



**FINANCE COMMITTEE  
Minutes – December 5, 2019**

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, December 5, 2019, in 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, Assist to County Administrator; Sheriff Knudson; Bridget Laurent, Deputy Corporation Counsel; Lisa Tollefson, County Clerk; Jodi Millis, Purchasing Manager; Brent Sutherland, Facilities Management Director; Jim Sandvig, IT Director; Shilo Titus, Purchasing Specialist; Gloria Anderson, Susan Armstrong, Susan Balog, Heather Bucholtz, Denise DeRemer, Cheryl Mikrut, Sherry Quirk, Janet Trautsch and Ashley Vargas, Finance Department.

**Others Present:** None.

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

**Approval of Minutes – November 7, 2019 and November 12, 2019.** Supervisor Beaver moved approval of the minutes of November 7, 2019 and November 12, 2019 as presented, second by Supervisor Fox. ADOPTED.

**Citizen Participation, Communications and Announcements.** Chair Mawhinney thanked everyone for their thoughtfulness.

**Transfers and Appropriations.**

**Rock Haven**

**FROM**

**Account #**  
32-8000-9800-61109  
Other Regular Wages

**Amount**  
\$19,026

**TO**

**Account #**  
32-8000-9500-62109  
Personnel Services

**Amount**  
\$19,026

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

**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.** Postponed to December 12, 2019 prior to County Board.

**Resolutions and Committee Endorsements.**

**Recognizing Janet Trautsch**

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, does hereby recognize Janet Trautsch for her 31 years of service and extends best wishes to her in her future endeavors.”

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

Ms. Trautsch thanked the Committee and staff and said she has enjoyed working for Rock County.

**Recognizing Kathy Kope for Service to Rock County**

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, does hereby thank Kathy Kope for her dedication and contributions to the citizens of Rock County; and,

**BE IT FURTHER RESOLVED** that a copy of this resolution be presented to Kathy Kope with the Rock County Board of Supervisors’ best wishes for her future plans.”

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

**Acceptance of Wisconsin Department of Natural Resources County Conservation Aids Grant Funds and Amending Parks Budget**

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2019 does hereby approve the acceptance of these funds.

**BE IT FURTHER RESOLVED** that the Parks Manager be hereby authorized and directed to sign the grant agreements and that these documents be submitted to the Wisconsin Department of Natural Resources.

**BE IT FURTHER RESOLVED**, that the Parks Manager be authorized to file all necessary documents for administration and reimbursement of this program.

**BE IT FURTHER RESOLVED** that the Rock County Board of Supervisors hereby approves the amendment of Public Works Parks Division 2019 Budget as follows:

...”

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

**Authorizing Acceptance of Highway Safety Grant**

“**NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2019, that the Rock County Sheriff is authorized to accept funds under the Highway Safety Grant; 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 Purchase of Lexipol Corrections Policy Manual and Amending the 2019 Budget**

“**NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly assembled on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, that a Purchase Order be issued to Lexipol, LLC, in the amount of \$51,781, for the purchase of a corrections policy manual and daily training bulletin services; and,

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

...”

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

Supervisor Yeomans asked Sheriff Knudson what this has accomplished, and what it does that you want to spend so much money on it. Sheriff Knudson said it is a system for policies for the Sheriff’s Office; it takes more time but it makes the staff more responsible, and adhere to policies; there are so many changes at so many levels, there are updates every four months and this helps make sure policies, training, and daily training bulletins; compliance reports are sent to make sure training is done; puts both the law enforcement and corrections on the same system and helps with overlaps so things will run more efficiently; expertise and coordination; and connects both sides and lines policies and procedures up better.

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

**Eliminating One Programmer Analyst II Position and Adding One Systems Analyst 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 Systems Analyst position at pay range 23.”

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

**Authorizing Purchase of a Hitachi Storage Area Network**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this \_\_\_\_\_ day of \_\_\_\_\_, 2019 that a Purchase Order for the purchase of a Hitachi VSP G350 Storage Area Network computer system be issued to A&E Business Solutions in Madison, WI in the amount of \$240,996.42.”

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

**Approval of Bid for Shredding Services to Office Pro, Janesville, WI**

Supervisor Beaver moved approval for the bid to go to Office Pro, Janesville, WI for shredding services for financial services for all departments, second by Supervisor Yeomans. ADOPTED.

**Adjournment.** Supervisor Fox moved adjournment at 8:05 A.M., second by Supervisor Yeomans. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Office Coordinator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**