



FINANCE COMMITTEE
Minutes – March 19, 2020

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, March 19, 2020, in Conference Room N-1, Fifth Floor, Courthouse-East.

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

Committee Members Excused: Supervisor Yeomans.

Staff Members Present. Sherry Oja, Finance Director; Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Brent Sutherland, Facilities Management Director; Dara Mosley, IT Deputy Director; Jodi Millis, Purchasing Manager; Joanne Foss and Ashley Kabor; Rock Haven.

Others Present: None.

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

Approval of Minutes – February 27, 2020. Supervisor Beaver moved approval of the minutes of February 27, 2020 as presented, second by Supervisor Fox. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Transfers and Appropriations.

Rock Haven

FROM

<u>Account #</u>	<u>Amount</u>
32-7260-7400-62185 Occupational Therapy	\$18,386
32-7260-7400-62180 Physical Therapy	37,828
32-9000-9940-61610 Health Insurance Premium	106,875

TO

<u>Account #</u>	<u>Amount</u>
32-8000-8100-64000 Medical Supplies	\$18,386
32-7260-7400-62186 Speech Therapy	32,225
32-8000-9100-64109 Cash Food – Supplements	5,603
32-8000-8200-63109 Other Supplies & Expenses	31,930
32-8000-9500-62104 Consulting Services	26,791
32-8000-9500-62104 Personnel Services	6,501

		32-8000-9500-62451	41,653
		Special Assessments	
32-9000-9940-61610	76,509	32-8000-9500-64200	16,868
Health Insurance Premium		Training Expense	
		32-8000-9550-64902	12,397
		Indirect Costs	
		32-8000-9700-62174	22,072
		Internist	
		32-9000-9940-61400	25,172
		FICA	

Supervisor Fox moved approval of the above Transfer for Rock Haven, second by Supervisor Beaver. ADOPTED.

Sheriff's Office

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
21-2195-0019-63904	\$ 8,000	21-2195-0019-67120	\$ 8,000
Policing/1 st Aid Supplies-LES		Cap Assets \$2,000 - \$25,000	

Supervisor Fox moved approval of the above Transfer for the Sheriff's Office, second by Supervisor Podzilni. ADOPTED.

Corporation Counsel

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
19-1922-0000-64904	\$ 881	106-1620-0000-63109	\$ 881
Contingency Fund		Other Supplies & Expenses	

Supervisor Beaver moved approval of the above Transfer for Corporation Counsel, second by Supervisor Fox. ADOPTED.

Review of Payments. The Committee accepted the reports.

Review of Payments Over \$10,000. The Committee accepted the reports.

Resolutions and Committee Endorsements.

Authorizing the Acceptance of 2020 High Intensity Drug Trafficking Areas (HIDTA) Grant and Amending the Sheriff's Budget

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020 to approve and authorize the acceptance of \$65,000 of HIDTA grant funds and to authorize the Sheriff to sign the award documents.

BE IT FURTHER RESOLVED that the 2020 Sheriff's budget be amended as follows:

...”

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

Amending Section 2.215 of the Rock County Code of Ordinances – Bidding Requirements to County Purchasing Policy

“The County Board of Supervisors of the County of Rock does ordain as follows:

I. Chapter 2 of the Rock County Ordinances shall be amended to read as follows (new language underscored, ~~deleted language struck through~~):

2.215 Definitions

(1) Bidder - shall mean all natural persons, corporations, partnerships, associations, joint ventures, trusts, or any other form of business affiliation whatever, submitting an offer for the provision of goods or services to the County in accord with specifications supplied by the County, or making an offer to purchase an item in accord with a call for bids issued by the County.

(2) Decentralized purchasing authority - shall mean the authority to determine the need for and procure goods and services in accordance with the delegation of such authority by the Finance Committee to a department other than the Purchasing Division of the Finance Department. Such authority may only be exercised in the requisitioning of specified purchases in a designated period of time as described in a written purchase order issued by the Purchasing Division.

(3) Most responsible and responsive bidder - shall mean that the Bidder meets the following criteria:

(A) The Bidder maintains a permanent place of business in Wisconsin.

(B) The Bidder is authorized to do business in the State of Wisconsin.

(C) The Bidder, or agent, partner, employee or officer of the Bidder, is not debarred, suspended, proposed for debarment or declared ineligible from contracting with any unit of federal, state, or local government.

(D) The Bidder is in compliance with provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11346 as

amended by Executive Order No. 11375 (known as the Equal Opportunity Employer Provision).

(E) The Contractor has general liability, workers compensation, unemployment, and automobile insurance at levels sufficient to protect the County given the size of the contract or bid.

(F) The Bidder has complied with all the provisions of any prevailing wage laws and federal Davis-Bacon related Acts, and all rules and regulations therein, for projects undertaken by the contractor that are covered by these laws, for the past (5) years.

(G) The Bidder participates in an apprenticeship program, if available.

(H) The Bidder has a written substance abuse prevention program meeting the requirements of Wis. Stat. § 103.503.

(I) The employees or agents of Bidder who will perform work on the project are properly classified as employees or independent contractors under all applicable state and federal laws.

(J) The Bidder has not been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, including but not limited to, classification of employees, unemployment insurance, or discrimination or payroll fraud. If the Bidder has been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, the contractor must provide copies of the investigation, order or judgment and/or may be disqualified.

(K) The Bidder's employees or agents who will perform work on project are:

1. covered by a current worker's compensation policy; and properly classified under such; and
2. have the health insurance coverage required by federal or state law.

(L) The Bidders employees or agents who will perform work on the project have access to health insurance coverage required by the federal Affordable Care Act.

(M) The Bidder possesses all applicable professional and trade licenses required for performing the public work.

(N) The Bidder has adequate financial resources to complete the public works contract, as well as all other work the bidder is presently under contract to complete.

(O) The Bidder is bondable for the terms of the proposed public works contract.

(P) The Bidder has a record of satisfactorily completing at least five projects of similar size and complexity within the last five years. Criteria which will be considered in determining satisfactory completion of projects may include, but are not limited to:

1. Completion of contracts in accordance with drawings and specifications;
2. Diligent execution of the work and completed contracts according to the established time schedules unless extensions are granted by the owner; and
3. fulfilled guarantee requirements of the contract documents.

(Q) The Bidder has, and diligently maintains, a written safety program.

(R) The Bidder has not received a serious, willful or repeated violation from OSHA in the last ten years. who offers, as appropriate, either lowest cost or highest payment, the best quality to the County, and who possesses the necessary financial responsibility, skill, ability and integrity to perform the obligations required by the transaction. However, in no instance may a bidder who has been convicted of bid rigging or price fixing within three years of submission of the bid involved and which involved a contract with the County, be considered the most responsible and responsive bidder.

(4) Professional Services - shall mean unique or technical functions performed by independent contractors whose primary occupation is the rendering of these services. Such services are characterized by extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field. Examples of professional services include, without limitation by reason of enumeration, medicine and the medical arts, management and systems consultation, research, the performing arts, surveyor and surveyor services, engineering and architectural design services.

(5) Purchase of Goods - shall mean any transaction between the County and any party or parties by which the County is to receive a tangible commodity or property, excepting real property, in exchange for money or other valuable consideration.

(6) Purchase of Services - shall mean any transaction between the County and any party by which the County is to receive useful labor or activity in return for money or other valuable consideration, but does not include labor performed as an employee of Rock County.

(7) County Auction - shall mean an auction conducted on behalf of Rock County which is advertised in advance and open to the general public.

(8) Regulations - shall mean those rules or guidelines issued by the Finance Committee to implement the provisions or administration of this ordinance.

(9) Transactions - shall mean any act or agreement between the County and any other party or parties which alters the legal relationship between them, such as, but not limited to, contracts or agreements for services or goods or any real or personal property, concessions, leases and rentals.

II. Section 2.215 shall be effective upon publication.”

Supervisor Beaver moved discussion on the above ordinance, second by Supervisor Podzilni.

Documentation regarding the proposed changes to Section 2.215 of the Rock County Code of Ordinances was handed out (attached) and Ms. Millis and Mr. Sutherland answered questions.

Supervisor Beaver moved to table of the above ordinance indefinitely, second by Supervisor Podzilni. TABLED indefinitely.

Authorizing Purchase of VMWare Enterprise Software

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020 that a Purchase Order for the purchase of VMWare vSphere Enterprise software be issued to CDW-G in Vernon Hills, IL in the amount of \$94,015.40.”

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

Request Authorization to Purchase Avatar Server Database Upgrade

Supervisor Podzilni moved approval of the request to purchase Netsmart Technologies professional services for the Avatar Server / Database Upgrade at a cost of \$15,400, second by Supervisor Fox. ADOPTED.

Update, Discussion and Possible Action.

Write-Off of Uncollectible Receivables – Rock Haven Ms. Oja handed out copies of the Rock Haven Nursing Home 2019 Write-Off Request (attached) and Ms. Oja, Ms. Foss and Ms. Kabor went over it and answered questions. Discussion on individual write-off items; and sending out billing on a timelier basis.

Supervisor Podzilni moved approval to write-off uncollectible Rock Haven receivables for 2019 in the amount of \$191,212.97, second by Supervisor Beaver. ADOPTED.

Adjournment. Supervisor Beaver moved adjournment at 7:55 A.M., second by Supervisor Fox. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.