technical, and engagement impacts to the schedule, budget, and resources.
3. The results of the assessment are presented to the Rock County Program Manager.
4. The Rock County Program Manager approves, rejects, or defers the change.
5. Core BTS will provide a PCR based on the approved changes and submit it to the client for review and acceptance.

7.3 Final Deliverable Acceptance Process

Final engagement deliverables will be submitted to the Rock County Program Manager and other officials that Rock County requests.

1. Submission of deliverables
2. Assessment of deliverables
3. Acceptance / rejection
4. Correction of deliverables, if applicable
5. Monitoring and reporting

7.3.1 Submission of Deliverables

Core BTS will prepare written deliverables for submission to the Rock County Program Manager. Core BTS will be responsible for managing client acceptance of the deliverables,

which will include notification via email. Deliverables will be deemed accepted upon receipt of email confirmation from the Rock County Program Manager or after five (5) business days from the request.

7.3.2 Assessment of Deliverables

The Rock County Program Manager will determine whether the deliverable meets the requirements as defined in this Statement of Work and that the deliverable is complete. Additional out of scope work on, or changes to, an accepted deliverable requested by Rock County will be considered out of the scope of the project and will be managed through the agreed upon change control process (please see 7.2 above).

7.3.3 Acceptance / Rejection

After reviewing the deliverable, Rock County will either accept the deliverable or provide written reason(s) for rejection. Notification can be submitted via email communication.

7.3.4 Correction of Final Deliverables

Core BTS will correct in-scope problems found with the final deliverable and will address the correction of out-of-scope changes according to the agreed upon change control procedures (please see above). Core BTS will submit a schedule for making changes to the deliverable within two (2) business days of receiving rejection via email. Core BTS will correct issues and in-scope problems at the expense of Core BTS. Changes beyond the project scope may require a PCR.

7.3.5 Monitoring and Reporting

The Core BTS team will track deliverable acceptance. Updates on deliverable acceptance will be a part of the weekly status report and discussed in the weekly status meeting. Deliverable acceptance issues that cannot be resolved will be elevated to the project management committee (please see 7.1 above).

7.4 Project Completion

Core BTS will have fulfilled its obligations for the Services described in this SOW when any one of the following first occurs:

- Core BTS completes the scope as described in this SOW, including all defined objectives and deliverables
- Services are terminated in accordance with the provisions of the Terms and Conditions in section 10 below

7.5 Project Pause

Should the project come to a PAUSE for reasons unrelated to Core BTS, Core BTS may terminate the project and request full fees associated with the current phase as related to the percentage of work completed as deemed by Core BTS. A PAUSE is defined as a stoppage of work and / or communication over a two (2) week period.

Any delays in the project schedule which are not under the control of Core BTS, including, but not limited to, delays in approvals, procurement, or staff availability, may require an adjustment of fees and expenses and / or scheduling estimates for project completion. If there are any delays caused by Rock County that go beyond two (2) weeks, then Core BTS cannot guarantee the availability of the team members originally assigned to the project. If

new resources are required when the project resumes, then the Rock County is accountable for the costs associated for providing knowledge transfer between the original team and the new team.

7.6 Delivery Assurance

Delivery Assurance allows Core BTS to engage in fixed-price projects with a milestone-based invoicing structure. That means that Rock County must approve each milestone before Core BTS proceeds to the next phase. If Core BTS's work is not delivered as outlined in the SOW, Core BTS will not send an invoice. This way, Rock County knows our work is done right and Core BTS knows to move to the next milestone.

8 Project Investment

8.1 Investment Summary

NOTE:

Pricing is based on Core BTS (MPN ID #947811) being recorded as the Partner of Record for all associated Microsoft Azure and Office 365 subscriptions. When applicable, Core BTS will require a DPOR association be created in the client tenant. Core BTS will also be associated as the FastTrack Partner for all M365 workloads.

When applicable, Core BTS will require a CPOR association for all Microsoft workloads. The client agrees to provide all necessary information to create this association, including Tenant ID and Cloud tenant domain (.onmicrosoft.com). Upon CPOR registration, the client will receive an email that provides an option to “Opt-out” if the association is incorrect. The only requirement is that the claim is validated and that no additional action is taken.

For PAL registration, the client agrees to use the Azure portal, PowerShell, or the Azure CLI to link to the Core BTS Microsoft Partner Network ID (MPN ID #947811) to the client ID or service principal. Core BTS will be linked the partner ID in each client tenant.

This project will take up to two weeks, with a continuous work effort, and with an investment as detailed below:

Component	Pricing
Professional Services	\$19,800
Final Price	\$19,800

Table 2: Investment Summary

8.2 Invoice Schedule

Rock County will be invoiced in two (2) installments for services performed by Core BTS for this engagement:

Invoice #	Invoice Milestone	Invoice Amount
1	Upon Acceptance of Proposal	\$9,900
2	Upon Completion of Discover and Plan Phase	\$9,900
	Total Fixed Price	\$19,800

Table 3: Invoice Schedule

8.3 Travel and Expenses

Travel time and expenses are not included in the estimate provided above. Travel expenses will be billed to Rock County on a pass-through basis and may include:

- Mileage and parking – at cost
- Meals – at cost
- Lodging – at cost

Such travel expenses shall adhere to the mutually agreed upon Rock County and Core BTS Travel and Expense (“T&E”) policies during the project. Any expenses to be paid by Rock County shall be duly documented with the corresponding invoices.

If the project is to be delivered remotely, Core BTS shall bear all its own expenses incurred in connection with the Professional Services performed under this SOW.

8.4 Proposal Expiration

This proposal expires within 30 days or our written revocation of the proposal prior to 30 days. Please send signed documents to your Account Manager via email.

9 Proposal Acceptance

To proceed with the work as defined by this proposal, all parties must sign below acknowledging that they have read the entire document and agree to all terms as laid out within.

Core BTS, Inc.	Rock County
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date:

9.1 Invoicing Contact

Rock County

Attention:	
PO Number:	
Address:	
City / State / Zip:	
AP Email Address:	

10 Terms and Conditions

1. Payment Terms. Payment is due within thirty (30) days of invoice date. After this time period, interest accrues at the lesser of the maximum rate permitted under applicable law or one and one-half percent (1.5%) per month from the date due until paid. We shall have a purchase money security interest in the products delivered by us to secure payment of the purchase price and any installation charges until they are paid in full by you. If invoice is not paid by you after 60 days, you authorize us to file all documents (including UCC financing statements) deemed necessary by us to protect and maintain our security interests.
2. Independent Contractor; Taxes. We will perform all services hereunder in our capacity as an independent contractor and not as an employee or agent of you. Our employees shall not be entitled to any privileges or benefits that you may provide to your employees, and we shall be responsible for payment of all unemployment, social security, federal income (state and local income where applicable) and other payroll taxes imposed by any governmental body on us in regard to our employees who are engaged in the performance of the services. Pricing set forth herein is exclusive of applicable sales, use and similar taxes assessed on the performance of any services. You agree to reimburse, indemnify, and hold us harmless from and against any such tax, penalty and interest thereon levied against us for the provision of services to you hereunder.
3. No Hiring. For the term of the project and for a period of one year thereafter, you agree not to hire, solicit or accept solicitation of, through employment or otherwise, directly or indirectly, any of our employees or independent contractors with whom you have had any contact during the project, unless you obtain our prior written consent. Should you hire an employee or independent contractor of ours through employment or otherwise within this time period without our prior written consent, you will immediately pay as liquidated damages to us an amount equal to the relevant person's then current annual compensation (or the amount paid to or on behalf of the person in the last 12 months, in the case of an independent contractor).
4. Warranty.
 - A. We warrant and represent that the services will be performed in a skillful and workmanlike manner according to those standards generally prevailing among consultants performing similar services under similar circumstances. To the extent that we are not the manufacturer of any hardware or software products that you may purchase as a result of or relating to our Services, we do not provide any warranty on such products, whether with respect to their design, performance, functionality or compatibility with your existing system. Any warranty with respect to product must come from the manufacturer. Our product procurement distributor or we will pass through to you any applicable warranties of the manufacturer, to the extent permissible.
 - **B. EXCEPT FOR THE EXPRESS WARRANTIES STATED IN THIS SECTION, WE DISCLAIM ALL WARRANTIES INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
5. Our Indemnity. We will indemnify, defend and hold you harmless from and against any claims, liabilities, losses, expenses or damages (collectively, "Damages") caused by the services performed or the work delivered by us under these terms infringing any copyright, trade secret or any other proprietary right of any third party. Excluded from such indemnification are any claims related to (i) services performed on equipment or software which you covenanted that we had the rights to modify as set forth in Section 7 below, (ii) services performed to your specification or design and (iii) infringement resulting from or caused by your misuse or unauthorized modification of systems or product. We will also indemnify, defend and hold you harmless from and against any Damages resulting from our willful misconduct or negligent acts or omissions in

performing the services which are the subject of these terms, except to the extent such Damages are caused by the willful misconduct or negligence of you, your employees or agents. Our obligation to indemnify and defend you with respect to any claim shall be subject to (i) your providing us with prompt notice of such claim, (ii) our having sole control over the defense and settlement thereof, (iii) your providing us with the information and assistance necessary to defend or settle such claim as reasonably requested by us, and (iv) the limitations on liability set forth in Section 6 below.

6. Limitations of Liability. WE WILL NOT BE LIABLE FOR INCIDENTAL, SPECIAL, PUNITIVE, INDIRECT OR CONSEQUENTIAL DAMAGES, INCLUDING FOR LOSS OF DATA OR ITS USE OR LOST PROFITS OR OTHER ECONOMIC DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. With the exception of indemnification for intellectual property infringement, your right to recover Damages from us in aggregate of all claims is limited to the amounts paid to us by you in the preceding twelve (12) months. You acknowledge that this limitation of liability is part of the consideration and was considered by us in establishing the prices and rates to be charged to you, which, but for this limitation, would have been higher.
7. Your Covenants. You covenant that: (i) you have the authority to agree to these terms and the funding necessary to pay for the requested services; (ii) you have title to or license or rights to use or modify any software or products which you have requested us to modify as part of such services; and (iii) you will provide us necessary access to your personnel, appropriate documentation and records and facilities in order for us to timely perform such services.
8. Requests for Changes. No change in the services provided hereunder will be performed until we receive a properly issued and executed Change Order; provided, however, that nothing herein will relieve you of the obligation to pay us for services rendered which were requested by you but are not documented in such a properly issued and executed Change Order or within the applicable scope of work.
9. Confidentiality. Each party acknowledges that it and its employees or agents may, in the course of the project, be exposed to or acquire information that is proprietary or confidential to the other party. Each party agrees to hold such information in strict confidence and not to discuss or disclose any such information to any third party for a period of three years. The parties acknowledge that the provisions of this paragraph shall not apply to: (a) information which at the time of disclosure is, or without fault of the recipient becomes, generally available; (b) information which either party can show was in its possession at the time of disclosure or was independently developed by it; (c) information received from a third party which had the right to transmit same without violation of any secrecy agreement with the other party; and (d) information which is required to be disclosed pursuant to court order or by law.
10. Termination of Agreement. Either party may terminate our engagement at any time upon 30 days prior written notice. **Cancellation of any licensing or services with a fixed term or indicated as non-cancellable shall incur a termination fee equal to 100% of the cost of the remainder of the term, payable to us in full upon the effective termination date.**
11. Entire Agreement; Amendment. These terms and the accompanying engagement letter sets forth the entire understanding of the parties with respect to the subject matter hereof and is binding upon both parties in accordance with its terms and may be amended only by an entry signed by both parties. There are no understandings, representations, or agreements other than those set forth herein.
12. Assignment. You may not assign any of the rights or obligations hereunder without our prior written consent.
13. Notices. Any notice or communication from one party to the other concerning the terms hereof shall be in writing and shall be sent by certified mail, return receipt requested and

postage prepaid or by commercial overnight mail to the most recent address that either party has specified in writing to the other.

14. Governing Law. These terms shall be governed by and construed in accordance with the laws of the State of Delaware.
15. Force Majeure. Neither party shall be liable to the other for any failures or delays arising out of conditions beyond its reasonable control, including, without limitation, work stoppages, fire, civil disobedience, delays associated with product malfunction or availability, riots, rebellions, storms, electrical failures, delays caused by the other party, and acts of God and similar occurrences.
16. Waiver; Severability. Any waiver of any right or default shall be effective only in the instance given and if in writing and signed by the party against whom it is sought to be enforced and shall not operate as or imply a waiver of a similar right or default on any other occasion. If any term or provision hereof should be declared invalid by a court of competent jurisdiction, the remaining terms and provisions hereof shall be unimpaired, and the invalid terms or provisions shall be replaced by such valid terms and provisions as come closest to the intention underlying the invalid term or provision.