

**FINANCE COMMITTEE  
Minutes – March 17, 2016**

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, March 17, 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 and Nick Osborne, Assistants to County Administrator; Dara Mosley, Public Safety Systems Manager, Information Technology; Annette Mikula, Human Resources Director; Alyx Brandenburg, Human Resources Manager.

**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 – March 3, 2016.** Supervisor Kraft said the time of adjournment should be 7:48 A.M. Supervisor Kraft moved approval of the minutes of March 3, 2016 with this change, second by Supervisor Fox. ADOPTED.

**Transfers and Appropriations.**

**Sheriff's Office**

**FROM**

<u>Account #</u>	<u>Amount</u>
21-2100-0000-62491	\$ 3,100
Software Maintenance - LES	

**TO**

<u>Account #</u>	<u>Amount</u>
21-2100-0000-67160	\$ 3,100
Capital Assets \$500 - \$4,999 - LES	

**Rock Haven**

**FROM**

<u>Account #</u>	<u>Amount</u>
32-7500-7350-64005	\$ 200
Rehabilitation Supplies	
32-8000-9100-63109	5,817
Other Supplies & Expenses	
32-8000-9100-64102	6,941
Cash Food – Dairy	
32-7260-7400-62180	12,863
Physical Therapy	
32-7260-7400-62185	15,558
Occupational Therapy	

**TO**

<u>Account #</u>	<u>Amount</u>
32-7500-7350-63109	\$ 200
Other Supplies & Expenses	
32-8000-8100-63104	5,817
Printing & Duplicating	
32-8000-9100-64105	4,904
Cash Food – Groceries	
32-8000-9100-64107	2,037
Cash Food – Meat	
32-7260-7400-62189	12,863
Other Medical Services	
32-7260-7400-62179	13,843
Pharmacy	
32-7260-7400-62171	89

		Ambulance	
		32-7500-7100-62622	1,626
		Transportation	
32-8000-9500-64200	2,808	32-8000-9500-61300	812
Training Expense		Per Diems	
		32-8000-9500-63200	274
		Publications/Subscriptions	
		32-8000-9500-64416	796
		Licenses	
		32-8000-9550-64902	926
		Indirect Cost	
32-8000-8100-64408	4,790	32-8000-8100-63109	2,242
Disposables		Other Supplies & Expenses	
		32-8000-8100-64003	726
		Oxygen Supplies	
		32-8000-8100-64000	460
		Medical Supplies	
		32-8000-8100-63100	1,362
		Office Supplies & Expenses	
32-8000-9500-64200	2,373	32-9000-9940-61920	2,373
Training Expense		Physicals	
32-9000-9910-65103	1,001	32-9000-9910-65101	1,001
Public Liability		Insurance on Building	
32-9000-9920-62201	5,583	32-9000-9920-62202	1,295
Electric		Water	
		32-9000-9910-65109	4,288
		Other Insurance	
32-9000-9920-62203	1,133	32-9000-9930-62210	1,133
Natural Gas		Telephone	
32-9000-9940-61720	775	32-9000-9940-63406	775
Unemployment Compensation		Clothing & Uniforms	

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

**Bills and Encumbrances**

Agency Funds	\$	44.24
Information Technology		5,507.75
IT Cross Charges		1,739.40
Elections		200.00
County Treasurer		85.00

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

**Bills Over \$10,000**

Wisconsin River Rail Transit	\$	28,000.00
Foley Electric Inc.		26,192.45
Wisconsin Department of Justice		11,628.00

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

**Encumbrances Over \$10,000.**

Department of Corrections	\$ 315,396.00
Othrow, Randi	38,140.00

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

**Pre-Approved Encumbrance Amendments** None.

**Approval of Bills for Other Departments** None.

**Resolutions.**

**Recognizing Patricia Leuzinger for Service to Rock County**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2016, does hereby recognize Patricia Leuzinger for her 25 years of service to the citizens of Rock County and extends its best wishes to her in her future endeavors.

**BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this resolution to Patricia Leuzinger.”

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

**Authorizing Purchase of Bomgar Support and Access Management System**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2016 does approve a purchase order be issued to CDWG, Inc., of Vernon Hills, IL for the Bomgar support and access management system for a total of \$66,225.00.

**BE IT FURTHER RESOLVED** that payment be made to the vendor upon approval of the Finance Committee.”

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

**Authorizing Purchase of High Line Software Upgrade and Professional Services**

**“NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2016 that a Purchase Order for the High Line software upgrade and related professional services be issued to High Line Corporation in the amount of \$156,555.

**BE IT FURTHER RESOLVED** that payment be made to the vendor upon approval of the Finance Committee.”

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

**Committee Approval.**

**Amending the 2016 HSD Budget to Accept the Women's Fund Grant**

**“NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2016, accepts \$10,000 in funding from the Women's Fund to assist in provision of the DBT program.

**BE IT FURTHER RESOLVED**, that the 2016 Human Services budget be amended as follows:

...”

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

**Discussion and Possible Action on Board Rules of Procedure Changes.** Ms. Oja handed out copies (attached) of requested changes to the Rock County Board Rules of Procedure and went over them with the Committee. Ms. Oja said our process, as it is now, can take five to six weeks from when a request is entered for payment and when the check is actually cut. She added that if the bill is over \$10,000 the process can take even longer. This is not as much a problem for larger businesses but for small business this can sometimes be an issue. Ms. Oja added that this also has an impact on businesses bidding on projects as they don't want to, or cannot, operate under these rules as they are now. Ms. Oja also went over a matrix of comparable counties in WI and how they review and pay bills. Ms. Oja went over possible Committee Review Reports and a Budget to Actual Report.

Supervisor Fox asked if the County is offered any early payment discounts. Ms. Oja said we are offered these discounts but the County has very rarely been able to take advantage of them.

Supervisor Fox moved to approve the proposed changes as presented, second by Supervisor Podzilni. ADOPTED.

Ms. Oja said she is planning on attending as many other committee meetings as possible to go over these proposed changes.

**Report on Cash Balances and Investments.** Ms. Oja handed out copies and updated the Committee on cash balances and investments as of February 29, 2016 and County Sales Tax Receipts through February 29, 2016.

Ms. Oja informed the Committee that Cutwater will be coming to the April 7, 2016 Finance Committee meeting.

**Adjournment.** Supervisor Fox moved adjournment at 8:25 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**