

FINANCE COMMITTEE
Minutes – September 19, 2013

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, September 19, 2013, in Conference Room N-1 Rock County Courthouse East.

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

Committee Members Excused: None.

Staff Members Present. Sherry Oja, Finance Director; Craig Knutson, County Administrator; Randy Terronez and Nick Osborne, Assistants to County Administrator; Vicki Brown, Treasurer; Mickey Crittenden, Information Technology Director; Jodi Millis, Purchasing Manager; Randy Leyes, Register of Deeds; Elizabeth Pohlman McQuillen, Criminal Justice Planner/Analyst.

Others Present: None.

Approval of Agenda. Ms. Oja requested item #3.E. Transfer for the Planning Office be added. Supervisor Beaver moved approval of the agenda with this addition, second by Supervisor Fox. ADOPTED.

Citizen Participation, Communications and Announcements. Ms. Oja handed out the Report on Federal and State Awards for the Year Ended December 31, 2012. She said this is a report on the County's compliance on all the grants the County had in 2012. She went over the 11 findings with the Committee.

Transfers and Appropriations.

Communications Center

FROM

<u>Account #</u>	<u>Amount</u>
23-2400-0000-65321	\$ 3,800
Building/Office Lease	

TO

<u>Account #</u>	<u>Amount</u>
23-2400-0000-63100	\$ 2,700
Office Supplies & Expenses	
23-2400-0000-67130	1,100
Terminals & PCs	

Developmental Disabilities

FROM

<u>Account #</u>	<u>Amount</u>
33-3310-0000-62604	\$247,831
Nursing Home Relocation CIP 1B	

TO

<u>Account #</u>	<u>Amount</u>
33-3310-0000-62610	\$247,831
Purchase of Care	

Financial Services

FROM

<u>Account #</u>	<u>Amount</u>
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TO

<u>Account #</u>	<u>Amount</u>
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19-1922-0000-64904 \$ 4,000
Contingency Fund

05-1530-0000-62130 \$ 4,000
Audit Fee

Public Works - Airport

FROM

Account # **Amount**
41-4453-4453-65341 \$ 4,750
Machinery Lease

TO

Account # **Amount**
41-4453-4453-67160 \$ 4,750
Capital Assets \$500-\$4,999

Planning & Development

FROM

Account # **Amount**
64-6400-0000-61100 \$ 9,738
Regular Wages

TO

Account # **Amount**
64-6400-0000-64904 \$ 9,738
Sundry Expenses

Supervisor Kraft moved approval of the above Communications Center, Developmental Disabilities, Financial Services, Public Works - Airport and Planning Transfers for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

Bills and Encumbrances

Finance Director	\$	138.93
Information Technology		56,645.06
Law Records		29,133.00
Land Records		449.04

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

Bills Over \$10,000

Cities Digital	\$	12,486.00
City of Janesville		31,035.85
Motorola Solutions, Inc.		57,006.00
Motorola Solutions, Inc.		114,012.00
Motorola Solutions, Inc.		85,509.00
Park Place Technologies		29,676.00
Spillman Technologies		29,133.00

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

Encumbrances Over \$10,000 None.

Pre-Approved Encumbrance Amendments.

DD Board

Creative Community Living Services, Inc.	\$	4,679.00
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Financial Services

Baker Tilly

\$ 4,000.00

Supervisor Fox moved approval of the above Pre-Approved Encumbrance Amendment for DD Board and Financial Services, second by Supervisor Podzilni. ADOPTED.

Approval of Bills for Other Departments. None.

Resolutions.

Authorizing Contract for Administration of Self-Insurance Program

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors in session this ____ day of _____, 2013, that the County Board Chair and County Clerk are authorized and hereby directed to execute necessary documents with Willis HRH Wisconsin for the provision of worker’s compensation self-insurance administration service to Rock County for the period January 1, 2014 through December 31, 2016 at the following rates per claim:

Claim Type	Per Claim Proposed Fees		
	2014	2015	2016
Indemnity (Lost Time)	\$1,250	\$1,250	\$1,275
Medical Only Paid Over \$1,500	625	625	630
Medical Only Paid Under \$1,500	160	160	160

BE IT FURTHER RESOLVED that it is understood that there will be an additional cost of \$625 per claim if this matter goes to litigation. In addition, for claims expected over \$150,000 and for other specific injuries an additional fee of \$2,550 per claim may be charged. If the claim would ultimately close for less than \$150,000, Willis HRH Wisconsin would adjust the fee to the appropriate rate. Other ancillary services may be provided by Willis HRH Wisconsin provided all services are approved by the County prior to the acquisition of those services.”

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

Amendment to Rules of Procedure for the Rock County Board of Supervisors

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013, that Rule V-G(9) of the Rock County Board Rules of Procedure be deleted.”

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

Resolution and Purchasing Procedural Endorsement.

Authorizing Award of Contract for Scanning & Imaging 1834-1935 Real Estate Records and Amending

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013, does hereby authorize that a contract be awarded to Fidlar Technologies, Inc. of Davenport, Iowa for the amount not to exceed \$85,000.

BE IT FURTHER RESOLVED that progress payments be made to the vendor upon approval of the Register of Deeds and the Finance Committee.

BE IT FURTHER RESOLVED that the 2013 budget be amended as follows:

...”

Ms. Millis went over the bids with the Committee. Mr. Leyes went over the vendor samples, of the same documents, to show why the lowest bidder was not chosen. The Committee agreed Fidlar had the best quality and approved going with them over the lowest bidder.

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

Review of Resolution.

Purchase of Specialized Transit Vehicle and Amending the 2013 Council on Aging Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013 does approve purchase of this vehicle at a cost of \$38,500.

BE IT FURTHER RESOLVED that payment be made to the vendor upon receipt of the vehicle and acceptance by the Rock County Council on Aging Director.

BE IT FINALLY RESOLVED that the 2013 budget be amended as follows:

...”

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

Authorizing Acceptance of Justice and Mental Health Collaboration Grant Program Funds and Amending the 2013 Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013 does hereby

accept the Justice and Mental Health Collaboration Program grant funds in the amount of \$313,304, including \$250,000 in federal aid and a \$63,304 in-kind services match.

BE IT FURTHER RESOLVED, that the 2013 Rock County Human Services Department budget be amended as follows:

...”

Supervisor Kraft moved Finance Committee Endorsement of the above resolution contingent on Human Services Board approval, second by Supervisor Podzilni. ADOPTED.

Authorizing Acceptance of Edward Byrne Memorial Justice Assistance Grant and Amending 2013 Budget

“**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013, does approve and authorize the acceptance of the Edward Byrne Memorial Justice Assistance grant; and,

BE IT FURTHER RESOLVED, that the Chair of the Rock County Board of Supervisors is authorized to accept all funds on behalf of the County of Rock, the City of Beloit, and the City of Janesville; and,

BE IT FURTHER RESOLVED, that the Sheriff’s Office budget for 2013 be amended as follows:

...”

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

Accepting High Intensity Drug Trafficking Area (HIDTA) Grant and Amending the Sheriff’s Budget

“**NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013 to approve and authorize the acceptance of \$30,680 of HIDTA grant funds and to authorize the Sheriff to sign the award documents; and,

BE IT FURTHER RESOLVED, that the 2013 Sheriff’s budget be amended as follows:

...”

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

Update on Purchasing Procedure Manual. Ms. Oja and Ms. Millis handed out copies of the Purchasing Procedure Manual showing updates already in place highlighted in yellow and the changes to remove the Purchasing Procedural Endorsement by the Finance Committee in orange and went over these changes.

Supervisor Fox moved to approve the Purchasing Procedure Manual with these changes contingent on County Board approval, second by Supervisor Podzilni. ADOPTED.

Report on Cash Balances and Investments. Ms. Oja updated the Committee on cash balances and investments for August 31, 2013.

Ms. Brown informed the Committee that she went to Court on the remaining 57 tax foreclosure properties. She said the auction will be on October 11th in either the County Board Room or the Courthouse Conference Center.

Adjournment. Supervisor Fox moved adjournment at 8:18 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE