

**FINANCE COMMITTEE**  
**Minutes – October 17, 2013**

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, October 17, 2013, in Conference Room N-1 Rock County Courthouse East.

**Committee Members Present.** Supervisors Mawhinney, Beaver, Kraft and Fox.

**Committee Members Excused:** Supervisor Podzilni.

**Staff Members Present.** Sherry Oja, Finance Director; Craig Knutson, County Administrator; Randy Terronez and Nick Osborne, Assistants to County Administrator; Mickey Crittenden, Information Technology Director; Jodi Millis, Purchasing Manager; Randy Leyes, Register of Deeds; Lori Stottler, County Clerk; Sara Mooren, Human Services, Fiscal Operations Division Manager.

**Others Present:** None.

**Approval of Agenda.** Chair Mawhinney said item 6.C. should be deleted. Supervisor Fox moved approval of the agenda with this deletion, second by Supervisor Kraft. ADOPTED.

**Citizen Participation, Communications and Announcements.** None.

**Approval of Minutes – October 3, 2013.** Supervisor Kraft moved approval of the minutes of October 3, 2013 as presented, second by Supervisor Fox. ADOPTED.

**Transfers and Appropriations.**

**Public Health**

**FROM**

<u>Account #</u>	<u>Amount</u>
31-3000-0000-61610	\$17,000
Health Insurance	
31-3000-0000-62503	8,000
Interpreter Fees	

**TO**

<u>Account #</u>	<u>Amount</u>
31-3000-0000-64000	\$25,000
Medical Supplies	

**Human Services**

**FROM**

<u>Account #</u>	<u>Amount</u>
36-3602-0000-68203	\$73,637
Allocated Overhead	
36-3602-0000-68203	10,000
Allocated Overhead	

**TO**

<u>Account #</u>	<u>Amount</u>
36-3602-0000-63100	\$11,635
Office Supplies	
36-3602-0000-64701	55,252
Software Purchase	
36-3602-0000-67130	3,450
Terminals & PCs	
36-3602-0000-67160	3,300
Equipment under 5K	
36-3602-0000-67200	10,000
Capital Improvements	

36-3634-0000-62119	8,905	36-3634-0000-67130	5,290
Other Contracted Services		Terminals & PCs	
		36-3634-0000-67160	3,615
		Equipment under 5K (CPS)	
36-3646-0000-62119	3,390	36-3646-0000-67130	3,390
Other Contracted Services		Terminals & PCs (JJS)	
36-3646-0000-62119	2,200	36-3646-0000-67160	2,200
Other Contracted Services		Equipment under 5K (JJS)	
36-3664-0000-61610	18,850	36-3664-0000-67130	850
Health Insurance (YSC)		Terminals & PCs (YSC)	
		36-3664-0000-67160	3,000
		Equipment under 5K (YSC)	
		36-3664-0000-67200	15,000
		Capital Improvements (YSC)	
36-3689-0000-62609	50,246	36-3689-0000-67130	2,445
State Institutions		Terminals & PCs (MH-CRI)	
		36-3689-0000-67130	1,415
		Equipment under 5K (MH-CRI)	
		36-3689-0000-67130	6,386
		Equipment over 5K (MH-CRI)	
		36-3689-0000-64604	40,000
		Program Expense (MH-CRI)	
36-3697-0000-61610	14,440	36-3697-0000-67130	8,780
Health Insurance (MH-CFIS)		Terminals & PCs (MH-CFIS)	
		36-3697-0000-67160	5,660
		Equipment under 5K (MH-CFIS)	
36-3706-0000-61210	15,735	36-3706-0000-67130	12,905
Overtime Wages (MH-CSP)		Terminals & PCs (MH-CSP)	
		36-3706-0000-67160	2,830
		Equipment under 5K (MH-CSP)	
36-3690-0000-62503	5,000	36-3690-0000-62119	1,500
Interpreter Fees		Other Contracted Services	
36-3690-0000-61610	15,000	36-3690-0000-67200	500
Health Insurance		Capital Improvement (MH-OPS)	
36-3690-0000-62170	12,000	36-3690-0000-67130	11,630
Physician & Other		Terminals & PCs (MH-OPS)	
36-3690-0000-64200	4,843	36-3690-0000-67160	23,213
Training Expenses		Equipment under 5K (MH-OPS)	
36-3704-0000-62119	7,930	36-3704-0000-67160	3,840
Other Contracted Services (IDP)		Equipment under 5K (IDP)	
		36-3704-0000-67130	4,090
		Terminals & PCs (IDP)	
36-3706-0000-61210	2,500	36-3706-0000-67200	2,500
Overtime Wages (MH-CSP)		Capital Improvement (MH-CSP)	
36-3689-0000-62609	40,000	36-3689-0000-62170	40,000
State Institutes		Physician & Other Services	
36-3683-0000-63330	5,200	36-3683-0000-62400	700
Travel (ADRC)		Repair & Maint (ADRC)	
		36-3683-0000-62503	500
		Interpreter Fees (ADRC)	

36-3683-0000-64701	700
Software Purchase (ADRC)	
36-3683-0000-62210	3,300
Telephone (ADRC)	

**Communications Center**

**FROM**

<u>Account #</u>	<u>Amount</u>
23-2400-0000-42605	\$3,864.50
Insurance Proceeds	

**TO**

<u>Account #</u>	<u>Amount</u>
23-2400-0000-62420	\$3,864.50
Machinery/Equipment R&M	

Supervisor Beaver moved approval of the above Public Health, Human Services and Communications Center Transfers for the Finance Committee, second by Supervisor Fox. ADOPTED.

**Bills and Encumbrances**

Finance Director	\$ 119.00
Information Technology	13,209.27
Tax Deed Expense	675.27

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

**Bills Over \$10,000**

Advanced Correctional Healthcare	\$ 12,305.15
Patterson Kelley Company	21,484.00

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

**Encumbrances Over \$10,000**

Pierce, David W.	\$ 40,000.00
Wisconsin Automatic Door Inc.	13,341.00

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

**Pre-Approved Encumbrance Amendments.**

**Finance - Purchasing**

JP Morgan Chase	\$ 1,500.00
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**DD Board**

Brotoloc South, Inc.	\$ 20,480.00
Rehab Resources. Inc.	40,000.00

**Information Technology**

Card Member Services	\$ 468.00
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Supervisor Fox moved approval of the above Pre-Approved Encumbrance Amendment for DD Board and Financial Services, second by Supervisor Beaver. ADOPTED.

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

**Review of Resolutions.**

**Accepting Additional Community Transformation Grant Funding and Amending the 2013 Rock County Health Department Budget**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2013 does hereby authorize the Rock County Health Department to accept the additional Rock County Community Transformation Grant funds and amend the 2013 Rock County Health Department Budget as follows:

...”

Supervisor Kraft moved Finance Committee Endorsement of the above resolution contingent on Board of Health approval, second by Supervisor Fox. ADOPTED.

**Amending the 2013 Council on Aging Budget to Accept Additional NSIP and Title III-D Funds**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2013 does hereby accept the additional NSIP and Title III-D funds amends the Adopted 2013 Rock County Council on Aging budget as follows:

...”

Supervisor Fox moved Finance Committee Endorsement of the above resolution, second by Supervisor Kraft. ADOPTED.

**Set Meeting Date and Time for Review, Discussion and Recommend Revision to the 2014 Recommended Budget.** The Committee agreed to meet on November 7, 2013 at 7:30 A.M. and continue with the regular meeting after.

**Department 2014 Budget Review.**

**County Clerk** Mr. Knutson said 2014 will be a busier election year. Ms. Stottler agreed and added that it is always hard to guess the number of ballots and still satisfy some of the clerks who would like to have ballots for 100% of their population. Mr. Knutson said the Elections account’s 2014 tax levy has an increase of \$53,060 from the prior year. Ms. Stottler said she is satisfied with her budget.

**Finance Director** Ms. Oja said her budget is pretty much a cost to continue budget. Mr. Knutson said the 2014 recommended tax levy has an increase of \$36,114 or 4.4% over the prior year.

**Information Technology** Mr. Crittenden went over his initiatives for 2014.

Mr. Knutson said the 2014 recommended tax levy for IT has an increase of \$149,670 or 12.5% over the prior year.

Chair Mawhinney asked if IT will have the tax receipting system for the Treasurer up and running for the upcoming tax season. Mr. Crittenden said it is pretty much all in place. Mr. Osborne added that staff met regarding the tax receipting system and Ms. Brown seemed to be satisfied.

**Register of Deeds** Mr. Leyes said he eliminated one position in 2013 and this seems to have worked out pretty well. He added that he is overall pretty happy with the 2014 recommended budget.

**Treasurer** Mr. Knutson said the Treasurer's 2014 recommended budget is pretty much cost to continue. He added that there is \$206,367 less net revenue to apply to other areas of the County budget.

**Other** Public Works – Chair Mawhinney asked about the new Assistant to the Public Works Director position. Mr. Knutson replied that the person in this position will have a degree in Civil Engineering and the upcoming projects and increased coordination required, especially with the I-90/39 project, is justification for the position.

Supervisor Fox left at 8:16 A.M.

**Report on Cash Balances and Investments.** Ms. Oja updated the Committee on cash balances and investments for September 30, 2013.

**Adjournment.** Supervisor Kraft moved adjournment at 8:44 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE**