

**Rock County Agriculture & Extension Education Committee**  
**Wednesday December 9, 2015 – 7:00 p.m.**  
**Courthouse Conference Center, Rm. 250**  
**Rock County Courthouse**  
**Janesville, WI**

**Agenda**

1. Call to Order
2. Approval of Agenda
3. Approval of November 11, 2015 Meeting Minutes
4. Citizen Participation, Information and Announcements
5. Educator Report: Angie Flickinger, Family Living Educator
6. Farm Report: Nick Baker, Agriculture Educator
7. Fair Board Report
8. 4-H Fairgrounds Maintenance and Contracts
  - a. Approval of Fairgrounds Rental Contracts
9. Approval of Extension Bills/Transfers/Encumbrances:
  - \* Increase Manpower encumbrance
  - \* Transfers over \$1,000
10. Discussion and Possible Action regarding proposed restructuring of UW-Extension
11. Department Update: Nov. 20 visit with Chancellor and Vice Chancellor
12. Comments from the Committee
13. Adjourn

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
56-5600-0000-63300	TRAVEL		11/20/2015	DUERST,DONNA	103.15
			11/23/2015	FLICKINGER,ANGELA	291.06
			11/23/2015	REBOUT,MEGAN	120.75
			11/23/2015	MARSDEN,CHRISTINE	35.08
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	12,600.00	9,018.19	0.00	550.04	3,031.77
56-5600-0000-64209	DEMO EXP				
ENC		R1504031	11/19/2015	AMAZON.COM	1,145.56
		P1500183	11/03/2015	SENTRY FOOD STORE	125.57
		P1503642	11/11/2015	AMERICAN AWARDS AND PROMOTION	45.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	1,049.36	1,381.85	1,316.13	252.66
56-5600-0000-64904	SUNDRY EXPENSE				
ENC		R1503903	11/05/2015	AMAZON.COM	1,436.35
		P1502236	11/13/2015	UNIVERSITY OF WISCONSIN SOIL A	70.00
		P1503524	11/04/2015	KRUEGER,NANCY	1,127.04
		P1503587	11/11/2015	SHERATON MADISON HOTEL	972.32
		P1503589	11/09/2015	NATIONAL 4H COUNCIL - SUPPLY S	502.20
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	26,916.00	17,624.17	6,810.50	4,107.91	(1,626.58)
<b>U.W.EXTENSION PROG TOTAL</b>				<b>5,974.08</b>	
56-5610-0000-63300	TRAVEL		11/23/2015	THOMPSON,RANDY	310.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,400.00	1,081.00	0.00	310.50	8.50
56-5610-0000-63500	R&M SUPPLIES				
		P1500181	10/28/2015	MENARDS	9.28
		P1503481	11/03/2015	WHEELER,DAVID	120.00
		P1503513	11/02/2015	BOBCAT OF JANESVILLE	1,763.59
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	13,800.00	8,679.12	276.00	1,892.87	2,952.01
<b>FAIRGROUNDS PROG TOTAL</b>				<b>2,203.37</b>	
56-5625-0000-63400	OPERATING SUPPLI				
		P1503631	11/11/2015	JANESVILLE PLUMBING LLC	150.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,300.00	7,823.77	1,553.88	150.00	(227.65)

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
FARM-GENERAL FUND PROG TOTAL					150.00

I have examined the preceding bills and encumbrances in the total amount of **\$8,327.45**

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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **DEC 09 2015**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
56-5600-0000-63100 ENC	OFC SUPP & EXP	R1600083	01/01/2016	JP MORGAN CHASE BANK NA	3,200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,000.00	0.00	0.00	3,200.00	4,800.00
56-5600-0000-63300 ENC	TRAVEL	R1600083	01/01/2016	JP MORGAN CHASE BANK NA	700.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	0.00	0.00	700.00	13,300.00
56-5600-0000-64200 ENC	TRAINING EXP	R1600083	01/01/2016	JP MORGAN CHASE BANK NA	500.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	0.00	0.00	500.00	3,500.00
56-5600-0000-64209 ENC	DEMO EXP	R1600083	01/01/2016	JP MORGAN CHASE BANK NA	200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	0.00	200.00	(200.00)
56-5600-0000-64904 ENC	SUNDRY EXPENSE	R1600083	01/01/2016	JP MORGAN CHASE BANK NA	1,500.00
ENC		R1600103	01/01/2016	MENARDS	200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	0.00	1,700.00	(1,700.00)
				<b>U.W.EXTENSION PROG TOTAL</b>	<b>6,300.00</b>
56-5610-0000-62400 ENC	R & M SERV	R1600104	01/01/2016	MANPOWER GROUP US INC	35,000.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	40,000.00	0.00	0.00	35,000.00	5,000.00
56-5610-0000-63500 ENC	R&M SUPPLIES	R1600078	01/01/2016	ADVANCED DISPOSAL SERVICES	600.00
ENC		R1600103	01/01/2016	MENARDS	500.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	13,800.00	0.00	0.00	1,100.00	12,700.00
				<b>FAIRGROUNDS PROG TOTAL</b>	<b>36,100.00</b>
56-5625-0000-63400 ENC	OPERATING SUPPLI	R1600080	01/01/2016	DELONG CO INC,THE	2,500.00
ENC		R1600081	01/01/2016	QUICK FUEL	700.00
ENC		R1600103	01/01/2016	MENARDS	300.00

COMMITTEE APPROVAL REPORT

2016... 12/02/2015

Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	9,500.00		0.00	0.00	3,500.00	6,000.00
<b>FARM-GENERAL FUND PROG TOTAL</b>					<b>3,500.00</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$45,900.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

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Date: **DEC 09 2015**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

## Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR      Date November 18, 2015      Transfer No. 15-107  
 Requested By UW-Extension      Department      Donna Duerst/Angela Flickinger      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 56-5600-0000-62210 Description: Telephone Current Balance: \$2,031	1,500.00	Account #: 56-5600-0000-64904 Description: Sundry Expense	1,500.00
Account #: 56-5600-0000-63300 Description: Travel Current Balance: \$4,481	2,500.00	Account #: 56-5600-0000-64904 Description: Sundry Expense	2,500.00
Account #: 56-5600-0000-63101 Description: Postage Current Balance: \$2,359	1,500.00	Account #: 56-5600-0000-64904 Description: Sundry Expense	1,500.00
Account #: Description: Current Balance:		Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Telephone: Staff use their cell phones for much of their business which decreased the office phone charges.  
 Travel: With Google Hangout conferencing and car pooling, there are funds available.  
 Postage: We have utilized e-mailing documents, flyers, etc., as much as possible as well as using bulk mailing resulting in cost savings.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

We will be purchasing items for Community Partners who handle many of our Education/Training activities. Also purchasing of technology which is required for the on site and off site training capabilities.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *sc 11/20/15*

**ADMINISTRATIVE NOTE:**

Recommended *Ann 11/20/15*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

Governing Committee \_\_\_\_\_

Finance Committee \_\_\_\_\_