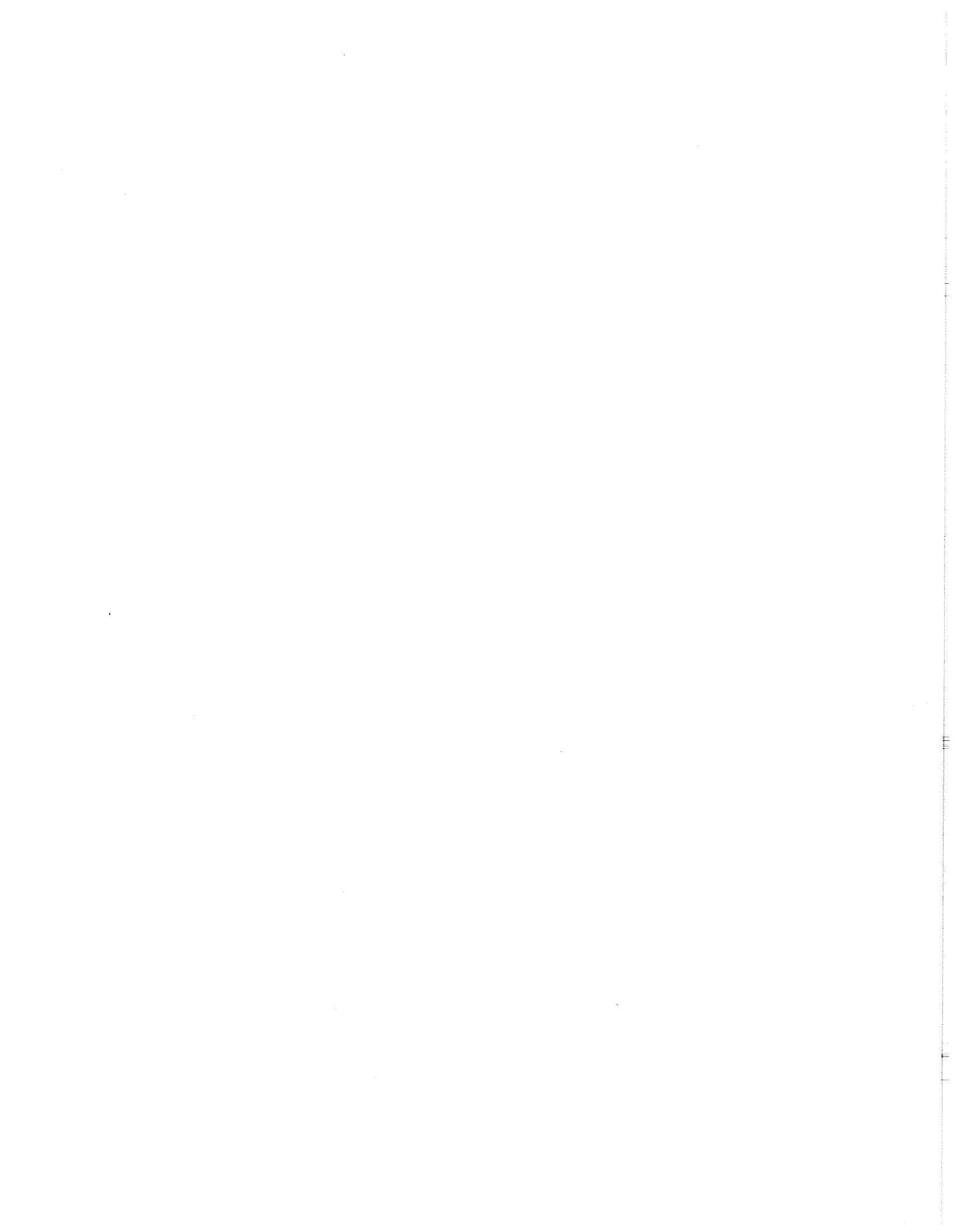




**EDUCATION, VETERANS & AGING SERVICES COMMITTEE  
TUESDAY, DECEMBER 21, 2010 - 4:00 P.M.  
CONFERENCE ROOM N-1 - FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – November 16, 2010
4. Citizen Participation, Communications, Announcements, Information
5. Public Hearing
  - A. 2011 Specialized Transportation Assistance Grant Application
6. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
7. ADRC Update
  - A. Recommended Plan
8. Committee Requests and Motions
  - A. Ideas for Future Discussion
9. Adjournment



Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3838000000-64607	VET BURIAL BENEF	6,637.00	33.3%	2,212.00	0.00	4,425.00	
	P1003694-PO# 12/10/10 -VN#038355					TEMPLE ALUMINUM FOUNDRY	4,071.84
				CLOSING BALANCE		353.16	4,071.84
	VETERANS SERVICE		PROG-TOTAL-PO				4,071.84

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$4,071.84 INCURRED BY VETERANS SERVICE. 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 21 2010**

DATE \_\_\_\_\_ CHAIR



Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039030000-62625	OUTREACH SERVICE	2,000.00	6.0%	120.10	0.00	1,879.90	
	P1003700-PO# 12/10/10 -VN#050079			JURGEN JONES, MARY		69.63	
				CLOSING BALANCE		1,810.27	69.63
3039030000-64124	CONSUMABLE SUPPL	10,745.00	71.4%	7,554.19	125.17	3,065.64	
	P1001805-PO# 12/10/10 -VN#012202			DE VERE COMPANY INC		37.16	
	P1003324-PO# 12/10/10 -VN#013780			KMART CORP #4255		143.82	
	P1003858-PO# 12/10/10 -VN#030188			BEST EVENTS		124.16	
				CLOSING BALANCE		2,760.50	305.14
3039030000-65390	OTHER RENT/LEASE	7,380.00	90.8%	6,706.43	0.00	673.57	
	P1001891-PO# 12/10/10 -VN#012571			FAITH LUTHERAN CHURCH		430.00	
				CLOSING BALANCE		243.57	430.00
	NUTRITION PROGRAM			PROG-TOTAL-PO		804.77	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$804.77 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 21 2010** DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039040000-62105	FOOD SERVICES	74,117.00	97.1%	62,069.56	9,930.44	2,117.00	
	P1003719-PO# 12/10/10 -VN#046316			CPI FOODS		241.42	
				CLOSING BALANCE		1,875.58	241.42
3039040000-64124	CONSUMABLE SUPPL	5,792.00	61.4%	3,559.41	1.39	2,231.20	
	P1003858-PO# 12/10/10 -VN#030188			BEST EVENTS		523.78	
				CLOSING BALANCE		1,707.42	523.78
	DELIVERED MEALS			PROG-TOTAL-PO		765.20	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$765.20 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 21 2010 DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039050000-62410	R & M-VEHICLES	61,957.00 87.2%	50,167.08	3,872.49	7,917.43		
	P1001138-PO# 12/10/10 -VN#011529			BUDGET TRUCK AND AUTO BODY INC		182.50	
	P1001140-PO# 12/10/10 -VN#015284			POMP'S TIRE SERVICE INC		522.00	
	P1002796-PO# 12/10/10 -VN#044342			J AND D CAR CARE LLC		649.75	
	P1002931-PO# 12/10/10 -VN#010231			GORDIE BOUCHER FORD LINCOLN ME		5,350.00	
				CLOSING BALANCE	1,213.18		6,704.25
3039050000-64629	OTHER TRANSP.EXP	16,500.00 86.1%	13,271.73	942.64	2,285.63		
	P1001220-PO# 12/10/10 -VN#042177			JANESVILLE FAMILY HEALTH CENTE		158.00	
	P1003085-PO# 12/10/10 -VN#018266			SULLIVAN SIGNS INC		354.00	
	P1003698-PO# 12/10/10 -VN#018588			BANDT COMMUNICATIONS INC		699.50	
	P1003853-PO# 12/10/10 -VN#010231			GORDIE BOUCHER FORD LINCOLN ME		47.40	
				CLOSING BALANCE	1,026.73		1,258.90
	E & H TRANSPORT. PROG-TOTAL-PO					7,963.15	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$7,963.15 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

**DEC 21 2010**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039080000-62625	OUTREACH SERVICE	8,829.00 83.3%	7,356.13	0.00	1,472.87		
	P1000772-PO# 12/10/10 -VN#046565		HARDIE,ROBERT			63.50	
			CLOSING BALANCE		1,409.37		63.50
	TITLE III-D		PROG-TOTAL-PO			63.50	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$63.50 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

DEC 21 2010

DATE \_\_\_\_\_ CHAIR



Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039150000-64200	TRAINING EXP	4,000.00 75.3%	1,550.00	1,463.16	986.84		
	P1003880-PO# 12/10/10 -VN#049453			ACTION PACT INC		128.00	
				CLOSING BALANCE	858.84		128.00
3039150000-64202	CONFERENCE EXP	5,000.00 32.0%	1,500.00	100.00	3,400.00		
	P1002795-PO# 12/10/10 -VN#049904			MBP CONSULTING LLC		2,425.00	
	P1003972-PO# 12/10/10 -VN#045071			HOFFMAN HOUSE CATERING		938.25	
				CLOSING BALANCE	36.75		3,363.25
3039150000-64615	CLIENT REL.COSTS	19,462.00 36.4%	5,724.50	1,370.21	12,367.29		
	P1002353-PO# 12/10/10 -VN#023658			ALTERNATIVE HOMECARE INC		150.00	
	P1003696-PO# 12/10/10 -VN#050125			BUCHANAN,EULA		50.00	
	P1003697-PO# 12/10/10 -VN#046621			BRIGHTSTAR HEALTHCARE		59.40	
	P1003829-PO# 12/10/10 -VN#050049			GERTH,PATRICIA		100.00	
	P1003830-PO# 12/10/10 -VN#046621			BRIGHTSTAR HEALTHCARE		59.40	
	P1003962-PO# 12/10/10 -VN#046621			BRIGHTSTAR HEALTHCARE		108.90	
				CLOSING BALANCE	11,839.59		527.70
	TITLE III-E		PROG-TOTAL-PO			4,018.95	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$4,018.95 INCURRED BY TITLÉ 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 21 2010

DATE \_\_\_\_\_ CHAIR

2011

2011

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039010000-62129 ENC	OTHER LEGAL SERV P1100159-PO# 01/01/11 -VN#016049	12,580.00 0.0%	0.00	0.00	12,580.00	12,580.00	
							12,580.00
					CLOSING BALANCE	0.00	12,580.00
3039010000-62614 ENC	PURCHASED SERV. P1100162-PO# 01/01/11 -VN#039690	8,000.00 0.0%	0.00	0.00	8,000.00	1,200.00	
							1,200.00
					CLOSING BALANCE	6,800.00	1,200.00
	TITLE III-B		PROG-TOTAL-PO			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 & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

DEC 21 2010 DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039020000-62119	OTHER SERVICES	11,044.00	0.0%	0.00	0.00	11,044.00	
ENC	P1100158-PO# 01/01/11 -VN#015544					RETIRE SENIOR VOLUNTEER PROGR	10,650.00
				CLOSING BALANCE		394.00	10,650.00
	COMMUNITY SERV.		PROG-TOTAL-PO				10,650.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$10,650.00 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.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**DEC 21 2010**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039030000-62105 ENC	FOOD SERVICES P1100148-PO# 01/01/11 -VN#030188	120,535.00 0.0%	0.00	0.00	120,535.00	120,000.00	
							BEST EVENTS
							CLOSING BALANCE
					535.00		120,000.00
3039030000-62119 ENC ENC ENC	OTHER SERVICES P1100150-PO# 01/01/11 -VN#011578 P1100156-PO# 01/01/11 -VN#014330 P1100157-PO# 01/01/11 -VN#014957	119,612.00 0.0%	0.00	0.00	119,612.00	4,662.00 105,992.00 8,958.00	
							BUSSEY DISHWASHER SERVICE INC
							MANPOWER INC
							NUTRITION AND HEALTH ASSOCIATE
							CLOSING BALANCE
					0.00		119,612.00
3039030000-64124 ENC	CONSUMABLE SUPPL P1100148-PO# 01/01/11 -VN#030188	8,000.00 0.0%	0.00	0.00	8,000.00	6,000.00	
							BEST EVENTS
							CLOSING BALANCE
					2,000.00		6,000.00
3039030000-65390 ENC ENC ENC ENC	OTHER RENT/LEASE P1100151-PO# 01/01/11 -VN#049163 P1100153-PO# 01/01/11 -VN#012571 P1100160-PO# 01/01/11 -VN#012860 P1100165-PO# 01/01/11 -VN#012571	7,380.00 34.9%	0.00	-2,580.00	9,960.00	2,400.00 2,580.00 2,400.00 2,580.00	
							CREEKSIDE PLACE
							FAITH LUTHERAN CHURCH
							GATHERING PLACE OF MILTON INC
							FAITH LUTHERAN CHURCH
							CLOSING BALANCE
					0.00		9,960.00
							NUTRITION PROGRAM PROG-TOTAL-PO
						255,572.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$255,572.00 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 21 2010

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039040000-62105	FOOD SERVICES	82,000.00	0.0%	0.00	0.00	82,000.00	
ENC	P1100148-PO# 01/01/11 -VN#030188			BEST EVENTS		80,000.00	
				CLOSING BALANCE	2,000.00		80,000.00
3039040000-62119	OTHER SERVICES	44,530.00	0.0%	0.00	0.00	44,530.00	
ENC	P1100147-PO# 01/01/11 -VN#011214			BELOIT MEALS ON WHEELS INC		40,000.00	
ENC	P1100157-PO# 01/01/11 -VN#014957			NUTRITION AND HEALTH ASSOCIATE		4,530.00	
				CLOSING BALANCE	0.00		44,530.00
3039040000-64124	CONSUMABLE SUPPL	6,000.00	0.0%	0.00	0.00	6,000.00	
ENC	P1100148-PO# 01/01/11 -VN#030188			BEST EVENTS		3,000.00	
				CLOSING BALANCE	3,000.00		3,000.00
3039040000-64907	VOL RELATED EXP	3,375.00	0.0%	0.00	0.00	3,375.00	
ENC	P1100163-PO# 01/01/11 -VN#017412			WISCONSIN DEPARTMENT OF JUSTIC		75.00	
				CLOSING BALANCE	3,300.00		75.00
	DELIVERED MEALS			PROG-TOTAL-PO		127,605.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$127,605.00 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 21 2010

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039050000-62100	CONTRACTED SERV	261,970.00	0.0%	0.00	0.00	261,970.00	
ENC	P1100156-PO# 01/01/11 -VN#014330			MANPOWER INC		260,000.00	
	CLOSING BALANCE				1,970.00		260,000.00
3039050000-62410	R & M-VEHICLES	50,457.00	0.0%	0.00	0.00	50,457.00	
ENC	P1100149-PO# 01/01/11 -VN#011529			BUDGET TRUCK AND AUTO BODY INC		10,000.00	
ENC	P1100152-PO# 01/01/11 -VN#040182			FAGAN TRUCK AND TRAILER		35,000.00	
ENC	P1100161-PO# 01/01/11 -VN#023719			VAN GALDER BUS COMPANY		800.00	
	CLOSING BALANCE				4,657.00		45,800.00
3039050000-63501	GAS & FUELS	70,000.00	0.0%	0.00	0.00	70,000.00	
ENC	P1100155-PO# 01/01/11 -VN#046400			FLEET SERVICES		70,000.00	
	CLOSING BALANCE				0.00		70,000.00
3039050000-64629	OTHER TRANSP.EXP	22,784.00	0.0%	0.00	0.00	22,784.00	
ENC	P1100146-PO# 01/01/11 -VN#018588			BANDT COMMUNICATIONS INC		2,000.00	
ENC	P1100154-PO# 01/01/11 -VN#043024			FIRST ADVANTAGE OCCUPATIONAL H		700.00	
ENC	P1100163-PO# 01/01/11 -VN#017412			WISCONSIN DEPARTMENT OF JUSTIC		100.00	
ENC	P1100164-PO# 01/01/11 -VN#017453			WISCONSIN DEPARTMENT OF TRANSP		360.00	
	CLOSING BALANCE				19,624.00		3,160.00
	E & H TRANSPORT. PROG-TOTAL-PO					378,960.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$378,960.00 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 \_\_\_\_\_ DEPT-HEAD

**DEC 21 2010** DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039610000-62119 ENC	OTHER SERVICES P1100159-PO# 01/01/11 -VN#016049	11,572.00 0.0%	0.00	0.00	11,572.00	11,572.00	
							SENIOR SERVICES OF ROCK COUNTY
							CLOSING BALANCE
						0.00	11,572.00
							SPAP 2010-11
							PROG-TOTAL-PO
							11,572.00

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.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**DEC 21 2010** DATE \_\_\_\_\_ CHAIR