



Minutes - December 16, 2021

Call to Order: Chair Mawhinney called the meeting of the Finance Committee to order at 5:02 P.M. on Thursday, December 16, in the Jury Deliberation Room, Fourth Floor, Courthouse East.

Committee Members Present: Supervisors Mawhinney, Davis, Fox, Aegerter, and Rich Bostwick.

Committee Members Excused: None.

Staff Members Present: Sherry Oja, Finance Director; Josh Smith, County Administrator; Richard Greenlee, Corporation Counsel; Randy Terronez, Assistant to the County Administrator; Bridget Laurent, Deputy Corporation Counsel; Patrick Singer, Data Services Manager; Sarah Holford, Business Manager; Michelle Roettger, Treasurer; Chief Deputy Strouse; Jim Sandvig, Director of IT; Terri Carlson, Risk Manager; Brent Sutherland, Facilities Director; and Lisa Tollefson, County Clerk.

Others Present: Supervisors Williams, Beaver, and Podzilni.

Approve Agenda: Supervisor Davis moved approval of the agenda with the addition of two transfers, second by Supervisor Aegerter. ADOPTED.

Citizen Participation, Communications and Announcements: None.

Announcements from Treasurer's Office re: Tax Bills: Michelle Roettger announced that all of the tax bills have gone out. She stated that they are not collecting taxes in-person again this year.

Approval of Minutes:

November 18, 2021 Minutes: Supervisor Bostwick moved approval of the November 18, 2021 minutes as presented, second by Supervisor Davis. ADOPTED.

Approval of Transfers: Supervisor Aegerter moved approval of all three transfers, second by Supervisor Davis. ADOPTED.

911 Communications

FROM	Amount	TO	Amount
Account #		Account #	
Training	\$9,000	Other Contracted	\$9,000
23-2400-0000-64200		Services	
		23-2400-0000-62119	

Sherry Oja spoke to the Finance Department transfer. She explained that payroll needs some consulting time for HR/payroll system.

Finance Department

FROM	Amount	TO	Amount
Account #		Account #	
Wages	\$11,400	Other Contracted	\$11,400
05-1500-0000-62100		Services	
		05-1500-0000-62119	

Rock Haven

FROM	Amount	TO	Amount
Account #		Account #	
Occupational Therapy	\$22,637	Cap Assets \$2,000 to	\$22,637
32-7260-7400-62185		\$25,000	
		32-9000-9960-67120	

911 Communications Center - Transfer:

Review of Payments:

November 2021 Payments: The committee reviewed the payments.

Review of Payments Over \$10,000:

Payments over \$10,000: The committee reviewed the payments.

Committee Review and Approval of Per Meeting Allowances: Supervisor Davis moved approval of the per meeting allowances of \$13,742.90, second by Supervisor Bostwick. ADOPTED.

Review and Approval of Resolutions:

Resolution Authorizing Purchase of Netsmart Avatar Hosting and Upgrade: "NOW, Therefore, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021 authorize amendment to the original software agreement and the purchase agreement with Netsmart Technologies, Inc. for an amount not to exceed \$243,284.00 for the cloud

hosting migration and solution upgrade."

Supervisor Bostwick moved approval of the above resolution, second by Supervisor Davis. ADOPTED.

Resolution Authorizing Purchase of ArcServe 24 Month Support Contract: "NOW, Therefore, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021 to authorize the purchase of Arcserve twenty four month Support Contract for an amount not to exceed \$28,449.00 per the current contract with AxCel Technology. This is a budgeted annual renewal."

Supervisor Davis moved approval of the above resolution, second by Supervisor Aegerter. Jim Sandvig explained that ArcServe is the backup software that the county uses to backup storage. ADOPTED.

Resolution Authorizing Purchase of ArcServe Annual SW: "NOW, Therefore, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021 to authorize the purchase of Arcserve Network Software for an amount not to exceed \$39,749.19 per the current contract with AxCel Technology. This is a budgeted annual renewal."

Supervisor Bostwick moved approval of the above resolution, second by Supervisor Davis. Jim Sandvig explained that this is the annual renewal for ArcServe. ADOPTED.

Resolution Authorizing Purchase of Robert Half Contractors: "NOW, Therefore, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021 authorizes the contract agreement with Robert Half Recruiters and Employment Agency for an amount not to exceed \$300,000 for the placement of three IT contractors."

Supervisor Davis moved approval of the above resolution, second by Supervisor Bostwick. Jim explained that Robert Half is a contractor that IT contracts with. IT is working with them to get a Microsoft expert next year. This is just for next year. ADOPTED.

Resolution Authorizing Purchase of Laptops, Desktops, Associated Components and Licensing: "NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021 authorize the purchase agreement for an amount not to exceed \$390,707 for the purchase of laptops, desktops and associated components and Microsoft licensing."

Supervisor Bostwick moved approval of the above resolution, second by Supervisor Aegerter. Jim explained that this is part of the annual refresh that happens every 4 years. This is also for the 50 new employees starting in 2022 and for new devices for County Board. This allows IT to get ahead of supply chain issues. ADOPTED.

Review, Discussion and Possible Action:

Approval to Purchase of Uninterruptible Power Supply: Supervisor Davis moved to approve the purchase of an uninterruptible power supply, second by Supervisor Aegerter. Jim explained that these are hooked up to servers. He clarified that they are like battery packs that keep the servers running if the power goes down. They are replaced every 3-4 years. ADOPTED.

Approval to Purchase Laserfiche Annual Support: Supervisor Bostwick moved approval to purchase annual support for Laserfiche, second by Supervisor Aegerter. Jim explained that this is the annual renewal. This is the software that the county uses for contracts. ADOPTED.

Discussion and Possible Action to Approve Changes to Section 7.2 Timesheets in the Financial Policy and Procedures Manual: Sherry Oja spoke to this. This change would delete the language highlighted in yellow below. This will remove the requirement to include an overtime sheet with a timesheet.

"Any overtime on timesheets must have a corresponding "in" and "out" times under OT Hours (In) and OT Hours (Out) and an attached "Overtime Work Permit"."

Supervisor Aegerter moved to approve changes to Section 7.2 Timesheets in the Financial Policy and Procedures Manual, second by Supervisor Bostwick. ADOPTED.

Discussion and Possible Action to Approve Donations of Excess PPE: Sherry spoke to this. There are a lot of items in the Emergency Operations Center (EOC). They are requesting permission to reach out to agencies to see if they would like a donation of some of these items. The county will keep the items that the county uses.

Supervisor Davis moved to approve the donation of excess PPE, second by Supervisor Bostwick. ADOPTED.

***Discussion and Possible Approval of Highline Consulting Time:** Sherry spoke to this. This is what was asked for in the Finance transfer.

Finance Department

FROM	Amount	TO	Amount
Account #		Account #	
Wages	\$11,400	Other Contracted	\$11,400
05-1500-0000-62100		Services	
		05-1500-0000-62119	

Supervisor Davis moved to approve the Highline Consulting Time transfer, second by Supervisor Bostwick. ADOPTED.

Next meeting date and time: January 13, 2022 at 5:00 P.M.

Adjournment: Supervisor Bostwick moved adjournment at 5:27 P.M., second by Supervisor Davis.
ADOPTED.

Respectfully submitted,

Haley Hoffman
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.