

**ROCK COUNTY, WISCONSIN**



**Board of Supervisors  
51 South Main Street  
Janesville, WI 53545  
(608)757-5510**

**COUNTY BOARD STAFF COMMITTEE  
TUESDAY – NOVEMBER 22, 2011 – 4:00 P.M.  
CONFERENCE ROOM N-1 – FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order & Approval of Agenda
2. Approval of Minutes – November 1, 2011 and November 8, 2011
3. Citizen Participation, Communications and Announcements
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Review and Possible Action on Human Resources Policies and Procedures Manual
6. Set December Meeting Dates
7. Adjournment

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000001-17000	PREPAID BUDGET I	0.00 100.0%	39,210.97	67,375.48	-106,586.45		
	P1103740-PO# 11/11/11 -VN#051516		IPMA HR			369.00	
			CLOSING BALANCE		-106,955.45		369.00
	BAL.SHEET A/C		PROG-TOTAL-PO			369.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$369.00 INCURRED BY BALANCE SHEET ACCOUNT. 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.

COUNTY BOARD STAFF

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_

DEPT-HEAD

**NOV 22 2011**

DATE \_\_\_\_\_

CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0311100000-63107	PUBL & LEGAL	20,000.00	8.2%	11,895.33	-10,240.15	18,344.82	
	P1100961-PO# 11/11/11 -VN#011191			BELOIT DAILY NEWS			1,182.03
				CLOSING BALANCE		17,162.79	1,182.03
0311100000-64904	SUNDRY EXPENSE	1,450.00	20.6%	856.22	-556.19	1,149.97	
	P1101221-PO# 11/11/11 -VN#013601			JANESVILLE FLORAL COMPANY			67.50
				CLOSING BALANCE		1,082.47	67.50
	COUNTY BOARD			PROG-TOTAL-PO			1,249.53

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,249.53  
 INCURRED BY COUNTY BOARD. CLAIMS COVERING THE ITEMS ARE PROPER  
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DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0814200000-61920	PHYSICALS	11,320.00 94.6%	12,950.75	-2,239.24	608.49		
	P1100909-PO# 11/11/11 -VN#017412			WISCONSIN DEPARTMENT OF JUSTIC		155.00	
				CLOSING BALANCE	453.49		155.00
0814200000-62108	LABOR NEGOTIATIO	16,000.00 0.7%	121.58	0.00	15,878.42		
	P1103632-PO# 11/11/11 -VN#046373			WEISS BERZOWSKI BRADY LLP		270.00	
	P1103731-PO# 11/11/11 -VN#017453			WISCONSIN DEPARTMENT OF TRANSP		6.00	
				CLOSING BALANCE	15,602.42		276.00
0814200000-63107	PUBL & LEGAL	34,750.00 98.6%	34,427.13	-135.00	457.87		
	P1100902-PO# 11/11/11 -VN#011191			BELOIT DAILY NEWS		499.04	
	P1100903-PO# 11/11/11 -VN#013607			JANESVILLE GAZETTE INC		952.86	
	P1100904-PO# 11/11/11 -VN#010110			CHRONICLE,THE		602.00	
	P1100906-PO# 11/11/11 -VN#044914			CAPITAL NEWSPAPERS		739.00	
	P1103730-PO# 11/11/11 -VN#017443			WISCONSIN DEPARTMENT OF ADMINI		135.00	
*** OVERDRAFT ***	<b>TRANSFER REQUIRED</b>			CLOSING BALANCE	-2,470.03		2,927.90
0814200000-64200	TRAINING EXP	43,374.00 76.4%	32,642.69	518.46	10,212.85		
	11/11/11 -VN#044396			IHRKE,CONNIE		103.88	
	11/11/11 -VN#049974			O CONNELL,DAVID		100.21	
	P1103633-PO# 11/11/11 -VN#051340			WALKER GROUP,THE		550.00	
	P1103665-PO# 11/11/11 -VN#046693			WELCHLIN COMMUNICATION STRATEG		300.00	
	P1103729-PO# 11/11/11 -VN#030188			BEST EVENTS		300.00	
				CLOSING BALANCE	8,858.76		1,354.09
0814200000-64417	HCC EXPENSES	14,255.00 29.4%	6,342.94	-2,147.69	10,059.75		
	P1100902-PO# 11/11/11 -VN#011191			BELOIT DAILY NEWS		233.22	
	P1100903-PO# 11/11/11 -VN#013607			JANESVILLE GAZETTE INC		281.12	
	P1100904-PO# 11/11/11 -VN#010110			CHRONICLE,THE		189.00	
	P1100909-PO# 11/11/11 -VN#017412			WISCONSIN DEPARTMENT OF JUSTIC		60.00	
				CLOSING BALANCE	9,296.41		763.34
	HUMAN RESOURCES		PROG-TOTAL-PO			5,476.33	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,476.33 INCURRED BY HUMAN RESOURCES. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

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1919140000-62104	CONSULTING SERV	15,000.00	0.0%	3,861.19	-3,861.18		
	P1100076-PO# 11/11/11 -VN#016551					220.68	
							TE BRENNAN COMPANY
							CLOSING BALANCE
					14,779.31		220.68
							RISK MGMT.
							PROG-TOTAL-PO
						220.68	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$220.68 INCURRED BY RISK MANAGEMENT. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

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