



**FINANCE COMMITTEE
Minutes – October 19, 2017**

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, October 19, 2017, in Conference Room N-1, Fifth Floor, Rock County Courthouse-East.

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

Committee Members Excused: None.

Staff Members Present. Josh Smith, County Administrator; Nick Osborne, Assistant to the County Administrator; Lisa Tollefson, County Clerk; Jodi Timmerman, Interim Corporation Counsel; Sherry Oja, Finance Director; Michelle Roettger, County Treasurer; Sandy Disrud, Register of Deeds; Mickey Crittenden, Information Technology 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. Supervisor Kraft invited all in attendance to come to the Criminal Justice Coordinating Council at 3 P.M. that day as most all our Rock County representatives will be in attendance.

Transfers and Appropriations. None.

Committee Endorsement.

Amending the 2017 Veterans Services Budget to Increase the Veterans Donation Trust Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____ 2017 does hereby amend the Adopted 2017 Rock County Veterans Services budget as follows:

...”

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

2018 Budget Review.

County Clerk Mr. Smith said the election cycle will cause the County Clerk’s expenses to be higher in 2018 as this will be the second biggest election year of the four-year cycle.

Ms. Tollefson said they will be losing income from work permit fees, but their other fees will be going up slightly as they have not been changed since 2012.

Finance Director Ms. Oja explained the changes in her department. Her staff had made some efficiency changes and were able to see reduced costs. She said, due to these savings, her department is able to use 2017 funds for some of the 2018 purchases. The Purchasing/Central Duplicating area has been covering the mailroom and deliveries to find out how much time is needed and are deleting a 1.0 FTE Administrative Assistant position and increasing the hours by .3 FTE for the Printing Services Coordinator.

Information Technology Mr. Smith said one of the capital projects is a two-year plan to replace the current phone system with a VOIP system. This is a county-wide project and the current phones will not be supported within the next couple years. He said he did not recommend the department request for a software asset management system due to other priorities. Mr. Smith said the request in the training budget for customer service training he is recommending being done within the current budget allocation.

Mr. Crittenden handed out the IT budget by fund code and the IT strategic initiatives for 2018 (attached) and went over his initiatives.

Chair Mawhinney asked about tablets for the County Board Supervisors. Mr. Crittenden said they are in the 2017 budget. Mr. Smith said a software needs to be selected before the tablets can be ordered.

Register of Deeds Mr. Smith said the revenue will be up by a projected 9.3% due primarily to the Real Estate Transfer Fees. Mr. Smith said he is recommending the request to have the Register of Deeds Clerks reclassified to Register of Deeds Specialists.

Ms. Disrud said the personnel request is due to the duties expanding over the past several years and her staff are all cross trained to do all jobs within the department.

Supervisor Kraft asked if the redaction has been completed. Ms. Disrud said this is a continual process and they are now also making the files searchable.

Treasurer Mr. Smith said the Treasurer's 2018 Recommended Budget is pretty much cost to continue with no big changes other than in postage, which is due to post cards being sent out as tax reminders instead of letters.

Other Mr. Smith said the Community Agency Initiatives is the County's contributions to nonprofit organizations.

Chair Mawhinney asked if the Attorney General's opinion was law. Ms. Timmerman replied it has persuasive value. Chair Mawhinney asked if there were fines associated. Ms. Timmerman said, in a referenced case, the town chair had to pay back the funds personally, which is a worst case scenario, the best case scenario would be that we would get a slap on the hand. Mr. Smith said the citizens could file a lawsuit like in Shawano County. Mr. Smith added that the WCA is working on what the counties should do.

Supervisor Kraft asked about the Sheriff's Office and if the review of the uniform allowance was addressed. Ms. Oja said the uniform allowance is the same as in 2017. Mr. Smith said this will be revisited from a policy perspective and Human Resources staff will be bringing this to the County Board Staff Committee in November.

Chair Mawhinney asked about the replacement seating in Courtroom H. Mr. Smith said Mr. Sutherland found used theater seating.

Set Meeting Date and Time for Review, Discussion and Recommended Revisions to the 2018 Recommended Budget.

The Committee decided to move the November 2nd meeting to November 9th at 7:30 A.M.

Report on Cash Balances and Investments. Ms. Oja handed out copies of the County Sales Tax Receipts, and updated the Committee on cash balances and investments as of September 30, 2017.

Adjournment. Supervisor Fox moved adjournment at 8:29 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

Rock County Information Technology Strategic Initiatives For 2018

The 2018 IT budget reflects the mission of supporting current and planned business processes throughout all of Rock County's governmental operations, with a specific focus on helping all County departments to operate as cost-effectively as possible while meeting their departmental goals. Additionally, specific technology projects are planned to significantly improve County operations, including the following budget-affecting strategic projects, in priority sequence:

<u>Project</u>	<u>2018 Budget Affect</u>
<p><i>Upgrade of County's Financial System</i></p> <ul style="list-style-type: none"> <i>-- Implementation of latest generation of Sungard's Public Sector Financials System</i> <i>-- Includes much better reporting and dashboard capabilities</i> <i>-- Provides improved user interface and more efficient system processes</i> <i>-- Capital Improvement Program project</i> 	<p>\$227,203</p>

This project, which will span portions of 2017 and 2018 will upgrade the County's financial system to the newest generation of the system, called ONESolution. ONESolution replaces the legacy IFAS system, which is no longer being updated by the vendor, Superior (formerly Sungard Public Sector). The new system will increase efficiency with better business intelligence and workflow functionalities, including integration with Microsoft Office software such as Excel and Word. The project includes the ONESolution software, related hardware, professional services, and training.

<p><i>Network Servers Replacements</i></p> <ul style="list-style-type: none"> <i>-- Addresses aging servers that have increasing maintenance cost or no available support</i> <i>-- Provides a necessary server for a major upgrade to the HR/Payroll system</i> <i>-- Boosts performance and throughput of existing and future applications</i> <i>-- Lowers power and cooling requirements</i> <i>-- Increases Server Virtualization capabilities</i> <i>-- Capital Improvement Program project</i> 	<p>\$54,170</p>
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The County's computing environment is very server-intensive, and a varying number of replacement servers are planned each year. The server replacement plan for 2017 includes addressing 5 general purpose Windows servers that will be out-of-support due to age or do not meet current demand. These servers are application and database servers used by multiple County operations. In addition to addressing performance and application requirements issues, the new servers will result in lower power and cooling costs.

Three new servers will be configured to provide hosting for multiple virtual servers, thus continuing the County's strategy of consolidating data center assets

for the sake of streamlining operations. The two new physical virtual host servers will each be able to host several virtual servers that would otherwise require separate hardware systems. This will result in operational savings in terms of lower power and cooling requirements.

Additional Data Center Information Storage Capacity **\$45,000**

- *Accommodates the increase in disk storage requirements throughout County operations*
- *Builds upon the County's current Storage Area Network*
- *Provides for increased data protection and replication of critical information*
- *Capital Improvement Program project*

This capital project addresses the increasing disk storage requirements for all County operations. Examples of applications that drive the need for additional storage capacity include the widespread use of document imaging, the management of audio, video, and photo files, and the growth of databases.

The year-to-year project entails building upon the County's current environment by installing disk drives and their associated enclosures and controllers, as well as taking advantage of storage software enhancements for data protection and replication of critical information.

In tandem with this initiative will be a continuing analysis and identification of information that is no longer needed to be retained and can be removed from the County's storage systems.

Replacement of Remaining Legacy Phone Sets with IP Phones **\$200,000**

- *Removes obsolete telephone technology from the County's phone system*
- *Replaces phones that will not be supported in Mitel's next PBX software release*
- *Enables greater integration between the phone system and other applications*
- *Capital Improvement Program project*

This is a 2-year project to replace all of the County's remaining legacy phone sets with new Internet Protocol (IP) phones. The County has transitioned its phone system to a standards-based Voice-Over-IP (VOIP) technology for phones and voice mail. The VOIP technology allows the County's data and voice traffic to share the same network infrastructure and enables integration between the phone system and other applications for streamlining business processes that rely on voice communications. By replacing the remaining legacy phones, the County will be prepared for the next version of the Mitel PBX software that will no longer support legacy phones within the VOIP environment.