



**FINANCE COMMITTEE
Minutes – February 16, 2017**

Call to Order. Vice Chair Kraft called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, February 16, 2017, in Conference Room N-1, Courthouse East.

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

Committee Members Excused: Supervisor Mawhinney.

Staff Members Present. Sherry Oja, Finance Director; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Lisa Tollefson, County Clerk; Mickey Crittenden, Information Technology Director; Sandy Disrud, Register of Deeds; Michelle Schultz, Real Property Lister; Joanne Foss, Rock Haven Controller; Michelle Roettger, County Treasurer.

Others Present: None.

Approval of Agenda. Vice Chair Kraft said there is a transfer for the Sheriff's Office needing to be added and to delete item 14. Supervisor Podzilni moved approval of the agenda with these changes, second by Supervisor Fox. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Approval of Minutes – January 26, 2017. Supervisor Fox moved approval of the minutes of January 26, 2017 as presented, second by Supervisor Podzilni. ADOPTED.

Committee Review of Per Meeting Allowances. The Committee accepted the per meeting allowances in the amount of \$11,908.05.

Transfers and Appropriations.

Sheriff's Office

FROM

Account #

21-2100-0000-46205

Compensation Loss – Fixed Assets

Amount

\$15,149.44

TO

Account #

21-2100-0000-62410

R&M Vehicles - LES

Amount

\$15,149.44

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

Review of Payments. The Committee accepted the report.

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

Resolutions.

Initial Resolution Authorizing General Obligation Bonds and/or Notes in an Amount Not to Exceed \$3,050,000

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2017, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds and/or Notes in an amount not to exceed \$3,050,000 for highway construction and improvement projects.”

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

Carryover of 2016 Budget Appropriations to 2017

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2017 that the 2017 Budget be amended as follows:

...”

Ms. Oja handed out copies of the resolution and went over the reasons for the carryovers.

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

Authorizing Payment to the City of Janesville for Fiber Optic Cable Construction

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2017 that a payment be issued to the City of Janesville in the amount of \$27,323.57.”

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

Committee Approval.

Amending the UW-Extension 2016 Budget and Purchase Supplies

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2017 does hereby approve amending the UW-Extension’s 2016 budget for the purchase of supplies required for programming as follows:

...”

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

Review of 4th Quarter Budget. Ms. Oja handed out copies of the budget to actual budget line items for the Finance, Information Technology, Land Records, County Clerk, County Treasurer, and Register of Deeds and went over them with the Committee. The Committee asked if they could receive these reports on a quarterly basis. Ms. Oja replied yes.

Approval of Changes to Petty Cash Accounts. Ms. Oja said the Public Works Department found they no longer needed a petty cash account, due to the use of credit cards, and are closing the account.

Supervisor Fox moved approval to close the petty cash account for the Public Works Department, second by Supervisor Podzilni. ADOPTED.

Ms. Oja said that Facilities Management had a petty cash account of \$100 for the mailroom, when this function was moved to the Finance Department they found that they only needed \$25 and are reducing the account accordingly.

Supervisor Podzilni moved approval to move the Facilities Management petty cash account to the Finance Department and decrease the account to \$25, second by Supervisor Fox. ADOPTED.

Write-Off of Uncollectible Receivables – Rock Haven. Ms. Oja 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 \$30,775.51 of uncollectible receivables for Rock Haven, second by Supervisor Beaver. ADOPTED.

Semi-Annual Report – Attendance at Conventions/Conferences. The Committee accepted the reports.

Adjournment. Supervisor Fox moved adjournment at 8:06 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

**Rock Haven Nursing Home
2016 Write Off Request**

Medical Assistance Accounts Receivable - 50-14331

ID #	Amount	Explanation
81	\$6,483.51	POA-Financial did not renew MA because he was advised not to sign anything. The MA renewal was due and lapsed - Resident Expired.
Total	\$6,483.51	

Private Pay Accounts Receivable - 50-14332

ID #	Amount	Explanation
409	\$1,087.40	Patient Portion Liability. Resident expired - Corp Counsel was notified of outstanding balance. Corp Counsel inquired if deceased resident owned any properties. It was not known whether there were any properties.
1107	\$747.56	Patient Portion Liability. Resident expired - Corp Counsel was notified of outstanding balance. Corp Counsel inquired if deceased resident owned any properties. It was not known whether there were any properties.
1199	\$628.46	Patient Portion Liability. Resident expired - Corp Counsel was notified of outstanding balance. Corp Counsel inquired if deceased resident owned any properties. It was not known whether there were any properties.
1158	\$3,499.76	Patient Portion Liability. Resident expired - Corp Counsel was notified of outstanding balance. Corp Counsel inquired if deceased resident owned any properties. It was not known whether there were any properties.
156	\$10,012.43	Self pay and Patient Portion Liability. Approved for MA. Money resident had went towards paying other bills. Resident expired. This was sent to Corp Counsel for collections.
253	\$1,113.00	Patient Portion Liability. Resident expired - Corp Counsel was notified of outstanding balance.
Total	\$17,088.61	

Medicare Accounts Receivable - 50-14333

ID #	Amount	Explanation
29	\$7,203.39	Denial of services
Total	\$7,203.39	

Grand Total:
MA/Private
Pay/Medicare **\$30,775.51**