



FINANCE COMMITTEE
Minutes – July 11, 2019

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, July 11, 2019, in the Conference Room N-1, Fifth Floor, Courthouse-East.

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

Committee Members Excused: None.

Staff Members Present. Sherry Oja, Finance Director; Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator; Richard Greenlee, Corporation Counsel; Bridget Laurent, Deputy Corporation Counsel; Jim Sandvig, Information Technology Director; Brent Sutherland, Facilities Management Director; and Sara Mooren, Administrative Services Division Manager, Human Services Department.

Others Present: None.

Approval of Agenda. Supervisor Yeomans moved approval of the agenda, second by Supervisor Podzilni. ADOPTED.

Approval of Minutes – June 13, 2019 and June 20, 2019. Supervisor Yeomans moved approval of the minutes of June 13, 2019 and June 20, 2019 as presented, second by Supervisor Fox. ADOPTED.

Citizen Participation, Communications and Announcements. Chair Mawhinney reminded the Committee that the next meeting will be on Thursday, August 1, 2019.

Supervisor Podzilni said only one person came to the public hearing for Human Services Board regarding the 2020 budget.

Transfers and Appropriations. None.

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 Podzilni moved approval of per meeting allowances in the amount of \$14,942.28, second by Supervisor Beaver. ADOPTED.

Resolutions and Committee Endorsements.

Rock County Healthy Schools Project with Action for Healthy Kids

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2019, does hereby approve transferring these funds for the creation of the Healthy Schools Project with Action for Healthy Kids and amending the Rock County UW-Extension 2019 budget.

...”

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

Reclassification of the Telecom / Network Position to Network Technician in the Information Technology Department

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2019 does hereby approve the reclassification of the Network / Telecom Technician position to Network Technician and compensation reallocation from pay range 19 step 5 to pay range 23 step 3.”

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

Eliminating One Help Desk Position and Adding One User Support Position in the Information Technology Department

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2019 does hereby approve the elimination of one Help Desk position at pay range 13 and the creation of one User Support position at pay range 18.”

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

Creating an Additional Network Support Administrator Position in the Information Technology Department

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2019 does hereby approve the addition of one Network Support Administrator position for the I.T. department at pay range 26.”

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

Mr. Sandvig said this was a recommendation from the Baker Tilly audit to reorganize. They looked at the capacity of staff, did time and labor studies, and there is not enough staff to complete the requests coming in. He added that they are about three FTEs short and, after discussion with the County Administrator, decided to make the request for one FTE now, and he will request one more FTE in the 2020 budget. He said he is hoping to not need the third position as they are looking to automate more.

ADOPTED.

Eliminating One Programmer Analyst II Position and Adding a Project Manager Position in the Information Technology Department

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2019 does hereby approve the elimination of one Programmer Analyst II position at pay range 26 and the creation of one Project Manager position at pay range 26.”

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

Amending the 2019 HSD Budget to Accept CLTS Funds and Creating 1.0 FTE Human Services Professional Position

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2019 does hereby approve the creation of 1.0 FTE Case Manager position in CLTS, and the purchase of a computer, phone and furniture for the new position; and,

BE IT FURTHER RESOLVED, that the 2019 Budget be amended as follows:

....”

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

Authorizing Contract for Updating the Rock County Parks, Outdoor Recreation and Open Space (POROS) Plan and Amending the Parks Budget

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2019 that a contract be awarded to Vanderwalle & Associates, Inc. of Madison, Wisconsin based on the terms and condition set forth in the contract in the amount of \$50,240, and that payment be made to the vendor upon approval of the Public Works Committee.

BE IT FURTHER RESOLVED the Department of Public Works Parks Division 2019 Budget be amended to increase Department funding as outlined below

....

BE IT FURTHER RESOLVED that the Rock County Board of Supervisors hereby authorizes the Parks Manager, via the Public Works Committee and Parks Advisory Committee, to act on behalf of Rock County to sign documents and take necessary action to undertake, direct and complete the approved project.”

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

Authorizing Acceptance of JAG Crisis Intervention Team (CIT) Training (2015) Grant and Amending the 2019 Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2019 does hereby accept the JAG CRISIS Intervention Team (CIT) Training (2015) Grant in the amount of \$20,000 from the Wisconsin Department of Justice.

BE IT FURTHER RESOLVED, that the 2019 Rock County Sheriff’s Office budget be amended as follows:

...

BE IT FURTHER RESOLVED, that the Chair of the Rock County Board of Supervisors is authorized to sign contracts/MOUs with local law enforcement agencies/jurisdictions for the payment of overtime or backfill for officers to attend CIT training in an amount not to exceed the grant award.”

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

Accepting DOJ EBDM Pretrial Pilot Sites Project Grant and Amending the Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2019, does hereby authorize the acceptance of \$69,085 of WI DOJ grant funds and to authorize the signing of the award documents.

BE IT FURTHER RESOLVED that the 2019 budget be amended as follows:

...”

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

Accepting a Workforce Advancement Training (WAT) Grant and Amending the Human Resource Department’s Budget

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled on this _____ day of _____, 2019 to approve and authorize the acceptance of \$16,150 of WAT grant funds.

BE IT FURTHER RESOLVED that the 2019 Human Resources Department budget be amended as follows:

...”

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

Updates, Discussion and Possible Action.

Financial Policy & Procedures Manual Ms. Oja handed out copies of the first draft of the Rock County Financial Handbook. She said this consolidates policies and procedures from the Wisconsin Statutes, Rock County Ordinances, Rock County Board Rules, Rock County Finance Committee and Generally Accepted Accounting Principles. Ms. Oja said it makes sense to put all policies and procedures for finance in one place so everyone will know where to look for the information. She added that an e-mail will be going out to department heads and be posted to the intranet.

Suggestions included: an index at the beginning of the document; where the authority came from; and to have links to these areas.

Adjournment. Supervisor Yeomans moved adjournment at 7:46 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY



Greg Winkler
DRAFTED BY

July 17, 2019
DATE DRAFTED

**Amending the 2019 Human Services Department Budget to accept a
Quality Improvement Grant for Crisis Intervention Programs**

1 **WHEREAS**, the Wisconsin Department of Health Services has awarded the Human Services
2 Department (HSD) \$20,000 for the Quality Improvement Grant Opportunity for Crisis Intervention
3 Programs; and,
4

5 **WHEREAS**, this funding is in addition to \$20,000 that was awarded in 2018 and previously used for
6 implementation of Collaborative Assessment and Management of Suicide (CAMS); and,
7

8 **WHEREAS**, HSD is planning to utilize the new funds for additional CAMS consultation and to
9 develop and implement a telehealth psychiatry alternative; and,
10

11 **WHEREAS**, telehealth will provide a more timely response for clients in crisis with the goal of
12 creating a community-based safety plan and diverting from hospitalization.
13

14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
15 assembled this _____ day of _____, 2019 does hereby authorize the acceptance of a Quality
16 Improvement Grant for Crisis Intervention Programs; and,
17

18 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2019 be amended as
19 follows:
20

21		Budget	Increase	Amended
22	Account/Description	<u>6/1/19</u>	<u>(Decrease)</u>	<u>Budget</u>
23	<u>Source of Funds</u>			
24	36-3689-0000-42200	\$0	\$20,000	\$20,000.
25	State Aid			
26	<u>Use of Funds</u>			
27	36-3689-0000-62119			
28	Other Contracted Services	\$0	\$5,000	\$5,000
29	36-3689-0000-64604			
30	Program Expense	\$53,000	\$1,920	\$54,920
31	36-3689-0000-67130			
32	Terminals and PCs	\$9,800	\$7,507	\$17,307
33	36-3689-0000-68208			
34	Allocated Outpatient	\$0	\$5,573	\$5,573

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Stephanie Aegerter

Terry Fell

David Homan

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams

FINANCE COMMITTEE

Mary Mawhinney, Chair

Mary Beaver, Vice Chair

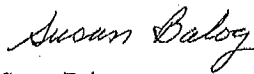
Brent Fox

J. Russell Podzilni

Bob Yeomans

FISCAL NOTE:

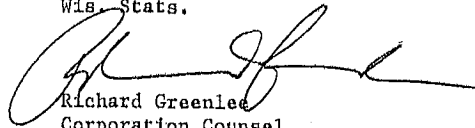
This resolution authorizes the acceptance and expenditure of \$20,000 from the Wisconsin Department of Health Services for the Rock County Human Services Department. No County matching funds are required.



Susan Balog
Assistant Finance Director

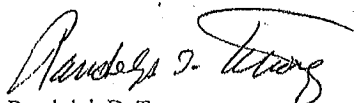
LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2019 County Budget, this Resolution requires a 2/3 vote of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended,



Randolph D. Terronez
Assist to the County Administrator

Executive Summary

Amending the 2019 Human Services Department Budget to accept a Quality Improvement Grant for Crisis Intervention Programs

This resolution authorizes HSD to accept \$20,000 from Wisconsin DHS in additional funds that are available through the Quality Improvement Grant Opportunity for Crisis Intervention Programs. HSD previously received \$20,000 of this funding to implement the Collaborative Assessment and Management of Suicide (CAMS) in December 2018.

The new funds will be used for additional CAMS consultation and to implement a telehealth psychiatry option in crisis and to purchase four mobile laptop devices. We recognize that clients in crisis can benefit, at times, from a medication adjustment or refill. Telehealth will allow us to provide a medication evaluation in a timely manner. We anticipate that this will support community-based safety planning and prevent some hospitalizations.