



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, MARCH 17, 2015 - 4:00 P.M.
LAW LIBRARY – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – January 20, 2015
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
6.
 - A. Bills/Encumbrances
 - B. Pre-Approved Encumbrance Amendments
7. Department Reports
 - A. Retired Senior Volunteer Service Programs Update – Robert Harlow
 - B. Veterans Office – Update on Staff and Training
 - C. Council on Aging
 - 1) Update on Mobility Manager Position
 - 2) Discussion of Healthcare Transportation Issue
 - 3) Report on Health Promotion Workshops
8. Committee Requests and Motions
 - A. Discussion on Future Meeting Site Visits
 - B. Ideas for Future Discussion
9. Adjournment

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 3/2/15 Transfer No. 15-07
 Requested By Council on Aging Department Joyce Lubben Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 30-3905-0000-62210 Description: Telephone Current Balance: \$5,782	\$5,000	Account #: 30-3905-0000-62221 Description: Communications Charges	\$7,000
Account #: 30-3905-0000-64629 Description: Other Transportation Expense Current Balance: \$19,993	\$2,000	Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Costs for the Verizon tables and for the two-way radio equipment were originally budgeted in "Telephone" and "Other Transportation Expense."

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Moving the costs for the Verizon tablets and for Bandt Communications to a separate account will help with tracking those expenses as they are reported as communication costs to the State Department of Transportation.

FISCAL NOTE:

Sufficient funds available for transfer. *85 3/2/15*

ADMINISTRATIVE NOTE:

Recommended *[Signature]* *3/2/15*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

- Governing Committee _____
- Finance Committee _____

PURCHASE ORDER NUMBER P1500419

PEID 018588

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE March 4, 2015

DEPARTMENT Council on Aging

COMMITTEE EVAS

VENDOR NAME Bandt Communications

ACCOUNT NUMBER 30-3905-0000-62221

FUNDS DESCRIPTION Communications Charges

AMOUNT OF INCREASE \$2,000

INCREASE FROM \$0.00 TO \$2,000

ACCOUNT BALANCE AVAILABLE \$7,000 (pending transfer 15-07) SB 3/5/15

REASON FOR AMENDMENT In order to better track communication expenses for State DOT reporting, the account number for two-way radio communications for Rock County Transit is changing.

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

FINANCE COMMITTEE _____
(If over \$10,000) Chair Date

COUNTY BOARD _____
(If over \$10,000) Resolution # Adoption Date

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
30-3900-0000-63100	OFC SUPP & EXP	P1501087	02/09/2015	OFFICE PRO	109.30
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	600.00	39.74	560.26	109.30	(109.30)
SENIOR CITIZEN PROGRAM PROG TOTAL				109.30	
30-3901-0000-63100	OFC SUPP & EXP	P1500978	01/28/2015	CDW GOVERNMENT INC	228.42
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	250.00	10.35	0.00	228.42	11.23
30-3901-0000-64203	EDUC MAT & SUPPL	P1500983	02/12/2015	JAX CUSTOM PRINTING INC	175.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	217.54	1,577.07	175.00	3,030.39
TITLE III-B PROG TOTAL				403.42	
30-3903-0000-64124	CONSUMABLE SUPPL	P1500939	02/04/2015	DE VERE COMPANY INC	245.34
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,000.00	519.93	6,225.87	245.34	(991.14)
NUTRITION PROGRAM PROG TOTAL				245.34	
30-3904-0000-64904	SUNDRY EXPENSE	P1501221	02/26/2015	THERMAL BAGS BY INGRID INC	776.46
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,050.00	0.00	0.00	776.46	1,273.54
DELIVERED MEALS PROG TOTAL				776.46	
30-3905-0000-63200	PUBL/SUBCR/DUES	P1501202	01/01/2015	WRAPP	50.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	100.00	0.00	0.00	50.00	50.00
ELDERLY & HANDCAPPED TRANSP PROG TOTAL				50.00	
30-3908-0000-62625	OUTREACH SERVICE	P1500982	02/12/2015	JAX CUSTOM PRINTING INC	1,500.00
		P1501009	02/12/2015	JAX CUSTOM PRINTING INC	350.00
		P1501337	02/27/2015	JAX CUSTOM PRINTING INC	600.00

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	8,244.00		134.93	2,519.96	2,450.00	3,139.11

TITLE III-D PROG TOTAL 2,450.00

30-3915-0000-64200	TRAINING EXP					
ENC		R1501308	02/12/2015	AMAZON.COM		28.49

	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	3,000.00		28.02	271.98	28.49	2,871.51

30-3915-0000-64615	CLIENT REL.COSTS					
		P1500396	02/18/2015	ALTERNATIVE HOMECARE INC		225.00
		P1500399	02/15/2015	HOME INSTEAD SENIOR CARE		27.00
		P1501054	01/29/2015	PIERCE,GWENDOLYN		220.00
		P1501270	02/13/2015	TAYLOR,LORETTA E		100.00
		P1501338	02/26/2015	WALSH,JEANNE		100.00

	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	19,358.00		763.00	0.00	672.00	17,923.00

TITLE III-E FAM CAREGIVER SUPP PROG TOTAL 700.49

I have examined the preceding bills and encumbrances in the total amount of **\$4,735.01**

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 Finance Committee and County Board.

B. Bills under \$10,000 to be paid.

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 17 2015**

Dept Head _____

Committee Chair _____