

FINANCE COMMITTEE
July 2, 2009

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, July 2, 2009, in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present. Supervisors Mawhinney, Kraft, Beaver, Podzilni, Diestler (at 7:34 A.M.).

Committee Members Absent. None.

Staff Members Present. Jeff Smith, Finance Director; Mickey Crittenden, Information Technology Director; Craig Knutson, County Administrator; Mike Jones, Administrative Services Manager; Vicki Brown, Treasurer (at 8:00 A.M.).

Others Present. Jim McMillan, Student, Blackhawk Technical College.

Approval of Agenda. Supervisor Podzilni moved approval of the agenda with the addition of 7.C. To Modify the 2009 Human Services Budget to Accept SSI/SSDI Outreach, Access, and Recovery (SOAR) Grant Funding, To Create a 1.0 FTE Psych Tech Position, and to Reconcile the Project for the Assistance in the Transition from Homelessness (PATH) Program Budget to Actual Allocation, second by Supervisor Kraft. ADOPTED.

Committee Review and Approval of Per Meeting Allowances. Supervisor Beaver moved approval of Per Meeting Allowances in the amount of \$15,874.05, second by Supervisor Podzilni. ADOPTED.

Approval of Minutes. Supervisor Beaver moved approval of the minutes of June 18, 2009 with the addition of Vicki Brown, Treasurer, under Staff Present, second by Supervisor Podzilni. ADOPTED.

Citizen Participation, Communications and Announcements. Mr. Knutson asked the Committee about a date for the Human Services 2010 budget presentation. The Committee agreed on Friday, June 24th, 8:00 A.M.

Mr. Smith advised he returned from the National GFOA Conference yesterday. He said we will have a lot more reporting requirements under the Recovery Act funding. Also, the definition of "Fund Balance" will change next year.

Transfers and Appropriations. None.

Bills/Encumbrances

Finance Director	\$ 1,377.65
County Clerk	632.93
Tax Deed Expense	27.54
Land Records	457.20

Supervisor Kraft moved approval of the above Bills and Encumbrances for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

Bills Over \$10,000. None.

Encumbrances Over \$10,000. None.

Pre-Approved Encumbrance Amendments. None.

Approval of Bills for Other Departments. None.

Review of Resolutions.

Amending the 2009 Rock County Health Department Budget Due to Demand for Specialized Vaccines

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2009, that the 2009 Rock County Health Department Budget be amended as follows:

....”

Supervisor Kraft moved the Finance Committee Review of the above resolution, second by Supervisor Beaver. ADOPTED.

Accepting Contribution from a Rock County Citizen and Amending the 2009 Rock County Health Department Budget

“NOW, THEREFORE BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2009, does hereby authorize the Rock County Health Department to accept the \$250.00 contribution from a Rock County citizen and amend the 2009 Rock County Health Department budget as follows:

....”

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

To Modify the 2009 Human Services Budget to Accept SSI/SSDI Outreach, Access, and Recovery (SOAR) Grant Funding, To Create a 1.0 FTE Psych Tech Position, and to Reconcile the Project for the Assistance in the Transition from Homelessness (PATH) Program Budget to Actual Allocation

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors this _____ day of _____, 2009, to accept a net increase of \$14,104 in state and federal revenues, a net increase of \$14,139 in Medical Assistance revenues, create a 1.0 FTE Psych Tech position, and amend the 2009 Human Services Budget as follows:

....”

Supervisor Podzilni moved the Finance Committee Review of the above resolution, second by Supervisor Beaver. ADOPTED.

Consideration and Possible Approval Authorizing a County Issued Credit Card for the Human Services Department. Mr. Smith said this has been discussed for over a year. The policy drafted by Human Services is well written, however, he is concerned about the \$10,000 limit. He advised no other County Department has a card with that high amount, most have \$5,000. Mr. Jones explained in the Juvenile Justice area, Human Services has been working with diversion programs to keep youth out of institutions as this is a huge nationwide issue. Rock County has taken a national leadership position in focusing efforts to get proportions of those in detention to reflect the population as a whole. The MacArthur Foundation has funded these efforts over the course of several years.

Mr. Jones said acceptance of this funding requires attendance by 4-5 staff at a number of conferences in Washington, D.C. and Denver, Colorado. Because of this, it is possible to have \$5,000-7,000 of travel expenses at a given time. With the number of staff participating, we could quickly exhaust a \$5,000 limit.

Mr. Smith said the process requires that he apply for the credit card himself. Only one credit card will be issued and it comes with very specific limitations on what it can and cannot be used for. Mr. Jones said the Department will be making the hotel reservations so it is possible the credit card will not physically leave the building.

Chair Mawhinney asked if the number of people going to trainings could be cut down? Mr. Knutson said, as part of the requirements of accepting the grant funding, Rock County must send certain people to these conferences, however, the expenses are all covered by the grant funds. Mr. Jones said if Rock County is selected as a nationwide example, there will be a lot more travel.

Mr. Smith suggested trying the \$10,000 limit and monitoring it closely. Chair Mawhinney requested card use be reviewed in six months and a report provided to the Finance Committee.

Supervisor Beaver moved approval of Authorizing a County Issued Credit Card in the Amount of \$10,000 for the Human Services Department, second by Supervisor Podzilni. ADOPTED.

Consideration and Possible Approval Authorizing Reimbursement of Travel and Training Costs Incurred by County Employees Through the Payroll System. Mr. Smith said this suggestion was made by an employee in response to Mr. Knutson’s request for all employees to consider ways the County can save money. Mr. Smith explained currently travel/training costs are paid through the “payables system” and require governing committee approval. If this is adopted, travel expenses will be reimbursed on an employee’s payroll check as a non-taxable expense.

Mr. Smith said all supporting documentation will be the same and will have to be reviewed by the Payroll staff. He feels this is worth considering as it will allow more staff efficiency by utilizing Payroll staff instead of Payable staff.

Supervisor Podzilni moved the Committee authorize reimbursement of travel and training costs incurred by county employees through the payroll system, second by Supervisor Beaver. ADOPTED.

Supervisor Kraft left the meeting at 8:25 A.M.

Tablet PC Demonstration. Mr. Crittenden demonstrated the use of the tablet PC and passed it around. He said they are currently in use at the Health Department for restaurant inspections. Mr. Jones said the intention is to replace desktop PCs with these Tablet PCs and be able to communicate directly with the Wisconsin Statewide Automated Child Welfare Information System (WISACWIS). Mr. Crittenden said WISACWIS reimburses 32% of the cost of the tablets. Mr. Jones said Human Services has 11 Tablets in the 2009 Budget and will be requesting 10-11 in the 2010 Budget.

Chair Mawhinney thanked Mr. Crittenden for his presentation.

Adjournment. Supervisor Podzilni moved adjournment at 8:45 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Linda Milligan
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.