

ROCK COUNTY, WISCONSIN



Board of Supervisors  
51 South Main Street  
Janesville, WI 53545  
(608)757-5510

***NOTE: Time,  
Date & Location***

**COUNTY BOARD STAFF COMMITTEE  
TUESDAY – OCTOBER 13, 2011 – 5:45 P.M.  
DELIBERATION ROOM, COURTROOM H – FOURTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order & Approval of Agenda
2. Approval of Minutes – September 8, 2011 and September 13, 2011
3. Citizen Participation, Communications and Announcements
4. Approval of Bills
5. Approval of Transfers & Appropriations
  - A. County Board
  - B. Human Resources
6. Adjournment

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0814200000-61920	PHYSICALS	10,320.00 106.8%	12,685.75	-1,662.24	-703.51		
		10/01/11 -VN#037252	ANDERSON, GLORIA			50.00	
*** OVERDRAFT ***	<b>TRANSFER PENDING</b>			CLOSING BALANCE	-753.51		50.00
0814200000-62108	LABOR NEGOTIATIO	16,000.00 0.0%	0.00	0.00	16,000.00		
		P1103314-PO# 10/01/11 -VN#046373	WEISS BERZOWSKI BRADY LLP			75.00	
				CLOSING BALANCE	15,925.00		75.00
0814200000-63107	PUBL & LEGAL	34,750.00 91.2%	31,857.36	-135.00	3,027.64		
		P1100904-PO# 10/01/11 -VN#010110	CHRONICLE, THE			952.00	
		P1103276-PO# 10/01/11 -VN#025794	NATIONAL ASSOCIATION OF COUNTI			200.00	
				CLOSING BALANCE	1,875.64		1,152.00
0814200000-63200	PUBL/SUBCR/DUES	10,050.00 94.6%	9,514.30	0.00	535.70		
		P1103277-PO# 10/01/11 -VN#041123	POSTER COMPLIANCE CENTER			384.50	
				CLOSING BALANCE	151.20		384.50
0814200000-64200	TRAINING EXP	44,374.00 63.9%	27,859.15	518.46	15,996.39		
		10/01/11 -VN#044396	IHRKE, CONNIE			139.94	
		10/01/11 -VN#049974	O CONNELL, DAVID			99.12	
		P1103271-PO# 10/01/11 -VN#051340	WALKER GROUP, THE			984.00	
				CLOSING BALANCE	14,773.33		1,223.06
0814200000-64417	HCC EXPENSES	14,255.00 40.8%	5,825.12	0.00	8,429.88		
		P1100904-PO# 10/01/11 -VN#010110	CHRONICLE, THE			84.00	
		P1103277-PO# 10/01/11 -VN#041123	POSTER COMPLIANCE CENTER			76.90	
				CLOSING BALANCE	8,268.98		160.90
	HUMAN RESOURCES	PROG-TOTAL-PO				3,045.46	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,045.46 INCURRED BY HUMAN RESOURCES. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

COUNTY BOARD STAFF

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_

DEPT-HEAD

**OCT 11 2011**

DATE \_\_\_\_\_

CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1919320000-64904	SUNDRY EXPENSE	8,400.00	57.8%	4,492.36	369.70	3,537.94	
	P1102965-PO# 10/01/11 -VN#018292					BASICS NATURAL FOOD MARKET	152.96
				CLOSING BALANCE		3,384.98	152.96
	EMPL.RELATED		PROG-TOTAL-PO				152.96

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$152.96 INCURRED BY EMPLOYEE RELATED. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

COUNTY BOARD STAFF COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**OCT 11 2011**

DATE \_\_\_\_\_ CHAIR

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

11-57  
Transfer No.

Requested by County Board

Craig Knutson

Department

Department Head

9/30/11  
Date

FROM

TO

ACCOUNT #	DESCRIPTION	AMOUNT
03-1110-0000-63100	Per Diem	7,485
03-1110-0000-61400	FICA	765
03-1110-0000-63101	Postage	750

ACCOUNT #	DESCRIPTION	AMOUNT
03-1110-0000-63107	Public & Legal Notices	9,000

**FISCAL NOTE:**

Sufficient funds are available in the above object code for the requested transfer.

**ADMINISTRATIVE NOTE:**

Recommended.

**REQUIRED APPROVAL:**

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

# ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR  
RECEIVED

SEP 30 2011

*W* 11-57

TO: FINANCE DIRECTOR

REQUESTED BY: County Administration

Department \_\_\_\_\_

  
Department Head Signature

DATE: 9/30/11

FROM:	AMOUNT
1) ACCOUNT #: 61300 DESCRIPTION: Per Diem CURRENT BALANC \$ 48,215.00 PROVIDED BY THE FINANCE DIRECTOR	\$ 7,485.00
2) ACCOUNT #: 61400 DESCRIPTION: FICA CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	\$ 765.00
3) ACCOUNT #: 63101 DESCRIPTION: Postage CURRENT BALANC \$ 3,356.00 PROVIDED BY THE FINANCE DIRECTOR	\$ 750.00
4) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 63107 DESCRIPTION: Public & Legal Notices	\$ 9,000.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:  
Comparison of year -to-date expenses for various accounts show available monies. Also see attached.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:  
The Beloit Daily News increased their rates by 20% and increased their Point size, which combined resulted in costs being more than budgeted. A comparison of year-to-date activity through June 2011 to 2010 shows publication costs of County Board minutes running 127% ahead of 2010 levels. Attached information provides additional background.

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

11-56

Transfer No.

Requested by Human Resources

David O'Connell

Department

Department Head

Date

9/29/11

FROM

TO

ACCOUNT #	DESCRIPTION	AMOUNT
08-1420-0000-64200	Training	1,000

ACCOUNT #	DESCRIPTION	AMOUNT
08-1420-0000-61920	Physicals	1,000

**FISCAL NOTE:**

Sufficient funds are available in the above object code for the requested transfer.

**ADMINISTRATIVE NOTE:**

Recommended.



**REQUIRED APPROVAL:**

- Governing Committee
- Finance Committee

DATE

COMMITTEE CHAIR

File \_\_\_\_\_

# ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR  
RECEIVED  
SEP 30 2011

TO: FINANCE DIRECTOR

REQUESTED BY: Human Resources Department  
Department

  
Department Head Signature

DATE: 9/24/2011

FROM:	AMOUNT
1) ACCOUNT #08-1420-0000-64200 DESCRIPTION: Training Expense  CURRENT BALANCE: \$15,072.80 PROVIDED BY THE FINANCE DIRECTOR	\$1,000.00
2) ACCOUNT #: DESCRIPTION:  CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
3) ACCOUNT #: DESCRIPTION:  CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
4) ACCOUNT #: DESCRIPTION:  CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #08-1420-0000-61920 DESCRIPTION: Physicals	\$1,000.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FOR TRANSFER - BE SPECIFIC: Large number of recruitments for the Sheriff's Dept.