



**FINANCE COMMITTEE
Minutes – October 6, 2016**

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, October 6, 2016, in Conference Room N-1, Courthouse East.

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

Committee Members Excused: Supervisor Fox.

Staff Members Present. Sherry Oja, Finance Director; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Mickey Crittenden, Information Technology Director; Brent Sutherland, Facilities Management Director; Jodi Millis, Purchasing Manager; Vicki Brown, County Treasurer; Patrick Singer, Human Services - Technology Records & Quality Management Supervisor; Jeff Kuglitsch, Corporation Counsel.

Others Present: None.

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

Citizen Participation, Communications and Announcements. None.

Approval of Minutes – September 15, 2016. Supervisor Kraft moved approval of the minutes of September 15, 2016 as presented, second by Supervisor Podzilni. ADOPTED.

Committee Review and Approval of Per Meeting Allowances. Supervisor Podzilni moved approval of per meeting allowances in the amount of \$13,861.50, second by Supervisor Beaver. ADOPTED.

Review of Payments. The Committee accepted the report.

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

Transfers and Appropriations. None.

Resolutions,

Authorizing Purchase of Netsmart Document Capture Scanning Software for 2016

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 that a purchase order be issued to Netsmart Technologies, Inc., of Philadelphia, PA for \$41,000.04.”

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

Awarding Contract for Financial Audit of County Books for Fiscal Years 2016-2017

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2016 that Baker Tilly Virchow Krause, LLP, Madison, WI be awarded the audit contract for calendar years 2016-2017.”

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

Committee Approvals.

Awarding the Contract for Repairing Courthouse Masonry and Amending 2016 Facilities Management Capital 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 \$18,500 to Eugene Mathews Inc. out of Broadview, IL, for the repair for the masonry wall at the Courthouse.

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 Beaver. ADOPTED.

Request for Authorization to Purchase Four Microsoft Surface Pro Tablets and Peripherals for Rock County Public Health

Supervisor Kraft moved Committee approval to purchase four Microsoft Surface Pro tablets and peripherals for the Rock County Public Health Department based on the Wisconsin Counties Association contract in the amount of \$7,432.39, second by Supervisor Podzilni. ADOPTED.

Discussion and Possible Action on Updates to the Purchasing Ordinance.

Ms. Oja handed out copies of Subpart 2. Purchasing and went over the following changes: 1) 2.218(1)(b) – change line two to read “. . . estimated cost exceeds ~~\$10,000~~ \$25,000 shall be bid only after notice by publication, . . .”; delete section 2.218(1)(c); change the first two lines of 2.218(1)(d) to read “ All contracts for purchases where the estimated cost is between ~~\$1,000~~ \$5,000 and ~~\$5,000~~ \$25,000 may be made on the open market and directly. . .”; change the first line of 2.218(1)(e) to read “Purchases under ~~\$1,000~~ \$5,000 may be made directly by the Purchasing Division. . .”; and delete section 2.218(3)(d).

Ms. Oja also handed out copies of the survey Ms. Millis did in January 2013 of other similar counties purchasing procedures bidding and contract awards and went over it briefly.

The Committee discussed the need to make sure the County gets the best person/company for the jobs. The Committee directed Ms. Oja to move ahead with the changes.

Discussion on Framework for Telecommunications Services Audit.

Mr. Crittenden said it has been four years since we last had an audit done. He said the first time we had about \$36,000 returned to us and the second, and last, time we had the audit done we had a return of about \$18,000. He added that he does not think we will receive as much this time but we should still have a return. Mr. Crittenden said the way the companies are paid is they retain 50% of what is found.

The Committee asked Mr. Crittenden to check into the companies a bit more and bring the information back to the Committee for possible action.

Set Meeting Date and Time for Review, Discussion and Recommendation to the 2017 Recommended Budget. The Committee decided to cancel the November 3rd meeting, hold a meeting at 7:30 A.M. on November 10th, and hold the November 17th meeting at 5:30 P.M. prior to County Board.

Adjournment. Supervisor Podzilni moved adjournment at 8:20 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.