

**FINANCE COMMITTEE**  
**March 3, 2011**

**Call to Order.** Vice Chair Kraft called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, March 3, 2011, in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

**Committee Members Present.** Supervisors Kraft, Podzilni, Beaver and Diestler.

**Committee Members Excused:** Supervisor Mawhinney.

**Staff Members Present.** Jeff Smith, Finance Director; Diana Arneson, Assistant to the Information Technology Director; Michelle Schultz, Real Property Lister; Randy Terronez, Assistant to the County Administrator; David Sudmeier, Controller at Rock Haven

**Others Present:** None.

**Approval of Agenda.** Mr. Smith said there was a Pre-Approved Encumbrance Amendment for General Services to be added under 6.D. Supervisor Podzilni moved approval of the agenda with this addition, second by Supervisor Diestler. ADOPTED as amended.

**Committee Review and Approval of Per Meeting Allowances.** Supervisor Beaver moved approval of per meeting allowances in the amount of \$11,252.69, second by Supervisor Podzilni. ADOPTED.

**Approval of Minutes – February 17, 2011.** Supervisor Diestler moved to approve the minutes of February 17, 2011, second by Supervisor Beaver. ADOPTED.

**Citizen Participation, Communications, Announcements, Information.** Mr. Smith handed out a memo regarding items for the next committee meeting on March 17. He went over them:

1. Report on Cutwater Investments-Marc McClure, Cutwater Asset Management
2. Review and Possible Action on Consideration of Office Relocation: County Clerk and Financial Services
3. Report on Cash Balances and Investments
4. Review and Possible Action on the Rock County Statement of Investment Policy

Mr. Smith said what they would like to do is have the Financial Services Office trade places with the County Clerk's Office. He said Payroll would stay where they are and by moving the rest of Financial Services including George Baltes over to the same office there would be staff efficiency and better cross training could be done. Mr. Smith said that Lori Stottler is in favor of the move. He said there would be some cost as far as room dividers and some other miscellaneous items. Mr. Smith said he would be coming in for a transfer request to cover these costs.

Mr. Smith said he attached the current Statement of Investment Policy and said that the Finance Committee is supposed to review this. He asked the committee to let him know in advance of the next meeting any chances they might like to make to this policy.

**Transfers and Appropriations.** Mr. Smith said that Rock Haven was reconciling its 2010 budget appropriations. Mr. Sudmeier was here to answer any questions.

**Rock Haven**

**FROM**

<u>Account #</u>	<u>Amount</u>
32-7260-7400-62180 RH Contract Services Physical Therapy	\$5,000
32-7260-7400-62185 RH Contract Services Occupational Therapy	\$4,000
32-7260-7400-62186 RH Contract Services Speech Therapy	\$1,000

**TO**

<u>Account #</u>	<u>Amount</u>
32-7260-7400-62179 RH Cont Service T-18 Pharmacy	\$10,000

**Rock Haven**

**FROM**

<u>Account #</u>	<u>Amount</u>
32-9000-9930-62211 General Serv Telephone Telephone Equipment	\$ 700
32-9000-9940-61610 Gen Serv Emp Benefits Workers Compensation	12,600

**TO**

<u>Account #</u>	<u>Amount</u>
32-9000-9930-62211 General Serv Telephone Telephone Toll Calls	\$ 700
32-9000-9940-61510 Gen Serv Emp Benefits Retirement-Employers	5,300
32-9000-9940-61720 Gen Serv Emp Benefits Unemployment	6,700
32-9000-9940-61920 Gen Serv Emp Benefits Certs/Licenses/Other	600

**ROCK HAVEN**

**FROM**

<u>Account #</u>	<u>Amount</u>
32-8000-8100-63109 Support Servs Materials Other Supplies & Expenses	\$2,700
32-8000-9300-62163 Supp Ser Environmental Laundry Services	11,000
32-8000-9300-63111 Supp Ser Environmental Paper Products	4,200

**TO**

<u>Account #</u>	<u>Amount</u>
32-80000-8100-62420 Support Servs Materials Machinery & Equip R & M	\$1,400
32-8000-8100-63100 Support Serve Materials Office Supplies & Expense	1,300
32-8000-8100-64408 Support Servs Materials Disposables	15,200

**ROCK HAVEN**

**FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
32-8000-9100-64102 Support Servs Food Serv Cash Food-Diary	\$3,200
32-9000-9940-61610 Gen Serv Emp Benefits Health Insurance	46,200

**TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
32-8000-9100-62420 Support Servs Food Serv Machinery & Equip R &M	\$ 700
32-8000-9100-64109 Support Servs Food Serv Cash Food-Supplement	2,500
32-9000-9910-65103 General Serv Insurance Public Liability	2,200
32-9000-9910-65109 General Serv Insurance Other Insurance	44,000

**DEVELOPMENTAL DISABILITIES**

**FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
33-3310-0000-62606 Family Support	\$10,000
33-3310-0000-62604 Nursing Home Relocation	35,214

**TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
33-3310-0000-62633 Children's Long Term Waiv	\$30,601
33-3310-0000-62601 Purchase of Care	13,664
33-3310-0000-62607 Foster Care	949

Supervisor Podzilni moved approval of the above Transfers for the Finance Committee, second by Supervisor Diestler. ADOPTED.

**Bills and Encumbrances - 2011**

Finance Director	\$ 286.70
County Clerk	856.89
Elections	794.64
Treasurer	449.16
Register of Deeds	150.00
Information Technology	85,635.72
IT Capital Proj	900.00
Bal. Sheet A/C	100.00

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

**Bills Over \$10,000.**

Hewlett Packard	23,999.76
Time Clock Plus	37,168.00
Westphal and Company Inc	10,125.00

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

**Encumbrances Over \$10,000.**

Halverson Carpet Center LTD	36,000.00
Sara Investment Real Estate LLC	63,360.00
Zia Partners	42,500.00

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

**Pre-Approved Encumbrance Amendments.**

**General Services**

TNB Supply Company LLC	\$475,941.00
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Supervisor Podzilni moved approval of the above Pre-Approved Encumbrance Amendments for the Finance Committee, second by Supervisor Diestler. ADOPTED.

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

**Review of Resolutions**

**Accepting Prescription Drug Collection Grant and Amending the 2011 Rock County Health Department Budget.**

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011 does hereby authorize the Rock County Health Department to accept the Prescription Drug Collection Grant in the amount of \$6,225 from the Wisconsin Department of Agriculture, Trade and Consumer Protection, and amend the 2011 Rock County Health Department Budget as follows:

<u>Account/Description</u>	<u>Budget</u> <u>1/01/11</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
<u>Source of Funds</u>			
31-3000-0000-42200			
State Aid	\$21,260	\$6,225	\$27,485
<u>Use of Funds</u>			
31-3000-0000-64900			
Other Supplies and Expense	\$ 8,500	\$6,225	\$14,725”

Supervisor Podzilni moved approval of the above resolution, second by Supervisor Diestler. ADOPTED.

**Accepting Alliant Energy Foundation Community Grant and Amending the 2011 Rock County Health Department Budget.**

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011 does hereby authorize the Rock County Health Department to accept this \$1,000 Community Grant from the Alliant Energy Foundation and amend the 2011 Rock County Health Department Budget as follows:

<u>Account/Description</u>	<u>Budget</u> <u>1/01/11</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
<u>Source of Funds</u>			
31-3000-0000-46000			
Health Department Contributions	-0-	1,000	1,000
<u>Use of Funds</u>			
31-3000-0000-64904			
Health Department Sundry Expense	-0-	1,000	1,000”

Supervisor Diestler moved approval of the above resolution, second by Supervisor Weaver. ADOPTED.

**Approval of Amendment to Agreement with Ayres Ortho Contract Rock County 6-Inch Re-Flight.** Ms. Schultz explained that they received their aerial photography they had done by Ayres Associates from Madison for the Cities of Janesville, Beloit and Clinton. She said that after reviewing it they felt that there was too much foliage on the trees to be useful to staff. This company will be redoing it free of charge.

Supervisor Diestler moved to approve the Amendment to Agreement with Ayres Ortho Contract Rock County 6-Inch Re-Flight, second by Supervisor Podzilni. ADOPTED.

**Adjournment.** Supervisor Diestler moved adjournment at 7:56 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Diane Rabe  
HR Secretary

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**