

FINANCE COMMITTEE
Minutes – January 21, 2016

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, January 21, 2016, in Conference Room N-1, Rock County Courthouse East.

Committee Members Present. Supervisors Mawhinney, Kraft, Beaver, Fox and Podzilni.

Committee Members Excused: None.

Staff Members Present. Sherry Oja, Finance Director; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to County Administrator; Mickey Crittenden, Information Technology Director; Vicki Brown, Treasurer; Rob Leu, General Services Director; Diane Michaelis, Finance Office Manager, Sheriff's Office.

Others Present: None.

Approval of Agenda. Chair Mawhinney said there is an additional transfer for Child Support. Supervisor Podzilni moved approval of the agenda with this additional transfer, second by Supervisor Kraft. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Transfers and Appropriations.

Child Support

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
34-3850-0000-61100	\$11,000	34-3850-0000-62119	\$11,000
Regular Wages		Service Contracts	
34-3850-0000-61100	8,510	34-3850-0000-62210	7,000
Regular Wages		Telephone	
		34-3850-0000-67130	1,510
		Terminals, Printers, PCs	

Sheriff's Office

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
21-2100-0000-46205	\$7,921.62	21-2100-0000-62410	\$7,921.62
Comp Loss Fix Assets - LES		R&M Vehicles	
21-2200-0000-62119	31,200	21-2200-0000-64125	31,200
Other Contracted Svc- Jail		Board of Prisoners - Jail	

Supervisor Fox moved approval of the above Transfers and Appropriations for the Finance Committee, second by Supervisor Beaver. ADOPTED.

Bills and Encumbrances - 2015

Finance Director	\$ 150.00
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Information Technology	7,924.04
IT-Cross Charges	16,390.09

Bills and Encumbrances - 2016

IT-Cross Charges	\$ 3,660.25
County Clerk	65.00
Register of Deeds	5,129.00

Supervisor Kraft moved approval of the above Bills and Encumbrances for the Finance Committee, second by Supervisor Fox. ADOPTED.

Bills Over \$10,000

Dungarvin Wisconsin LLC	\$ 11,437.80
Opportunities Inc.	13,434.12
Secured Living LLC	22,093.84
Advanced Correctional Healthcare	12,693.79
Lutheran Social Services	18,381.62
Childrens Service Society of WI	20,630.00
Rock Walworth Comprehensive F	11,094.61
Orion Family Services	13,026.98
Wisconsin Counties Association	18,938.00

Supervisor Fox moved approval of the above Bills Over \$10,000 for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

Encumbrances Over \$10,000.

Otis Elevator Company	\$ 37,572.00
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Supervisor Fox moved approval of the above Encumbrances Over \$10,000 for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

Pre-Approved Encumbrance Amendments. None.

Approval of Bills for Other Departments.

General Services - 2015

HCC Building Complex	\$ 7,165.81
General Services	29,860.34
Glen Oaks Facility Operations	97.18
Youth Services Center	772.73
Communications Center Operation	58.32
Diversion / ASC	9,894.69
Jail Capital Improvements	32,144.10
Courthouse Facility Project	19,450.00
U-Rock Expansion Project	36,184.76

General Services - 2016

HCC Building Complex	\$ 5,386.49
General Services	18,731.86
Youth Services Center	13,586.92

Communications Center Operation	23.59
UW-Rock County	5,556.36

Education, Veterans and Aging Services - 2015

Title III-B	\$ 396.00
Nutrition	74.57
Elderly & Handicapped Transportation	2,492.00
Title III-E Family Caregiver Support	4,112.38

Education, Veterans and Aging Services - 2016

Senior Citizen Program	\$ 5,786.00
Nutrition	75.00
Elderly & Handicapped Transportation	50.00
Mobility Manager Grant	35.00
Benefit Specialist Grant	35.00

Supervisor Beaver moved approval of the above Bills and Encumbrances for General Services and Education, Veterans and Aging Services, second by Supervisor Podzilni. ADOPTED.

Request for Authorization to Purchase ParaPlan Pro for the Human Services Department. Mr. Crittenden explained the scheduling and routing software and said it is included in their budget.

Supervisor Beaver moved approval to purchase ParaPlan Pro for the Human Services Department, second by Supervisor Podzilni. ADOPTED.

Resolution.

Authorizing Purchase of Communications Center – 911 Workstations

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 that a Purchase Order for 14 Hewlett Packard Z230 workstations, 14 EVGA GeForce video cards, and 14 Startech adapters be issued to CDW-G in Vernon Hills, IL in the amount of \$21,975.94.

BE IT FURTHER RESOLVED that payment be made to the vendor upon approval and acceptance by the Finance Committee.”

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

Committee Approvals.

Authorizing Purchase of Mobile Data Forensic Kit for the Sheriff’s Office and Amend Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 that a Purchase

Order for 1 Mobile Data Forensic Kit including software upgrades, live tech support and cables be issued to Cellebrite Inc. of Parsippany NJ in the amount of \$6,385.00; and,

BE IT FURTHER RESOLVED that the Sheriff's Office 2016 budget be amended as follows:

...”

Supervisor Kraft moved Finance Committee Endorsement of the above resolution, second by Supervisor Fox. ADOPTED.

Amend the 2016 Arrowhead Library System Budget for Purchase of Hoopla

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 amends the Arrowhead Library System's budget as follows:

...”

Supervisor Kraft moved Finance Committee Endorsement of the above resolution, second by Supervisor Podzilni. ADOPTED.

Discussion Pertaining to Revising Travel and Meal Reimbursement Policy. Ms. Oja handed out copies of what other counties in the state are paying, some are based on the IRS standard daily allowance, and some are daily per diems.

The Committee discussed different options, and whether to require receipts.

The Committee requested Ms. Oja to put an agenda together based on the daily IRS guidelines and require receipts.

Report on Cash Balances and Investments. Ms. Oja handed out copies and updated the Committee on cash balances and investments as of December 31, 2015.

Adjournment. Supervisor Fox moved adjournment at 8:17 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.