



**FINANCE COMMITTEE  
Minutes – November 10, 2016**

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, November 10, 2016, in Conference Room N-1, Courthouse East.

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

**Committee Members Excused:** Supervisor Beaver.

**Staff Members Present.** Sherry Oja, Finance Director; Josh Smith, County Administrator; Mickey Crittenden, Information Technology Director; Brent Sutherland, Facilities Management Director; Lori Williams, Parks Director; Kate Luster, Human Services Director.

**Others Present:** None.

**Approval of Agenda.** Supervisor Fox moved approval of the agenda as presented, second by Supervisor Podzilni. ADOPTED.

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

**Committee Review and Approval of Per Meeting Allowances.** Supervisor Podzilni moved approval of per meeting allowances in the amount of \$14,678.46, second by Supervisor Kraft. ADOPTED.

**Transfers and Appropriations.** None.

**Review of Payments.** The Committee accepted the report.

**Review of Payments Over \$10,000.** The Committee accepted the report.

**Resolutions,**

**Cancellation of Checks Over Two Years Old**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2016, the following checks that are over two years old be cancelled and credited back to the proper accounts.

...”

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

**Approving Reinsurance Contract for Stop-Loss Coverage**

**“NOW, THEREFORE, BE IT RESOLVED,** that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2016 hereby authorizes the execution of a contract with QBE Insurance Corporation for administration of the County’s Stop-Loss Coverage effective January 1, 2017 thru December 31, 2017.”

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

**To Designate a Qualified Newspaper for all Rock County Legal Publications for 2017**

**“NOW, THEREFORE, BE IT RESOLVED,** that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2016, does hereby designate the *Beloit Daily News* as the official county newspaper for all county legal publications for 2017.”

Supervisor Kraft moved approval of the above resolution, second by Supervisor Fox.  
ADOPTED.

**Authorizing Purchase of Spillman Mobile Arrest Form and Amend the 216 Budget**

**“NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2016 that a Purchase Order be issued to Spillman Technologies in an amount not to exceed a total of \$26,101 for the purchase and installation of the data replication tool.

...”

Supervisor Fox moved approval of the above resolution, second by Supervisor Kraft.  
ADOPTED.

**Authorizing Purchase of Budgeted Network Servers**

**“NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2016 that a Purchase Order for a Cisco enclosure and Cisco blade servers be issued to Core BTS, Inc. of Madison, WI in the amount of \$21,546.25.”

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

**Committee Approvals.**

**Acceptance of Wisconsin Department of Natural Resources County Fish and Game Project Grant Funds and Amending Parks Budget**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2016 does hereby accept

these funds, directs the Parks Director to sign the grant agreements and that these documents be submitted to the Wisconsin Department of Natural Resources; and

**BE IT FURTHER RESOLVED**, that the Parks Director be authorized to file all necessary documents for administration and reimbursement of this program; and

**BE IT FURTHER RESOLVED** that the Department of Public Works Parks Division’s 2017 budget be amended as follows:

...”

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

**Accepting the 2017 EPCRA Planning Grant and Approving the 2017 Local Emergency Planning Committee Budget**

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2016, accepts the 2017 EPCRA Planning Grant award and approves the 2017 Local Emergency Planning Committee Budget as follows:

...”

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

**Awarding the Contract for Job Center Public Restroom Renovations and Amending 2016 Facilities Management Budget**

“**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2016 does hereby approve and authorize awarding a contract for the Job Center restroom renovation in the amount of \$264,975 to Glen Fern Construction LLC, Lake Geneva, WI.

**BE IT FURTHER RESOLVED**, that the Facilities Management 2016 budget be amended as follows:

...”

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

**Awarding the Contract for Elevator Modernization of the Human Services Elevator Located in the Health Care Center Building and Amend the 2016 Facilities Management Budget**

“**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2016 does hereby

approve and authorize awarding a contract in the amount of \$186,000 to OTIS Elevator, Madison, WI for the modernization of the Human Services public elevator.

**BE IT FURTHER RESOLVED**, that the Facilities Management 2016 budget be amended as follows:

...”

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

**Authorizing Purchase of Furniture and Amending the 2016 Human Services Department Budget**

“**NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2016, does hereby authorize that a Purchase Order be issued in the amount of \$29,647 to Hendrickson.

**BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2016 be amended as follows:

...”

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

**Review and Possible Action on Updates to the Administrative Policy & Procedure Manual.**

Ms. Oja handed out copies of the proposed changes and explained these updates are to align the manual with the changes made by the County Board.

Supervisor Fox moved approval of the changes to the Administrative Policy & Procedure Manual, Policy #2.02, 2.04, 2.05, 2.06, 2.10 and 2.12, second by Supervisor Podzilni. ADOPTED.

**Review, Discussion and Possible Action on the Recommended Revisions to the 2017 Recommended Budget.**

Mr. Smith handed out copies of Recommended Revisions to the 2017 Recommended Budget. He said this would be a change to the Human Services budget for a position change to more properly reflect the work being done, and not lose our employees to others for higher pay.

Ms. Luster explained the position and said the title of Human Services Department Analyst would better describe the position. She added that this was approved unanimously by the Human Services Board.

Chair Mawhinney asked if this would change the tax levy. Mr. Smith replied it would not.

Supervisor Kraft moved approval of this recommendation to change the 2017 Recommended Budget, second by Supervisor Fox. ADOPTED.

Discussion on the request at the November 9 County Board meeting from HealthNet for \$25,000 for dental care.

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

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**