

Public Works Committee Minutes
Thursday, May 12, 2016 – 8:00 a.m.
Public Works Department Committee Room

Call to Order. Chair Bussie called the meeting of the Public Works Committee to order at 8:00 a.m.

Committee Members Present. Chair Bussie and Supervisors Arnold, Driscoll, Fox and Richard

Committee Members Absent. None

Staff Members:	Ben Coopman	Public Works Director
	Neil Pierce	Highway Superintendent
	Gordon Beyerlein	DPW Accounting Supervisor
	Michelle DeRubeis	DPW Accounting Supervisor
	Josh Smith	County Administrator
	Nicholas Osborn	Assistant to the County Administrator

Others Present: Caterine Izerda Janesville Gazette

Approval of Agenda. Supervisors Richard and Arnold moved today's agenda. MOTION CARRIED.

HIGHWAY BUSINESS

Discussion and Possible Action on Matrix Consultant's Report Recommendations on DPW Technology and Administration

Staff outlined several of the employee time reporting processes. A chart was distributed that showed the input and exports to the various computer systems used by DPW.

Discussion took place. The committee members were unanimous in seeking improvement in reducing the time to get DPW bills out to its customers. Several immediate steps were identified by staff that will be implemented in the current processes (Item 19 resolved).

Discussion on demonstrating other software for automated time reporting. One product being used by several Wisconsin Counties is developed by a company named R-T Vision. Staff will investigate this further and report back. Additional work will be needed with the county's Information Technology Department to either improve the current system, "Highway Billing" or another package.

Discussion on upgrading the Account Clerk II position to a Cost Allocation Specialist (Item 20). It was the consensus to proceed with this recommendation and have a resolution prepared for presentation to the County Board at the next meeting. (Item 20 resolved).

Minutes of the Rock County Public Works Committee
May 12, 2016

Staff will continue to improve some of the data entry and voucher processing processes and systems of the Department. Remaining unfinished recommendations will be discussed at a subsequent meeting.

Adjournment. Supervisors Richard and Betty Jo Bussie moved to adjourn at 10:00 a.m.
MOTION CARRIED.

Respectfully submitted,

Benjamin J. Coopman, Jr.
Director of Public Works