ROCK COUNTY, WISCONSIN



Board of Supervisors

51 South Main Street Janesville, WI 53545 (608)757-5510 Fax (608)757-5511

EDUCATION, VETERANS & AGING SERVICES COMMITTEE THURSDAY, DECEMBER 15, 2011 - 5:30 P.M. JURY DELIBERATION ROOM – COURTROOM H FOURTH FLOOR - ROCK COUNTY COURTHOUSE-EAST

Agenda

- 1. Call to Order
- 2. Approval of Agenda
- 3. Approval of Minutes November 15, 2011
- 4. Citizen Participation, Communications, Announcements, Information
- 5. Transfers
- 6. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
- 7. Committee Requests and Motions
 - A. Ideas for Future Discussion
- 8. Adjournment

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Rock County - Pro	duction	12/06/11	COMMITTEE	APPROVAL REPORT				Page 1
Account Number	Name	Yearly Appropriation		YTD enditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039000000-64200	TRAINING EXP	1,200.00 P1103467-PO# 12/02/1		1,028.42 2 AMERICAN	0.00 RED CROSS	171.58	70.00	
				CLOSING BALANCE		101.58		70.00
		SR.CITI	IZEN PRGM.	PROG-TOTAL-PO			70.00	
INCURRED BY SENION AND HAVE BEEN PRE' A. BILLS AND EN B. BILLS UNDER	R CITIZEN PROG VIOUSLY FUNDED CUMBRANCES OVE \$10,000 TO BE	ILLS AND ENCUMBRANCE RAMS. CLAIMS COVERIN . THESE ITEMS ARE T R \$10,000 REFERRED T PAID. TO BE PAID UPON ACC	NG THE ITEMS TO BE TREATE TO THE COUNT	ARE PROPER D AS FOLLOWS Y BOARD.				
EDUCATION & TRAIN		COMMITTEE APPROVE			.Au .		DE	PT-HEAD

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Total

70.00

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Rock County - Production 12/06/11 COMMITTEE APPROVAL REPORT Account Number Yearly Pront YTD Encumb Unencumb Inv/Enc Appropriation Spent Expenditure Amount Balance Amount -160.00 500.00 132.0% 660.00 3039010000-64200 TRAINING EXP 0.00 P1103467-P0# 12/02/11 -VN#050562 AMERICAN RED CROSS 70.00 *** OVERDRAFT *** TRANSFER REQUIRED CLOSING BALANCE -230.00 TITLE III-B PROG-TOTAL-PO 70.00 I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$70,00 INCURRED BY TITLE III-B, 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. **EDUCATION & TRAINING** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL____

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Rock County - Production	12/06/11 COMMI	TTEE APPROVAL REPORT			Page 3
Account Number Name	Yearly Prcnt Appropriation Spent		Unencumb Balance	Inv/Enc Amount	Total
3039030000-62119 OTHER SERVI	·	101,327.12 11,284.88 51446 SWISHER HYGIENE FF		508.00	
*** OVERDRAFT ***		CLOSING BALANCE	-423.00		508.00
TRANSFER I 3039030000-64200 TRAINING EXI	P 530.00 48.1%	255.39 0.00 50443 RTZ ASSOCIATES INC		100.00	
		CLOSING BALANCE	174.61		100.00
	NUTRITION PROG	RM PROG-TOTAL-PO		608.00	
B. BILLS UNDER \$10,000 TO B	. CLAIMS COVERING THE ITEMS AF ED. THESE ITEMS ARE TO BE TRI VER \$10,000 REFERRED TO THE CO E PAID. 00 TO BE PAID UPON ACCEPTANCE	RE PROPER EATED AS FOLLOWS DUNTY BOARD. BY THE DEPARTMENT HEAD.			PT-HEAD
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Rock County - Product	tion 12/06/11	COMMITTE	EE APPROVAL REPORT				Page 4
Account Number Nam	me Appropr	Yearly Pront riation Spent Ex	YTD kpenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039050000-62410 R 8		12/02/11 -VN#012	54,798.47 185 DAVIS CI 347 NAPA AUT	TGO SERVICE IN		125.00 95.76	
			CLOSING BALANCE		6,987.00		220.76
3039050000-64629 OTH	P1103712-PO# P1103810-PO# P1103936-PO# P1103958-PO#	12/02/11 -VN#0421	177 JANESVIL 194 ATLAS BU 323 REGISTRA 507 JANESVIL 266 SULLIVAN	LE FAMILY HEAL S SALES INC TION FEE TRUST LE GAZETTE INC SIGNS INC	TH CENTE	96.00 510.00 600.00 55.77 1,050.00 2,001.00	
			CLOSING BALANCE		5,378.34		4,312.77
3039050000-64904 SUN	NDRY EXPENSE P1101987-PO#	0.00 100.0% 12/02/11 -VN#0149	0.00 534 MENARDS	0.00	0.,00	136.29	
			CLOSING BALANCE		-136.29		136,29
3039050000-67105 MOT	TOR VEHICLES 121, P1103712-PO#		24,396.60 194 ATLAS BU		97,586.40	28,500.00	
			CLOSING BALANCE		69,086.40		28,500.00
		E & H TRANSPORT.	PROG-TOTAL-PO			33,169.82	
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$33,169.82 INCURRED BY ELDERLY & HANDICAPPED TRANSPOR. 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. EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL DEPT-HEAD							
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Rock County - Production	12/06/11 COMMITT	EE APPROVAL REPORT				Page 5		
Account Number Name		YTD xpenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total		
3039080000-62625 OUTREACH SERVIO	CE 7,680.00 79.8% 1100884-PO# 12/02/11 -VN#046	6.553.01 565 HARDIE,R	-417.96 OBERT	1,544.95	35.52			
		CLOSING BALANCE		1.509.43		35.52		
	TITLE III-D	PROG-TOTAL-PO			35.52			
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$35.52 INCURRED BY TITLE III-D. 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. EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL DEPT-HEAD								
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Rock County - Pro	eduction	12/06/11	COMMITTEE	APPROVAL REPORT				Page 6
Account Number	Name	Yearly I Appropriation S		YTD enditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039140000-63200		200.00 .03936-PO# 12/02/1		0.00 7 JANESVILL	0.00 E GAZETTE INC	200.00	35.14	
				CLOSING BALANCE		164.86		35.14
		NEW FREE	EDM PRGRM	PROG-TOTAL-PO			35.14	
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$35.14 INCURRED BY NEW FREEDOM PROGRAM. 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.								
	UNDER \$10,000 TO) BE PAID UPON ACCE COMMITTEE APPROVES			AD.		OI	EPT-HEAD
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Rock County - Proc	duction 12/06.	/11 COMMI	TTEE APPROVAL REPORT	Г			Page 7
Account Number	Name App	Yearly Prcnt ropriation Spent		Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039150000-64200	P1103330-	8.500.00 68.9% PO# 12/02/11 -VN#0 PO# 12/02/11 -VN#0 PO# 12/02/11 -VN#0	041569 SENTRY F 051365 AUGIES E	363.00 FOOD STORE ELITE CATERING EN,MERRY L	2,643.44	184.41 869.59 100.00	
			CLOSING BALANCE	<u>.</u>	1.489.44		1,154.00
3039150000-64615	CLIENT REL.COSTS P1103933-		10,315.35 051584 WYSE,ANG		4.753.66	40.00	
			CLOSING BALANCE	Ξ	4.713.66		40.00
		TITLE III-E	PROG-TOTAL-PO			1.194.00	
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,194.00 INCURRED BY TITLE III-E FAM CAREGIVER SUPP. 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. EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL DEPT-HEAD							

DEC 1 5 2011 DATE _____CHAIR

Rock County - Production 11/29/11 COMMITTEE APPROVAL REPORT

Account Number	Name A	Yearly Prcnt Appropriation Spent		Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039010000-62129 ENC	OTHER LEGAL SERV R120004	12.580.00 0.0% 4-PO# 01/01/12 -VN#0			• •	12,580.00	
			CLOSING BALA	NCE	0.00		12,580.00
3039010000-62614 ENC	PURCHASED SERV. R120004	8.000.00 0.0% 47-PO# 01/01/12 -VN#0	0.00 39690 VOLUN		8,000.00 TER	1,200.00	•
			CLOSING BALA	NCE	6,800.00		1,200.00
		TITLE III-B	PROG-TOTAL-P	0		13,780.00	
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$13.780.00 INCURRED BY TITLE III-B. 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.							
EDUCATION & TRAIN	IING COMM	IITTEE APPROVES THE A	BOVE. COM-APPROVA	L			DEPT-HEAD
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Rock County - Production 11/29/11 COMMITTEE APPROVAL REPORT

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Account Number Yearly Pront YTD Encumb Unencumb Inv/Enc Name Appropriation Spent Expenditure Amount Balance Amount Total R1200043-P0# 01/01/12 -VN#015544 RETIR 3039020000-62119 OTHER SERVICES 0.00 11.335.00 ENC RETIRED SENIOR VOLUNTEER PROGR 10.654.00 CLOSING BALANCE 681.00 10.654.00 COMMUNITY SERV. PROG-TOTAL-PO 10.654.00 I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$10.654.00 INCURRED BY COMMUNITY SERVICES. 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. COMMITTEE APPROVES THE ABOVE. COM-APPROVAL_____ EDUCATION & TRAINING

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Rock	County		Production	
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11/29/11 COMMITTEE APPROVAL REPORT

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Account Number	Name App	Yearly Prom propriation Spen	t YTD t Expenditu	E ure A	incumb mount	Unencumb Balance	Inv/Enc Amount	Total
3039030000-62105 ENC	FOOD SERVICES R1200034	118,467.00 0. -PO# 01/01/12 -V	0%).00 BEST EVENTS	0.00	118,467.00	116,467,00	
			CLOSI	ING BALANCE		2,000.00		116,467,00
3039030000-62119 ENC ENC ENC	OTHER SERVICES R1200036- R1200041- R1200042-	93.156.00 0. -PO# 01/01/12 -V -PO# 01/01/12 -V -PO# 01/01/12 -V	N#051446	SWISHER HYG	TENE FRANC	HISE CORP	3,408.00 75,708.00 14,040.00	
			CLOSI	NG BALANCE		0.00		93,156.00
3039030000-64124 ENC	CONSUMABLE SUPPL R1200034	8,000.00 0. -PO# 01/01/12 -V	0% C N#030188),00 BEST EVENTS	0.00	8.000.00	6,000.00	
			CLOSI	ING BALANCE		2,000.00		6,000.00
3039030000-65390 ENC ENC	OTHER RENT/LEASE R1200037 R1200045	4,800.00 0. -PO# 01/01/12 -V -PO# 01/01/12 -V	N#049163	CREEKSIDE P	LACE		2,400.00 2,400.00	
			CL0S I	NG BALANCE		0.00		4,800.00
		NUTRITION P	ROGRM PROG-	TOTAL-PO			220,423.00	
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$220,423.00 INCURRED BY NUTRITION PROGRAM. 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. EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL DEPT-HEAD								

DEC 1 5 2011 DATE _____CHAIR

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Total

82,189.00

37,000.00

4.000.00

Rock County - Pro	duction	11/29/11	COMMI	TTEE APPROVAL	REPORT		
Account Number	Name	Yearly Appropriation		YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount
3039040000-62105 ENC		82,189.00 R1200034-PO# 01/01/			0.00 EST EVENTS	82,189.00	82,189.00
				CLOSING E	BALANCE	0.00	
3039040000-62119 ENC		S 37,000.00 R1200033-PO# 01/01/		0.00 11214 B8	0.00 ELOIT MEALS ON W	37,000.00 HEELS INC	37,000.00
				CLOSING E	BALANCE	0.00	
3039040000-64124 ENC		PPL 5,000.00 R1200034-PO# 01/01/		0.00 30188 BE	0.00 EST EVENTS	5,000.00	4,000.00
				CLOSING E	BALANCE	1,000.00	
		DELIVE	RED MEAL	S PROG-TOTA	AL-PO		123,189.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$123,189.00 INCURRED BY DELIVERED MEALS. 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.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL_______

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DEC 1 5 2011

DATE_____CHAIR

Rock County - Produ	uction	11/29/11	COMMITTEE AP	PROVAL REPORT				Page 5
Account Number N	łame	Yearly Pr Appropriation Sp			Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039050000-62100 C ENC		245.700.00 00041-PO# 01/01/12			0.00 ENC	245,700.00	245,700.00	
			CL	OSING BALANCE		0.00		245,700.00
3039050000-62410 R ENC ENC ENC	R & M-VEHICLES R120 R120 R120	41,970.00 00035-PO# 01/01/12 00038-PO# 01/01/12 00046-PO# 01/01/12	0.0% -VN#011529 -VN#040182 -VN#023719	0.00 BUDGET TRU FAGAN TRUC VAN GALDER	0.00 JCK AND AUTO CK AND TRAILE R BUS COMPANY	41,970.00 BODY INC ER	20,000.00 20,000.00 500.00	
			CL	OSING BALANCE		1,470.00		40,500.00
3039050000-63501 G ENC		78,284.00 00040-PO# 01/01/12		0.00 FLEET SERV		78,284.00	78,284.00	
			CL	OSING BALANCE		0.00		78,284.00
3039050000-64629 0 ENC ENC ENC	Ø12i	20,375.00 00032-PO# 01/01/12 00039-PO# 01/01/12 00049-PO# 01/01/12	-VN#018588	0.00 BANDT COMM FIRST ADVA WISCONSIN	50.00 MUNICATIONS I ANTAGE OCCUPA DEPARTMENT C	INC ATIONAL H	1,250.00 240.00 360.00	
			CL	OSING BALANCE		18,475.00		1,850.00
		E & H TRA	ANSPORT. PR	OG-TOTAL-PO			366.334.00	
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$366,334.00 INCURRED BY ELDERLY & HANDICAPPED TRANSPOR. 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 \$1	0,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.	
EDUCATION & TRAINING	COMMITTEE APPROVES THE ABOVE. COM-APPROVAL	DEPT-HEAD

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Rock County - Production 11/29/11 COMMITTEE APPROVAL REPORT Page 6 Account Number Name Yearly Pront YTD Encumb Unencumb Inv/Enc Appropriation Spent Expenditure Amount Balance Amount Total 3039610000-62119 OTHER SERVICES 0.00 0.00 0.00 100.0% 0.00R1200044-PO# 01/01/12 -VN#016049 SENIOR SERVICES OF ROCK COUNTY 11.572.00 ENC CLOSING BALANCE -11.572.00 11.572.00 SPAP 2010-11 11,572.00 PROG-TOTAL-PO I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$11,572.00 INCURRED BY STATE PHARM ASST 10-11. 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. COMMITTEE APPROVES THE ABOVE. COM-APPROVAL DEPT-HEAD EDUCATION & TRAINING

DEC 1 5 2011

DATE

CHAIR

11/30/11 Rock County - Production COMMITTEE APPROVAL REPORT Page 1 Account Number Name Yearly Pront YTD Encumb Unencumb Inv/Enc Appropriation Spent Expenditure Amount Balance Amount. Total 0.00 3039040000-64907 VOL RELATED EXP 2,325.00 0.0% 0.00 2,325.00 R1200048-PO# 01/01/12 -VN#017412 WISCONSIN DEPARTMENT OF JUSTIC ENC 75.00 CLOSING BALANCE 2,250.00 75.00 DELIVERED MEALS PROG-TOTAL-PO 75.00 I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$75.00 INCURRED BY DELIVERED MEALS. 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. . EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL DEPT-HEAD

DEC 1 5 2011

DATE

Rock County - Production 11/30/11 COMMITTEE APPROVAL REPORT

Account Number	Name	Yearly Appropriation		YTD penditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total	
3039050000-64629 ENC	OTHER TRANSP.EXP R12000	20,375.00 048-PO# 01/01/			1,850.00 DEPARTMENT OF	18,525.00 JUSTIC	50.00		
				CLOSING BALANCE		18,475.00		50.00	
		E & H ⁻	TRANSPORT.	PROG-TOTAL-PO			50.0 0		
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$50.00 INCURRED BY ELDERLY & HANDICAPPED TRANSPOR. 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. EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL							DE	DEPT-HEAD	
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