

FINANCE COMMITTEE
Minutes – February 18, 2016

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, February 18, 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, Assistant to County Administrator; Mickey Crittenden, Information Technology Director; Vicki Brown, Treasurer; Joyce Lubben, Council on Aging Director; Dara Mosley, Information Technology - Public Safety Systems Manager; Larry Klusmeyer, Correctional Supervisor, Sheriff's Office; Sue Prostko, Nursing Home Administrator; Joanne Foss, Controller – Rock Haven; Jodi Millis, Purchasing Manager; Michelle Schultz, Real Property Lister; Lisa Tollefson, County Clerk; Ben Coopman, Public Works Director.

Others Present: None.

Approval of Agenda. Supervisor Podzilni moved approval of the agenda as presented, second by Supervisor Fox. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Approval of Minutes – February 4, 2016. Supervisor Kraft moved approval of the minutes of February 4, 2016, second by Supervisor Fox. ADOPTED.

Transfers and Appropriations.

Medical Examiner

FROM

| <u>Account #</u> | <u>Amount</u> |
|--|---------------|
| 28-2650-0000-61610 Health Insurance | \$45,524 |
| 28-2650-0000-62170 Physicians, Other Services | 19,270 |
| 28-2650-0000-63300 Travel | 248 |

TO

| <u>Account #</u> | <u>Amount</u> |
|---|---------------|
| 28-2650-0000-62199 Other Professional Services | \$65,042 |

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

Bills and Encumbrances - 2015

| | | |
|--------------|----|--------|
| County Clerk | \$ | 330.33 |
|--------------|----|--------|

Bills and Encumbrances - 2016

| | | |
|------------------------|----|----------|
| Finance Director | \$ | 896.00 |
| Information Technology | | 3,294.20 |

| | |
|-------------------|----------|
| IT Cross Charges | 8,839.08 |
| Land Records | 1,605.00 |
| County Clerk | 35.58 |
| Elections | 8,004.06 |
| County Treasurer | 25.00 |
| Register of Deeds | 1,491.84 |
| ROD Redaction | 3,013.00 |

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

Bills Over \$10,000

| | |
|---------------------------------|--------------|
| Blackhawk Technical College | \$ 16,181.12 |
| City of Janesville | 10,659.91 |
| Childrens Service Society of WI | 19,831.00 |

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

Encumbrances Over \$10,000.

| | |
|--------------------------------|--------------|
| Lutheran Social Services | \$ 52,500.00 |
| Orion Family Services | 237,874.00 |
| Midland Health Testing Service | 100,000.00 |
| SGTS Inc. | 20,077.00 |

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

Pre-Approved Encumbrance Amendments.

Developmental Disabilities Board

| | |
|------------------------|--------------|
| Abilities Inc. | \$ 50,820.00 |
| Alpha Homes of WI Inc. | 290,791.00 |
| Group Living Home Inc. | 22,326.00 |
| Secured Living LLC | 184,142.00 |

Supervisor Kraft moved approval of the above Pre-Approved Encumbrance Amendment for Developmental Disabilities, second by Supervisor Podzilni. ADOPTED.

Approval of Bills for Other Departments.

Education, Veterans & Aging Services - 2015

| | |
|--------------------------------------|-------------|
| Nutrition Program | \$ 3,413.83 |
| Delivered Meals | 3,178.56 |
| Elderly & Handicapped Transportation | 5,234.54 |

Education, Veterans & Aging Services - 2016

| | |
|--------------------------------------|----------|
| Delivered Meals | \$ 51.84 |
| Title III-E Family Caregiver Support | 698.00 |
| Veterans Service | 50.00 |

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

Discussion of Public Safety Systems Budgeting. Mr. Crittenden handed out copies of the Spillman systems (attached), an organizational chart of the Information Technology Department (attached), the departments January 2016 accomplishments, the Public Safety – IT funded areas, the different systems supported by the Public Safety – IT, and he and Mr. Mosley explained the reports.

Supervisor Kraft asked how the Spillman Systems are working. Mr. Klusmeyer said it is more user friendly than anticipated. Mr. Mosley said he is happier with it than he thought.

Resolutions.

Authorizing Purchase of Health Department Microsoft Pro 4 Tablets

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 that a Purchase Order for 8 Microsoft Surface Pro tablets with Accidental Damage Handling protection; 8 Microsoft Pro 4 covers, docking stations and adapters; 1 laptop carrying case, 1 dual monitor stand and 3 Acer 19” monitors be issued to CDW-G in Vernon Hills, IL in the amount of \$14,024.07.

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

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

Awarding Bid for Live Scan Fingerprinting System

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 that the bid for two live scan fingerprinting systems be awarded to iTouch Biometrics of Schaumburg, IL, in the amount of \$27,000.

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

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

Chair Mawhinney said she had a couple changes to the resolution: 1) line 7 “need” should be “needed”; 2) line 16 should be “... the recommendation that the bid be awarded...”

ADOPTED with these changes.

Carryover of 2015 Budget Appropriation to 2016

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 that the 2016 Budget be amended as follows:

...”

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

Write-Off of Uncollectible Receivables. Ms. Prostko handed out copies (attached) of uncollected receivables report for Rock Haven, went over it with the Committee and answered questions.

Moved by Supervisor Fox to approve the write-off of \$274,512.76 of uncollectible receivables for Rock Haven, second by Supervisor Beaver. ADOPTED.

Mr. Coopman gave a verbal report on uncollectible receivables for the Public Works – Highway Division in the amount of \$30,505.31 and answered questions.

Moved by Supervisor Kraft to approve the write-off of \$30,505.31 for the Public Works – Highway Division, second by Supervisor Fox. PASSED on the following vote: YES – Supervisors Beaver, Fox, Kraft and Podzilni; NO- Supervisor Mawhinney.

Report on Cash Balances and Investments. Ms. Oja handed out copies and updated the Committee on cash balances and investments as of January 31, 2016 and County Sales Tax Receipts through January 31, 2016.

Ms. Brown informed the Committee the final day for settlement is Monday, February 22, 2016, that this foreclosure has been a struggle, and that they are currently at 299 parcels.

Moved by Supervisor Fox to take a break at 8:24 A.M., second by Supervisor Kraft. ADOPTED.

Moved by Supervisor Fox to go back into session at 8:52 A.M., second by Supervisor Kraft. ADOPTED.

Ms. Oja said there was a clerical error on the account number for the Pre-approved Encumbrance Amendment for Developmental Disabilities on Alpha Homes of WI Inc., the account number should be 33-3310-0000-62620, CIP 1A.

Moved by Supervisor Podzilni to approve this correction to the Pre-approved Encumbrance Amendment for Developmental Disabilities, second by Supervisor Fox. ADOPTED.

Adjournment. Supervisor Fox moved adjournment at 8:53 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

SHERRY OJA

Subject: FW: Spillman Question from Finance Committee

From: Mickey Crittenden
Sent: Friday, February 05, 2016 9:07 AM
To: NICHOLAS OSBORNE <NICHOLAS.OSBORNE@co.rock.wi.us>; Josh Smith <Josh.Smith@co.rock.wi.us>
Cc: Dara Mosley <Dara.Mosley@co.rock.wi.us>
Subject: RE: Spillman Question from Finance Committee

Nick & Josh,

When we say 'Spillman', we're talking about two systems that are distinct, albeit integrated from a database perspective. First of all, there is the Spillman law records system that is used countywide by all of the law enforcement agencies. Secondly, there is the Spillman jail management system that was most recently implemented and is used solely by the Sheriff's Office. The law records system that is shared countywide is included as part of the operational IT Countywide Public Safety Program budget, while the jail system is part of the Sheriff's budget. The Spillman User Conference includes sessions that are specific to each of those application areas.

Sara Herzig's role is 100% dedicated to the direct support of all Sheriff's Office-only systems, including the jail system and many others. Therefore, all costs related to Sara are included in the Sheriff's budget, including training. By contrast, Heather Butler's role is split 50-50 between supporting the Sheriff's Office and supporting all public safety-related agencies and countywide public safety systems. Expenses related to Heather are split between the IT Countywide Public Safety Program (part of the IT operational budget) and the Sheriff's Office.

Kayne Cushman is dedicated to supporting the 911 Comm. Center and all of their systems, most notably the 911 CAD system, the mobile data system, the mobile data network, and other related systems. Since those systems are used countywide by all law enforcement, fire, and EMS agencies, Kayne's expenses are included as part of the IT Countywide Public Safety Program budget. Additionally, 50% of Shelly Zartman's role includes supporting the public safety network and applications. The other 50% of Shelly's role involves supporting the County's phone system, and the expenses related to Shelly are split between the main IT Phone System operational budget and the IT Countywide Public Safety Program budget.

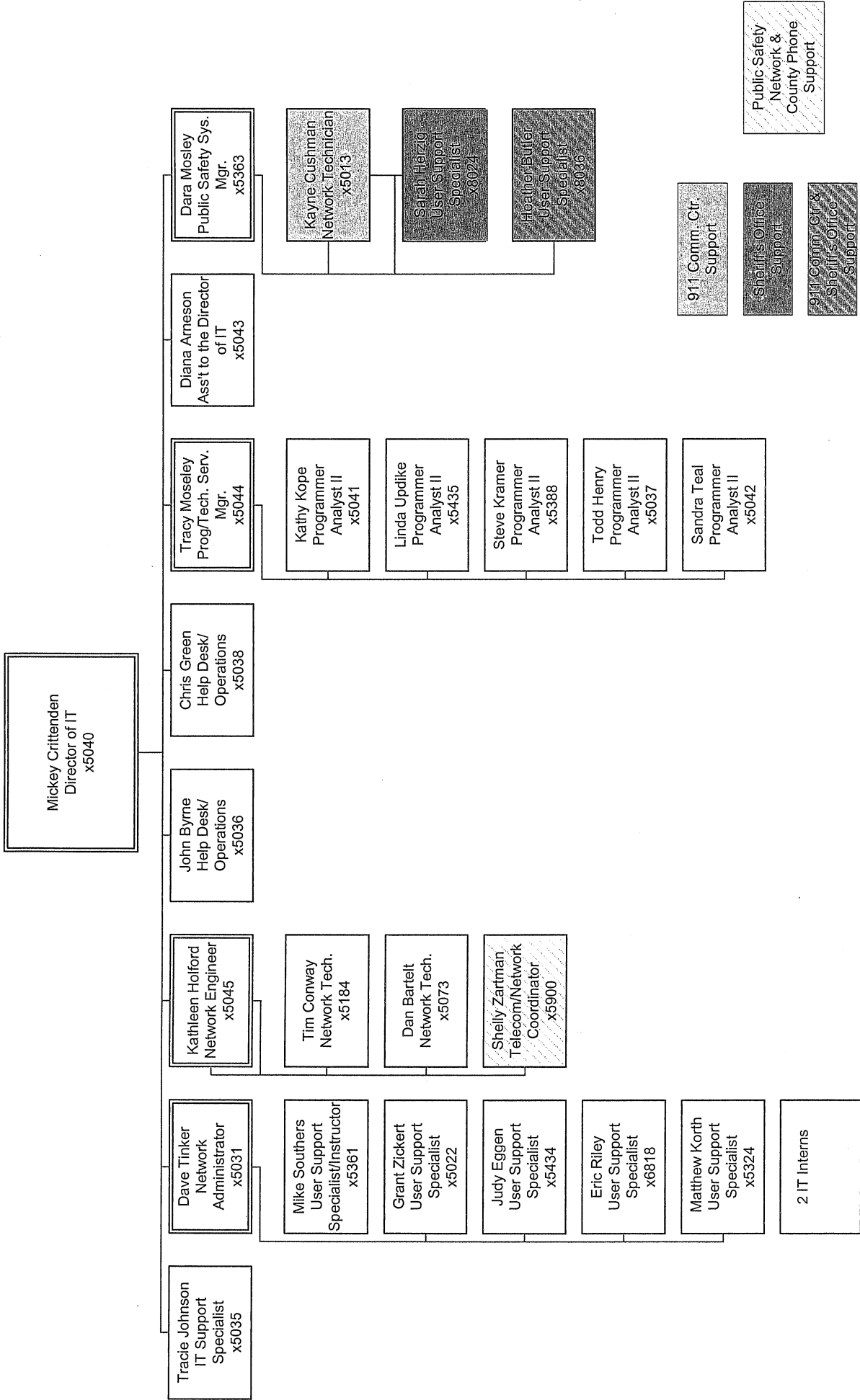
The staff who support the countywide public safety systems also informally provide courtesy support to the public safety agencies within the County in order to make sure they do not unilaterally stray too far from the system architecture that is needed to ensure that the countywide shared systems and network remain sound. The County has traditionally provided such support at no cost to the related municipalities.

Expenses for Dara are included in the main IT operational budget because, in addition to managing the public safety systems, Dara is actively involved in projects and processes that affect County operations and support all County departments.

It's also important to note that we cross-train the public safety systems staff as much as possible in order to provide staff backup capacity to cover sick time, vacations, and situations that periodically cause a spike in support requirements.

At times, all of this may seem convoluted, but it really does work, primarily due to Dara's exceptional staff management and project management skills, as well as his ability to foster excellent relationships with all of the associated agencies and the PS&J Committee.

Rock County Information Technology Department



Detail for Adjustment: February 18, 2016

| A/R Medical Assistance | Private Pay | MEDICARE |
|------------------------|-------------------|-------------------|
| IFAS 465897.97 | IFAS: 486093.74 | IFAS: 440098.73 |
| ECS: 581584.91 | ECS: 327360.08 | ECS: 208632.04 |
| Diff: 115686.94 | DIFF: <158733.66> | DIFF: <231466.04> |

Grand total is to reduce receivables by \$274512.76

The reduction of the PVT pay includes two accounts

84,000.00 deceased no estate to file against

45664.77 deceased no estate to file against

The balance is comprised of:

Contractual adjustments that were not taken in the past 14 years as the older software system did not allow it.

Medicare B physician billing that have been denied or are uncollectable due to the inability to process the claims in a timely manner,

Respectfully submitted:

Sue Prostko