

**Finance Committee Regular Meeting**  
Minutes of the April 12, 2016

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 8:00 a.m. on Tuesday, April 12, 2016 in Room H & I – Auditorium of the Administration Building. Chairman Frohling took roll and the following members were present: Frohling, Schaefer, Adelmeyer, Gohr and Uttke.

Also present: County Board Chairman Russ Kottke, Mielke, Kolp, Ruth Otto, Ken Kamps, Makenzie Drays and Lifke.

Julie Kolp, Finance Director certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Motion by Gohr and 2<sup>nd</sup> by Schaefer to allow the chair to deviate from the agenda at his discretion. Motion carried with unanimous approval.

Motion by Schaefer and 2<sup>nd</sup> by Adelmeyer to approve March 8, 2016 regular committee meeting minutes as presented. Motion carried with unanimous approval.

Ken Kamps, Human Services and Health's Division Manager for Clinical and Family Service appeared to present follow up information on the 2014 audit finding. Regarding Item 2014-003, Kamps reported a change in the year end process where two other staff members verify information. Kamps reported that differences are resolved after each staff member reviews the accounts independently and justifies the variances. According to Kamps, all discrepancies will be accounted for. Auditors also suggested verifying revenue on Human Services and Health's (HSH) spreadsheets to the amount reported by the State.

In reference to Item 2014-005, Kamps report implementation of a procedure that ensures reports are completed monthly. Random cases are reviewed monthly by supervisors and then passed on to the Director. The State performs random moment sampling where they inquire about cases being worked on at that point. This random sampling is initiated by the State with the County providing rosters of individuals working on cases. From this roster, the State determines which cases are included in the random sampling. These are the random cases reviewed by HSH supervisors. Jim Mielke, County Administrator will be signing for the Director until she is reinstated or replace.

Item 2014-007 involves Represented Payee cases where a child is involved and there's no one to represent the child. The finding reference missing written authorization. Kamps assured committee members that written authorization for all of these clients has been obtained and is on file. According to Kamps, Social Security also monitors Represented Payee cases and there were no problems reported to date. Currently these client financials are tracked in QuickBooks in which six staff members have access.

Item 2014-004 references fiduciary duty for resident funds. According to Kamps, this is similar to Item 2014-007 regarding proper authorization on file. According to Kamps, written authorization is on file for all clients.

Item 008 & 009 involves monitoring sub-recipient activities for purchased care. According to Kamps, contracts over \$75,000 are required to be audited and these facilities must submit audit reports to HSH. HSH is required to monitor and verify compliance to the contract. If an audit

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report isn't received, HSH follows up with phone calls and letters. This finding was prompted by missing audit reports. HSH did contacted the State who assisted in getting most of the missing reports. One entity never provided an audit report so their services were discontinued.

Item 2014-010 was regarding Children's Long Term Support Waivers and Parental Payment Liability. Kamps stated that reviews are taking place and supervisors are required to signs off on them.

Julie Kolp, Finance Director concluded by addressing a letter received from the State's Department of Health Services (DHS). DHS requested documentation of resolution action taken in regards to the audit findings that are related to their programs. In a March 29, 2016 letter, the DHS considered "both reports in compliance with relevant audit and reporting guidelines and thus closed." According to DHS, any audit finding related to DHS funding has been resolved to their satisfaction. Kolp reported she also approves the finding resolutions.

Kamps reported on an Intra-department fund transfer for HSH. In prior years, HSH budgeted for community based residential (CBRF) care by the individual facilities. It was decided to combine all CBRF care into one budgeted line item since the detail is retained in Accounts Receivable. Kamps requested an intra-department transfer to combine all CBRF care expenditures to one budgeted line item and all crisis facility expenditures to one budgeted line item. The 2016 budget for HSH will be maintained with these transfers. Committee members approved by consensus.

Ruth Otto, Information Technology (IT) Director provided information regarding audit finding 2014-006. According to Kolp, Otto sent a letter of response dated March 28, 2016 to DHS regarding the IT security and Health Insurance Portability and Accountability Act (HIPAA) concerns. To date, Otto hasn't received a response from DHS. Kolp is uncertain if the DHS letter received by HSH also includes the IT finding. There will be follow up to ensure all concerns have been addressed and resolved. Otto commented the Bitlocker is still being worked on but is at a point the auditor wants the county to be at.

Resolution to purchase Highway Equipment. The Fiscal Note set forth in Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$10,130 surplus on 2016's adopted Budget. Per Kolp, this equipment was budgeted at \$115,000 and actual cost will be \$104,000 leaving \$10,300 surplus. Supervisor Jeff Berres was absent from Monday's meeting and therefore not able to sign this resolution. Committee members approved by consensus the Fiscal Note as presented and authorize and direct Finance Committee's Chairman to sign the Fiscal Note and send Resolution to purchase Highway Equipment to the County Clerk.

Resolution No. 16-02 – Detention Facility Sewer Project. The Fiscal Note set forth in Resolution No. 16-02 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$128,800 on 2016's adopted Budget. Committee members approved by consensus the Fiscal Note as presented and authorize and direct Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 16-02 to the County Clerk.

Mielke provided information on the Medical Examiner fee change. In 2015, the county changed service fees for the Medical Examiner's office at the June 2015 County Board meeting. According

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to 2015 Assembly Bill 662, the county will need to change some of these fees back to the April 17, 2015 rate. At this point, adjustment of fees from the time of change to current date isn't being considered. Additional revenue was factored into 2016 budget so Mielke reference the possibility of a revenue adjustment sometime in 2016. This was provided for committee awareness.

Mielke presented information on an Ethical Advocates program. According to Mielke, the county will be contracting with a 3<sup>rd</sup> party vendor for fraud risk assessment on an annual basis and see how it works out. Mielke considered the annual \$2,500 costs to be minimal for this service. The intent of using a 3<sup>rd</sup> party was to assure employees that their reported information will stay confidential and anonymous as well as take the pressure off internal departments. Fraud risk assessment was an Auditor recommendation and this vendor is used by other counties. John Corey, Corporation Counsel Director is working on the contract to make it specific to Dodge County. Human Resources will include this service in their budget assessment. The vendor is anticipating 5-15 calls or inquiries based on the organization's size. Frohling expressed concerned on how these calls or inquiries will be handled when presented to the county.

Kolp reported on an initial phone call with Government Finance Officer Association (GFOA) on April 7, 2016. Rob Rique will be county lead. Mielke, Otto, Maly, Uttke, Kolp will be on the Steering Committee. Kolp stated the project will include a base camp for communication, to-do lists, and a centralized schedule. Kolp stated it was a good call and the next step will be an onsite visit. Uttke commented on deliverance and presentation and questioned if GFOA would be able to come on sight in one year to ensure processes are being put into place.

Discussion continued with questions regarding hiring an outside Enterprise Resource Planning (ERP) project manager. Kolp also proposed hiring an assistance project manager. Kolp justified the position by stating secretarial type work would be a major part of the project. Goals and job description are being written for the assistant project manager position.

Discussion continued on the project manager position and if this position should be filled internally or externally. Uttke commented that he thought GFOA would prefer using inside talent on these projects. Concern with hiring for this position included skill set required, recruitment, employment duration, number of hours per week, and if all working hours were required onsite. Frohling thought it was important to fill the position internally because of internal knowledge and retention of knowledge after the project is finished. Filling the position through a consulting firm was also considered. Committee members expressed the importance of milestones and making sure they're followed through. Frohling suggested Human Resources put out a couple of scenarios and see what kind of response is received. According to Frohling, this won't be a typical recruitment. The goal is to present the position to the County Board at May's meeting. The committee felt the money would be well spent and suggested contacting UW Extension for possible connections. Committee members felt experience is very important for this position.

Kolp presented information on a refunding opportunity from Ehler's Inc. Frohling thought there would be little savings from this option and questioned relevance of going through a refunding process. Committee members didn't think it was something the county would be interested in pursuing at this point.

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The County Treasurer provided committee members copies of February 2016 report of working cash account and January 2016 county investment holdings for review.

The monthly county state sales tax remittance reports were reviewed. March 2016's remittance for January was \$414,299 compared to \$399,718 from the same period in 2015. The fiscal year remittance to date is \$1,367,264 compared to \$1,280,737 the same time period in 2015.

Kolp presented information on an intra-department fund transfer from Emergency Management. Nehls' request is the result of additional grant revenue. The additional revenue will be offset by additional expenditures and Kolp is unsure if the requested amount is material enough to go to County Board for appropriation. Kolp requested clarification on an unwritten approval rule for \$3,000 or less. This unwritten rule delegated the approval authority to the Finance Director for amounts \$3,000 or less. Kolp will present to the Finance Committee, a proposal for this rule at May's meeting for Finance Committee action. Committee members approved the Emergency Management intra-department transfer by consensus.

Claims of \$10,000 or more that are not reviewed by the audit committee were presented. Committee members questioned if this information should be provided to county board members for awareness. Mielke suggested a memo to provide explanation on the approval process and the information presented. Uttke questioned if receipt of product and/or services was verified prior to payment. Uttke commented that just as important as how much was spent was whether the products or services were received.

Kolp presented information on Financial Commitments that extend beyond a single year. Over the past year, the county has entered into contracts that cover multiple years and since the county is committed to these payments, Kolp was concerned about the impact on the county's financial statements as well as future budgets. The existing contracts were reviewed with the auditors and contracts of interest were those that can't be cancelled. Contracts with licenses and support won't require an accrual entry and a few of the contract reviewed were immaterial in amount and weren't taken into consideration. The Spillman Technology contract spanned over three years at \$1.06 million. Kolp expressed concern because these contracts, even though they aren't due until the future, do affect current and future budgets, Form A and the general ledger. Frohling commented that all contracts written for the state are subject to budget approval. Kolp suggested more research before signing any more contracts that cover multiple years. Kolp is concerned about state statute compliance and future budgeting. Frohling commented the presented document will be a good document for the budgeting process going forward and will aid in giving a better understanding for items of this nature. Frohling also stated this approach was done to save money but questioned if the long term commitment is worth it with the price of technology continually changing. Frohling requested Mielke and Kolp work on a system on how to incorporate this information in future decisions and budgets and suggested they bring it back to the Finance Committee for approval by August for the next budget procedure.

Mielke reminded committee members of the community's concern on the Sales Tax Sharing proposal. Mielke identified projects being committed to in 2017 and was uncertain of any residual dollars would be left for sharing with municipalities. Mielke commented that the benefits of the Sales and Use Tax dollars should be recognized by all municipalities.

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The change to County Board Rule# 30 was discussed with the intent to simplify. Frohling suggested that all department have the same limit of \$50,000 along with the ability for departments to act on higher amounts in emergency situations. It was also added that the items have to be in Capital Improvement Plan (CIP). This would increase the threshold for many departments but not Clearview and Highway. Gohr commented that not all departments are equal and a single number would be significant to some. There was also concerns on what constitutes an emergency.

Kolp presented a Kronos update. Sheriff is still working on the Telestaff to Advance Scheduler conversion. Kolp reported the Sheriff's Department seemed excited about the move. They liked what they saw so far. Talent acquisition for Human Resources is scheduled for May 1 but Mielke didn't think it'll meet the deadline because of the time frame.

Kolp commented on year-end adjustments needed in the General Ledger as a result of Kronos implementation. Finance, Human Resources and Mielke were involved with this discussion.

Frohling reported for the External Audit Committee. Many of the things Kamps talked about were discussed and the committee felt progress is being made. Many issues HSH had will be resolved with the implementation of the NetSmart Client Billing system. Mielke thought the 2015 review will also be very beneficial with the new ERP system implementation.

Mielke suggested waiting a year for the next Operational Review. He felt it would be more beneficial to wait until some of the upcoming processes are in place. Mielke also expressed concerned on the increased internal activity with implementing the new ERP and the availability of staff to handle all processes.

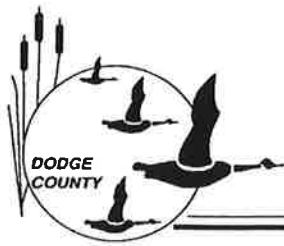
Kolp reported no response to the IRS Penalty letter.

Next regular meeting is scheduled for Tuesday May 10, 2016 at 8:00 a.m. in Room H & I – Auditorium on the 1<sup>st</sup> floor of the Dodge county Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:33 a.m.

Gerald Adelmeyer,

Secretary



# Clearview

## MEMORANDUM

TO: Dodge County Board Supervisors

FROM: Jane E. Hooper, Administrator

DATE: 4/27/16

Clearview recently had a long-term employee retire. We have studied and analyzed the organization's needs and have developed a plan to more efficiently meet the needs of the Clearview residents.

Clearview's Scheduling Department schedules all nursing, assisted living, activity, and dietary staffs, which includes approximately 315 employees on a 24/7 basis. Scheduling includes covering for illness, leaves of absence, vacations, and ensuring our regulated state and federal staffing requirements are met for every shift.

The needs of the Clearview organization could best be met, following this unplanned retirement, with the abolishment of two positions and the creation of two positions which continues to encompass the Kronos system.

In doing this reorganization, we would like to replace the vacated Scheduling Supervisor (abolish) and create a position of a Scheduling Assistant.

The role of Staffing Services Supervisor (create) will be filled with an employee currently employed, which will abolish the Payroll Specialist position.

Thank you for your consideration in this change to the Clearview organization. Please feel free to contact me at (920) 386-3409.

HF\Scheduling and Payroll 1

198 County DF  
Juneau, WI 53039  
(920) 386-3400 telephone  
(920) 386-3405 facsimile

RESOLUTION NO. 16-10

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Health Facilities Committee (Committee) has studied and analyzed staffing needs at Clearview; and,

**WHEREAS**, as a result of these studies and analyses, the Committee has formed the considered conclusions that:

1. One new, benefited, full-time position of *Scheduling Assistant* at Clearview should be created, effective May 18, 2016;
2. One new, benefited, full-time position of *Staffing Services Supervisor* at Clearview should be created, effective May 18, 2016;
3. One funded, filled, benefited, full-time position of *Payroll Specialist* at Clearview should be abolished, effective May 18, 2016; and,
4. One funded, vacant, benefited, full-time position of *Scheduling Supervisor* at Clearview should be abolished, effective May 18, 2016; and,

**WHEREAS**, a job description for the proposed position of *Scheduling Assistant* has been marked for identification as Exhibit "A" and has been attached hereto; and,

**WHEREAS**, a job description for the proposed position of *Staffing Services Supervisor* has been marked for identification as Exhibit "B" and has been attached hereto; and,

**WHEREAS**, a job description for the position of *Payroll Specialist* has been marked for identification as Exhibit "C" and has been attached hereto; and,

**WHEREAS**, a job description for the position of *Scheduling Supervisor* has been marked for identification as Exhibit "D" and has been attached hereto; and,

**WHEREAS**, it is reasonably anticipated that there will be monies in the 2016 Budget of Clearview sufficient to fund the proposed position of *Scheduling Assistant* and the proposed position of *Staffing Services Supervisor* for the remainder of the calendar year of 2016;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby:

1. Creates one new, benefited, full-time position of *Scheduling Assistant* at Clearview, effective May 18, 2016;
2. Creates one new, benefited, full-time position of *Staffing Services Supervisor* at Clearview, effective May 18, 2016;


3. Abolishes one funded, filled, benefited, full-time position of *Payroll Specialist* at Clearview, effective May 18, 2016; and,
4. Abolishes one funded, vacant, benefited, full-time position of *Scheduling Supervisor* at Clearview, effective May 18, 2016; and,


**BE IT FINALLY RESOLVED**, that monies from the 2016 Budget of Clearview shall be used to fund the position of *Scheduling Assistant* and the position of *Staffing Services Supervisor* for the remainder of the calendar year of 2016.

All of which is respectfully submitted this 27th day of April, 2016.

**Dodge County Health Facilities Committee:**

  
 \_\_\_\_\_  
 Larry Bischoff

  
 \_\_\_\_\_  
 Jeffry Duchac

  
 \_\_\_\_\_  
 Thomas J. Schaefer

  
 \_\_\_\_\_  
 Dan Hilbert

  
 \_\_\_\_\_  
 Lisa Derr

<p><b>FISCAL NOTE:</b>          Is the referenced expenditure included in the adopted 2016 Budget? <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No</p> <p>Fiscal Impact on the adopted 2016 Budget:          (\$402.00) _____</p> <p>Fiscal Impact reviewed by the Dodge County Finance Committee on _____, 2016.</p> <p>_____          David Frohling, Chairman          Dodge County Finance Committee</p>
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Name	Grade / Step	Hourly Rate	Salary	Health	Dental	SocSec	WRS	Total
Scheduling Supervisor	5/14B	26.21	21,611.00	4,225.00	343.00	1,653.00	1,426.00	29,258.00
Payroll Specialist	3/3	16.00	12,608.00	2,883.00	134.00	965.00	832.00	17,422.00
<b>Current Total</b>			<b>34,219.00</b>	<b>7,108.00</b>	<b>477.00</b>	<b>2,618.00</b>	<b>2,258.00</b>	<b>46,680.00</b>
Staffing Services Supervisor	7/3	23.72	30,741.12	4,800.00	200.00	2,351.70	2,028.91	40,121.73
Scheduling Assistant	3/3	15.58	20,191.68	10,563.13	641.88	1,544.66	1,332.65	34,273.99
<b>Revised Total</b>			<b>50,932.80</b>	<b>15,363.13</b>	<b>841.88</b>	<b>3,896.36</b>	<b>3,361.56</b>	<b>74,395.72</b>
<b>Budget (2016)</b>								
Scheduling supervisor			56,576.00	16,901.00	1,027.00	4,328.00	3,734.00	82,566.00
Payroll Specialist			33,779.00	0.00	320.00	2,584.00	2,229.00	38,912.00
<b>2016 Budget Impact (Decrease)</b>			<b>(5,203.20)</b>	<b>5,570.13</b>	<b>(28.13)</b>	<b>(397.64)</b>	<b>(343.44)</b>	<b>(402.00)</b>

**Assumptions:**

Scheduling supervisor through  
5/17/16

Payroll Specialist through 5/17/16

Staffing Services supervisor

5/18/16 - 12/31/16

Scheduling Assistant 5/18/16 -

12/31/16

**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$14.74 - \$20.21**

<b>JOB TITLE:</b>	Scheduling Assistant	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Nursing Administration	<b>REPORTS TO:</b>	Scheduling Supervisor
<b>LOCATION:</b>	Clearview	<b>DATE:</b>	December 16, 1999
<b>LABOR GRADE:</b>	Dodge County Three (3)	<b>REVISED:</b>	1/1/13

**OVERALL PURPOSE/SUMMARY:**  
 Under the general direction of Scheduling Supervisor assists with the scheduling of nursing assistants and other staff as necessary. Provides training to new staff.

- PRINCIPAL DUTIES AND RESPONSIBILITIES:**
1. Assists with the development of the Nursing work schedule.
  2. Receives and sends phone messages related to schedules for nursing staff.
  3. Enters data into computer related to schedules and attendance.
  4. Arranges for coverage when there are staff call ins.
  5. Alters staffing patterns to comply with census and/or budget.
  6. Assists with feeding of residents as assigned.
  7. Performs other duties as may be required or assigned.
  8. Functions as a member of the team and participates in the household concept.
  9. Participates in resident and facility emergencies.
  10. Regular attendance and punctuality required.
  11. Attends all mandatory inservices.
  12. Represents Clearview in a positive and professional manner at all times at work.
  13. Performs other related duties as they may be required or assigned.

**JOB SPECIFICATION:**

**KNOWLEDGE, SKILLS, AND ABILITIES**  
 Knowledge of and respect for resident rights.  
 Knowledge of and ability to comply with policies and procedures.  
 Knowledge of state and applicable federal codes.  
 Ability to accurately enter information into computer at rate equivalent to 30 wpm.  
 Ability to problem solve.  
 Interpersonal skills with positive attitude and ability to motivate others.  
 Ability to remain calm under stressful conditions.  
 Pleasant phone voice and good phone etiquette.  
 Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.

**EDUCATION AND EXPERIENCE**  
 High school diploma or GED equivalent supplemented by computer/secretarial courses with one year of office experience utilizing computers and general office skills is preferred. Six months previous experience in health care environment and some previous scheduling experience is preferred. Must be certified as a Feeding Assistant or become certified within orientation period.

**WORKING CONDITIONS:**  
 Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

**PHYSICAL DEMANDS:**  
 The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

<b>APPROVALS:</b>	<b>FOR HUMAN RESOURCE USE:</b>
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$22.44-\$30.77**

<b>JOB TITLE:</b>	Staffing Services Supervisor	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Financial Services / Nursing Administration	<b>REPORTS TO:</b>	Director of Financial Services / Director of Nursing
<b>LOCATION:</b>	Clearview	<b>DATE:</b>	DRAFT
<b>LABOR GRADE:</b>	Dodge County Seven (7)	<b>REVISED:</b>	

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Director of Financial Services and Director of Nursing is responsible for the scheduling of nursing staff, licensed staff, household and dietary personnel. Is also responsible for all payroll activities for Clearview employees. Provides training for new staff.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Responsible for all scheduling and pre-payroll activities for Clearview.
2. Updates / maintains scheduling system and records.
3. Responsible for all pre-payroll deadlines.
4. Responsible for answering questions pertaining to scheduling, pre-payroll and personnel data.
5. Responsible for maintaining appropriate staff levels of above named areas by supervising those who schedule internal and external personnel.
6. Approves/denies requests for personal and vacation time and Initiates attendance related discipline for above staff.
7. Organizes information for management reports and assists with collection of information as requested by the State and/or Federal regulations.
8. Provides clinical nurse coverage for the eye doctor, dentist and podiatrist.
9. Assures license compliance for RN and LPN staff and follows up with LPN/RN for licensure.
10. Assists with the set up and development of the work schedule and Scheduling software.
11. Receives and sends phone messages related to schedules for above named departments.
12. Enters data into computer related to schedules and attendance.
13. Arranges for coverage when above departments call in due to absence.
14. Alters staffing patterns to comply with census and/or budget.
15. Performs direct supervision of the Scheduling Assistants.
16. Attends all mandatory in-services.
17. Participates in resident and facility emergencies.
18. Functions as a member of the team and participates in the Household concept.
19. Represents Clearview in a positive and professional manner at all times at work.
20. Regular attendance and punctuality required.
21. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of current State and Federal basic labor laws regarding long-term care and nursing practices and standards.

Considerable knowledge of bookkeeping principles/procedures and modern office methods/practices.

Ability to efficiently and accurately operate computer, printers and other related equipment.

Ability to do mathematical calculations for accurate record keeping and preparation of reports.

Ability to consistently apply payroll policies and procedures.

Ability to maintain confidentiality.

Knowledge of and ability to comply with policies and procedures.

Knowledge of and respect for resident rights.

Knowledge of supervisory principles and practices.

Ability to work independently on responsible and confidential administrative assignments.

Ability to maintain effective working relationships.

Ability to maintain accurate/complete records and prepare clear/detailed reports.

Ability to remain calm in stressful situations, maintain pleasant phone voice, and good phone etiquette.

Ability to follow policy, treat staff with equality/fairness and adhere to schedules.

Ability to accurately enter information into computer and knowledge of computer software including Excel and Word.

Must be able to effectively communicate to persons of varying degrees of education and experience using verbal and written English communication skills.

Previous Kronos payroll and/or scheduling experience preferred.

Interpersonal skills with positive attitude and ability to motivate others.

Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.

**EDUCATION AND EXPERIENCE**

Four (4) year degree from an accredited university or college in Business Administration, Healthcare Management, Accounting, Finance or related field. Two (2) years of payroll and/or scheduling experience utilizing computers is required. Previous experience in a health care facility in a Payroll or Scheduler position in a long term health facility preferred. Supervisory and interviewing experience preferred. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

**WORKING CONDITIONS**

Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ACKNOWLEDGEMENTS**

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

**FOR HUMAN RESOURCE USE**

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$14.74 - \$20.21**

<b>JOB TITLE:</b>	Payroll Specialist	<b>FLSA STATUS:</b>	Non-exempt
<b>DEPARTMENT:</b>	Financial Services	<b>REPORTS TO:</b>	Director Financial Services
<b>LOCATION:</b>	Clearview	<b>DATE:</b>	July 28, 1998
<b>LABOR GRADE:</b>	Dodge County Three (3)	<b>REVISED:</b>	01/01/13

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Director Financial Services, prepares payroll, personnel and general administrative records. Provides training for new staff.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Prepares and distributes bi-weekly payroll.
2. Updates/maintains computer programs and records relating to payroll.
3. Takes the lead in maintaining payroll deadlines.
4. Gathers and compiles payroll/personnel data and prepares special reports.
5. Responds to employee questions regarding payroll calculations and related personnel data.
6. Provide additional office support as required or assigned.
7. Participates in resident and facility emergencies.
8. Functions as a member of the team and participates in the household concept.
9. Attends all mandatory in-services.
10. Represents Clearview in a positive and professional manner at all times at work.
11. Regular attendance and punctuality required.
12. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of and respect for residents rights.
- Considerable knowledge of bookkeeping principles/procedures and modern office methods/practices.
- Thorough knowledge of current Federal and State Labor Laws.
- Knowledge of Business English and spelling.
- Ability to efficiently and accurately operate computer, printers and other related equipment.
- Ability to accurately enter data into computer.
- Ability to do mathematical calculations for accurate record keeping and preparation of reports.
- Ability to consistently apply payroll policies and procedures.
- Ability to understand and effectively carry out instructions.
- Ability to maintain confidentiality.
- Ability to communicate effectively, establishing/maintaining public and working relationships, and answer inquiries with tact and courtesy.
- Ability to work independently and without direct supervision.
- Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.

**EDUCATION AND EXPERIENCE**

High school diploma or GED equivalent, completion of vocational/technical training in bookkeeping or related area, two (2) years payroll processing experience, and knowledge of automated accounting and spreadsheets required. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered. Must be certified as a Feeding Assistant or become certified within orientation period.

**WORKING CONDITIONS**

Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ACKNOWLEDGEMENTS**

**EMPLOYEE SIGNATURE:**  
**DATE:**  
**SUPERVISOR SIGNATURE:**  
**DATE:**

**FOR HUMAN RESOURCE USE**

**ANALYST(S):**  
**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**DODGE COUNTY JOB DESCRIPTION**

Wage Range: \$18.59 - \$26.49

<b>JOB TITLE:</b>	Scheduling Supervisor	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Nursing Administration	<b>REPORTS TO:</b>	Director of Nursing
<b>LOCATION:</b>	Clearview	<b>DATE:</b>	July 9, 2010
<b>LABOR GRADE:</b>	Dodge County Five (5)	<b>REVISED:</b>	01/01/2013

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Director of Nursing assists with the scheduling of nursing staff, licensed staff, household and dietary personnel. Provides training for new staff.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Responsible for maintaining appropriate staff levels of above named areas. Responsible for maintaining appropriate staff levels of Team Leaders and RN Supervisors by scheduling both internal and external personnel.
2. Approves/denies requests for personal and vacation time and Initiates attendance related discipline for above staff.
3. Organizes information for management reports and assists with collection of information as requested by the State and/or Federal regulations.
4. Provides clinical nurse coverage for the eye doctor, dentist and podiatrist.
5. Assures license compliance for RN and LPN staff and follows up with LPN/RN for licensure.
6. Assists with the set up and development of the work schedule and Scheduling software.
7. Receives and sends phone messages related to schedules for above named departments.
8. Enters data into computer related to schedules and attendance.
9. Arranges for coverage when above departments call in due to absence.
10. Alters staffing patterns to comply with census and/or budget.
11. Performs direct supervision of Scheduling Assistant.
12. Attends all mandatory inservices
13. Participates in resident and facility emergencies
14. Functions as a member of the team and participates in the Household concept
15. Represents Clearview in a positive and professional manner at all times at work
16. Regular attendance and punctuality required.
17. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of current State and Federal basic labor laws regarding long-term care and nursing practices and standards.  
 Knowledge of and ability to comply with policies and procedures  
 Knowledge of and respect for resident rights  
 Knowledge of supervisory principles and practices.  
 Ability to work independently on responsible and confidential administrative assignments.  
 Ability to maintain effective working relationships.  
 Ability to maintain accurate/complete records and prepare clear/detailed reports.  
 Ability to remain calm in stressful situations, maintain pleasant phone voice, and good phone etiquette.  
 Ability to follow policy, treat staff with equality/fairness and adhere to schedules.  
 Ability to accurately enter information into computer and knowledge of computer software including Excel and Word.  
 Must be able to effectively communicate to persons of varying degrees of education and experience using verbal and written English communication skills.  
 Must have basic math skills at a functional level and problem solving abilities.  
 Previous scheduling experience preferred.  
 Interpersonal skills with positive attitude and ability to motivate others.  
 Must have flexibility to adjust work schedule to meet resident, staffing or facility needs

**EDUCATION AND EXPERIENCE**

High school diploma or GED equivalent supplemented by computer/secretarial courses with two years of office experience utilizing computers and general office skill is required. Previous experience in a health care facility or Scheduler/Clerical position in a long term health facility preferred. Supervisory and interviewing experience required. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

**WORKING CONDITIONS**

Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 16-11

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Human Resources and Labor Negotiations Committee is the advisory and policy-making body for the Dodge County Human Resources Department; and,

**WHEREAS**, the Human Resources Department is responsible for administering employee benefit plans for eligible classes of employees working for Dodge County; and,

**WHEREAS**, beginning January 1, 2006, and for periods of time thereafter, Dodge County has offered its eligible non-represented employees the opportunity to participate in a Post-Employment Health Plan, also known as a "PEHP Plan" and referred to hereafter as such; and,

**WHEREAS**, the PEHP Plan benefit that Dodge County provides to non-represented employees who terminate employment, and who are eligible to receive a retirement annuity under the provisions of the Wisconsin State Retirement Plan, is an Insurance Premium Reimbursement Account; and,

**WHEREAS**, one of the intended purposes of providing a PEHP Plan benefit is to encourage employees to exercise good judgment in the usage of their sick leave so that upon retirement they will have a source of funds to help defray the cost of medical insurance; and,

**WHEREAS**, funding of the PEHP Plan benefit is accomplished by a payment of eighty percent (80%) of an eligible non-represented employee's accumulated sick leave (up to a maximum of 120 days) into a post-employment health plan deposit account in the name of that employee, and the money in that account is restricted to the payment of insurance premiums; and,

**WHEREAS**, in the absence of providing a PEHP Plan benefit to eligible non-represented employees Dodge County has provided eligible employees with a payment of up to sixty percent (60%) of their accumulated sick leave (up to a maximum of 120 days) upon termination; and,

**WHEREAS**, the current policy or agreement that provides eligible non-represented employees with a PEHP Plan benefit expires on December 31, 2016; and,

**WHEREAS**, the Human Resources and Labor Negotiations Committee, after due consideration and deliberation, has determined that it is in the best interest of Dodge County to continue to provide the PEHP Plan benefit to its eligible non-represented employees for a period of two additional years, from December 31, 2016, up to, and including, December 31, 2018, and for the Human Resources and Labor Negotiations Committee to annually review the PEHP Plan benefit at its first meeting in March, and at each such annual review to consider a one-year extension of the PEHP Plan benefit to provide for a rolling two-year expiration date; and,

**WHEREAS**, a document entitled *Explanation* has been marked for identification as Exhibit "A", and has been attached hereto. This document explains the proposed annual review in March of the PEHP Plan benefit by the Dodge County Human Resources and Labor Negotiations Committee and the proposed Human Resources and Labor Negotiations Committee's consideration, at each such annual review, of a one-year extension of the PEHP Plan benefit to provide a rolling two-year expiration date; and,

**WHEREAS**, the Human Resources and Labor Negotiations Committee recommends that the Dodge County Board of Supervisors authorize and direct the Human Resources and Labor Negotiations Committee to take such actions that are deemed necessary and proper in order to:

1. Continue to provide the PEHP Plan benefit to eligible non-represented employees of Dodge County for a period of two additional years, from December 31, 2016, up to, and including, December 31, 2018; and,
2. Annually review the PEHP Plan benefit at its first meeting in March, and at each such annual review to consider a one-year extension of the PEHP Plan benefit to provide for a rolling two-year expiration date; and,
3. Assure adequate accounting and administrative procedures in relation to the PEHP Plan benefit;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Human Resources and Labor Negotiations Committee to take such actions that are deemed necessary and proper in order to:

1. Continue to provide the Post-Employment Health Plan benefit (PEHP Plan benefit) to eligible non-represented employees of Dodge County for a period of two additional years, from December 31, 2016, up to, and including, December 31, 2018; and,
2. Annually review the PEHP Plan benefit at its first meeting in March, and at each such annual review to consider a one-year extension of the PEHP Plan benefit to provide for a rolling two-year expiration date; and,
3. Assure adequate accounting and administrative procedures in relation to the PEHP Plan benefit; and,

**BE IT FINALLY RESOLVED**, that funding of the PEHP Plan benefit be accomplished by a payment of eighty percent (80%) of an eligible non-represented employee's accumulated sick leave (up to a maximum of 120 days) into a post-employment health plan deposit account in the name of that employee, with the money in that account restricted to the payment of insurance premiums.

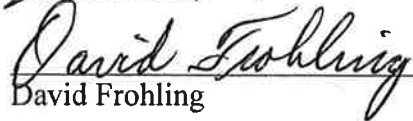


All of which is respectfully submitted this 17th day of May, 2016.


**Dodge County Human Resources and Labor Negotiations Committee:**

  
Joseph Marsik

Jeffry Duchac

  
David Frohling

  
Dennis Schmidt

  
Richard Greshay

<p>FISCAL NOTE: Is the referenced expenditure included in the adopted 2016 Budget? _____ Yes or _____ No</p> <p>Fiscal Impact on the adopted 2016 Budget: \$ _____</p> <p>Fiscal Impact reviewed by the Dodge County Finance Committee on _____, 2016.</p> <p>_____ David Frohling, Chairman Dodge County Finance Committee</p>
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## EXPLANATION

This document is an explanation of the annual review in March of the PEHP Plan benefit by the Dodge County Human Resources and Labor Negotiations Committee (HR&LN Committee) and the HR&LN Committee's consideration, at each such annual review, of a one-year extension of the PEHP Plan benefit to provide a rolling two-year expiration date.

The intent of this resolution is to make it easier and allow time for employees and managers to plan/budget for retirements.

1. If the Dodge County Board of Supervisors adopts this Resolution, then:
  - A. The PEHP Plan benefit will be extended, from December 31, 2016, up to, and including, December 31, 2018;
  - B. The first annual review of the PEHP Plan benefit by the HR&LN Committee will take place in March of 2017, at which time, the HR&LN Committee will review the PEHP Plan benefit, and will consider a one-year extension of the PEHP Plan benefit to provide a rolling two-year expiration date;
  - C. The one-year extension that the HR&LN Committee will consider in March of 2017, and that will provide a rolling two-year expiration date, will be a one-year extension of the PEHP Plan benefit from December 31, 2018, up to, and including, December 31, 2019; and,
  - D. In March of years subsequent to 2017, the HR&LN Committee will perform similar annual reviews of the PEHP Plan benefit, and will similarly consider one-year extensions of the PEHP Plan benefit to provide for rolling two-year expiration dates.

RESOLUTION NO. \_\_\_\_\_

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Finance Committee (Committee) has studied and analyzed staffing needs in the Dodge County Finance Department; and,

**WHEREAS**, as a result of these studies and analyses, the Committee has formed the considered conclusions that one new, benefited, full-time position of Assistant Project Director in the Finance Department should be created, effective May 18, 2016; and,

**WHEREAS**, a job description for the proposed position of Assistant Project Director has been marked for identification as Exhibit "A" and has been attached hereto; and,

**WHEREAS**, no funds have been budgeted in the 2016 Finance Department Budget to pay for wages and fringe benefits for the proposed position of Assistant Project Director during the period of time commencing on May 18, 2016, and ending on December 31, 2016, both inclusive; and,

**WHEREAS**, there are funds in the amount of \$46,517 in Business Unit 100.3429, Unassigned General Fund, available for transfer and sufficient to pay wages and fringe benefits for the proposed position of Assistant Project Director during the period of time commencing on May 18, 2016, and ending on December 31, 2016, both inclusive;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates one new, benefited, full-time position of Assistant Project Director in the Dodge County Finance Department, effective May 18, 2016; and,

**BE IT FINALLY RESOLVED**, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Finance Director to transfer the sum of \$46,517, from Business Unit 100.3429, Unassigned General Fund, to Business Unit 1301, Finance, Account No. 5121, Wages, and to various fringe benefit accounts to be determined by the Dodge County Finance Director, to be used to pay wages and fringe benefits for the position of Assistant Project Director, during the period of time commencing on May 18, 2016, and ending on December 31, 2016, both inclusive.

All of which is respectfully submitted this 17th day of May, 2016.

**Dodge County Finance Committee:**

\_\_\_\_\_  
David Frohling

\_\_\_\_\_  
Thomas Schaefer

\_\_\_\_\_  
Wayne Uttke

\_\_\_\_\_  
Ed Benter

\_\_\_\_\_  
Gerald Adelmeyer

**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2016 Budget? \_\_\_\_\_ Yes or X No

Fiscal Impact on the adopted 2016 Budget:  
\$46,517

Fiscal Impact reviewed by the Dodge County Finance Committee on May 10, 2016.

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David Frohling, Chairman  
Dodge County Finance Committee

### DODGE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b>	<i>Assistant Project Director</i>	<b>FLSA STATUS:</b>	_____
<b>DEPARTMENT:</b>	Finance	<b>REPORTS TO:</b>	Finance Director
<b>LOCATION:</b>	Administration Building	<b>DATE:</b>	April 28, 2016
<b>LABOR GRADE:</b>		<b>REVISED:</b>	

#### OVERALL PURPOSE/SUMMARY

Under the general direction of the Finance Director, provides a broad scope of analytical and systems support to the Finance Department and client-serving departments with an emphasis in business management, financial systems and workflow analysis. Assists with project administration and management including task identification and follow-up, project plan maintenance, communication of project status to stakeholders, analysis and resolution of project roadblocks. Acts as a liaison between project manager and stakeholders, executes quality assurance reviews and creates policy and procedure documentation.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Along with the Finance Director, be a part of the leadership team for evaluating work flow analysis and implementing the Enterprise Resource Planning (ERP) program.
2. Assist in the coordination, planning, work flow evaluation, and training of County departments to ensure a smooth transition into the ERP system.
3. Conduct interviews and performs analysis in order to create written documentation of policies and procedures. Gain in-depth knowledge about services and projects provided by the County as they relate to planning the ERP software and organizational change.
4. Assist with development of financial processes and procedures pertaining to the ERP system to bring together finance reporting tools, management reporting tools, reconciliation, budgeting and estimating processes.
5. Develop/maintain strong working relationships with department personnel, anticipating the needs of, and communicating with, all levels of employees regarding the importance of the ERP system, project management and control.
6. Perform quality assurance on data provided by various departments, prior to posting transactions to the enterprise resource system
7. Coordinate efforts and engage appropriate users to assess and identify customization of ERP and redesign of business processes to create efficiencies and effective use of resource management that fit the user's needs.
8. Assist with providing guidance to other departments on effective, efficient use of the County enterprise resource system and its data.
9. Assist with project administration and management including project task identification, scheduling and follow-up.
10. Act as a single point of contact (liaison) between the project manager, County Administrator, Finance Department, project stakeholders and business units.
11. Initiate and maintain appropriate communications with regard to project status, timelines and project changes.
12. Attend all meetings as project manager assistant and documentarian.
13. Maintains the project calendar and calendar of the project manager.
14. Conduct research, perform root cause analysis and formulate recommendations for issue resolution.
15. Work to understand customer and user requirements, their strategies, and their goals.
16. Align project tasks to business goals, manage stakeholders, and communicate project status, milestones, and unexpected difficulties effectively.
17. Assist with review of requirements, specifications, test, support and training plans to ensure they are in line with the business objectives of the project.
18. Lead collaborative, cross-functional meetings to improve consistency and accuracy in essential finance processes and county-wide financial reports
19. Participate in efforts to collect and analyze metrics and continually improve processes owned by the Finance Department.
20. Effectively collaborate with departments and resource management teams to assist in utilizing resources to achieve department and Dodge County goals.
21. Other related duties as assigned.

#### JOB SPECIFICATION

Exhibit "A"

## KNOWLEDGE, SKILLS, AND ABILITIES

- Two years of progressively responsible experience in project management, financial analysis or systems development.
- Ability to use logic and reasoning to identify problems and make sound decisions, including situations where only limited information is available.
  - Skill in conducting research, analyzing complex issues, and formulating recommendations.
  - Ability to read, understand and interpret contracts, budgets, financial statements, accounting policies and procedures, corporate documents and audit reports.
  - Ability to speak with others to convey information (technical and non-technical) clearly and effectively to people at all levels of the organization.
  - Ability to communicate information and ideas in writings such as reports, business correspondence, emails, and procedures manuals, clearly and effectively to people at all levels of the organization.
  - Ability to organize work effectively and efficiently, i.e., utilize resources to accomplish multiple tasks according to deadlines.
  - Ability to effectively manage multiple priorities and work within tight time constraints.
  - Ability to effectively manage change and foster a culture with open communications.
  - Ability to focus on business benefits of ERP and focus on business processes, not just technical training.
  - Ability to maintain confidentiality and professionalism.
  - Ability to proficiently use MS Office software.
  - Ability to work independently on special projects.
  - Ability to understand ERP systems, complex financial systems and organizational needs as they relate to a successful implementation of the ERP software preferred, but not required.

## EDUCATION AND EXPERIENCE

Bachelor's degree in Business & Management – Project Management and/or Communication or related field and 5 years of experience. In addition, education and experience in Finance, Information Technology, or Business Administration.

In evaluating candidates for this position, the County may consider a combination of education, training and experience, which provides the necessary knowledge, skills and abilities to perform the essential duties of the position.

## WORKING CONDITIONS

Office environment.

## PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:  
DATE:  
SUPERVISOR SIGNATURE:  
DATE:

## FOR HUMAN RESOURCE USE

ANALYST(S):  
DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*)

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# Dodge County Purchase Card Policies and Procedures Summary of Substantive Revisions - May 2016

Language in the documents entitled, Dodge County Purchase Card Program Policies and Procedures, the Dodge County Purchase Card Employee Agreement and Disputing a Transaction on the US Bank Purchase Card Statement have been revised to provide consistency and clarification.

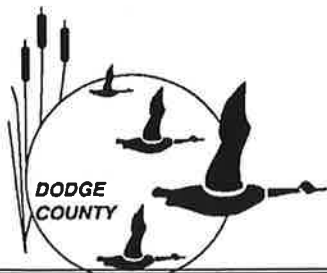
In addition, verbiage was added in some areas to strengthen the policy. Details of substantive changes to the documents are summarized below.

## I. Dodge County Purchase Card (Credit Card) Employee Agreement

- Item 3 – Added notation that Finance Department will perform monthly audits.
- Item 5 – Added verbiage stating that employee Cardholder is responsible for periodically reviewing Purchase Card Policies and Procedures to be aware of any changes. *I have been given a copy of the Dodge County Purchase Card (Credit Card) Program, Policies and Procedures as of the date of card application, understand the requirements for Purchase Card use as well as my responsibility to periodically review the Policies and Procedures for any revisions/updates impacting those requirements. A copy of the policies and procedures can be obtained from the Dodge County Treasurer.*
- Item 7 – Added a specific duration for reconciling transactions on a monthly basis.

## II. Dodge County Purchase Card (Credit Card) Program Policies and Procedures

- Authorized Purchase Card Use – The Exception language allowing multiple employees to use one individual's Purchase Card has been removed. Users of Dodge County Purchase cards must have a card issued in their name.
  - Language to reinforce this policy was modified and includes: *The Cardholder is responsible for any use of his/her card at all times.*
  - Additional verbiage was added in Item 6 for emphasis: *Items charged to the County Purchase Card must be necessary and approved for use by Dodge County and its authorized employees and secured pursuant to these Policies and Procedures.*
- Making A Purchase – An additional sentence was added to the end of the first paragraph stating: *Items and services shall be procured in a timely manner so as to avoid additional charges for rush handling.*
- Card Security – Item 2 was added to state "If the card is lost or stolen, the cardholder must notify both U.S. Bank and the Dodge County Treasurer immediately". Item 3 was modified to state a new card *may* (rather than will) be issued to the Cardholder after any reported loss or theft.
- Cardholder Record Keeping – Item 7 was revised to state that if the recordkeeping process is not adhered to, the Purchase Card may be revoked.
- Review of Monthly Statement – Item 2 was enhanced to require the approving supervisor to ensure that all *Purchases meet Authorized Purchase Card Use criteria.*
  - Removed - The approving supervisor's signature/approval of a Cardholder's voucher indicates the Cardholder was authorized to make those purchases and those purchases were made in accordance with the applicable procedures.
- Item 4 was changed to say "shall" rather than "should"



# Dodge County Finance Committee

127 East Oak Street • Juneau WI • 53039-1329 • (920) 386-3520 • Fax: (920) 386-3545

## Dodge County Purchase Card (Credit Card) Program Policies and Procedures Revised May 2016

### Introduction

Dodge County has established a Purchase Card (Credit Card) program through US Bank. The goal of the program is to expedite the procurement process for goods and services, travel, seminar and hotel reservations/payments.

Those who have been issued a Purchase Card may use it to initiate a transaction in person, by telephone or online within the limits of these Policies and Procedures, in addition to following the US Bank Purchase Card Information and Workflow Guidelines document established by the Finance Department. The Finance Department will post a monthly manual payment in the general ledger.

Having a County Purchase Card is a privilege for approved County purchases only. Abuse or misuse of the card will not be tolerated. This document outlines the Policies and Procedures for acceptable use of the County Purchase Card entrusted to employees. Any misuse and/or abuse of this program will result in revocation of the card and other disciplinary action as deemed appropriate.

### Procedure for Obtaining a Card

1. A Department Head must submit a written request to the Dodge County Treasurer for a staff person to receive a Purchase Card. The request must include person's name, reason for Purchase Card, credit limit and any applicable restrictions for use as determined by the Department Head. Only County employees are eligible to receive a County Purchase Card. Contracted and/or State employees shall not be eligible for a County Purchase Card. The County Treasurer and Finance Director will review all requests and together determine if the request for a Purchase Card should be granted.
2. The proposed Cardholder shall be issued a copy of these Policies and Procedures and shall be required to sign an Employee Agreement prior to receiving a Purchase Card. The Employee Agreement indicates that the Cardholder understands the procedure and the responsibilities of being a Cardholder. After signatures by the employee and the employee's Department Head, the signed Employee Agreement shall be returned to the County Treasurer for signature. The County Treasurer will forward to the Finance Director for signature. Finance will forward the original signed agreement to the Human Resources Department. The Human Resource Department will retain the original, signed Employee Agreement in the employee's Human Resources file.
3. Employee Agreements will be updated and signed each time a new Purchase Card is issued.
4. Any employee being denied a Purchase Card may appeal the decision to the Finance Committee. The appeal shall be in written form. If an issuance appeal is submitted to the Finance Committee for consideration, the decision by the Committee shall be final.



## **Authorized Purchase Card Use**

The Purchase Card issued will have the Cardholder's name embossed on it and shall ONLY be used by that Cardholder. NO OTHER PERSON is authorized to use that Purchase Card. Cardholders are to activate and sign their own cards. The Cardholder may make transactions on behalf of others in their department. However, the Cardholder is responsible for any use of his/her card at all times.

Use of the Purchase Card shall be limited to the following conditions:

1. The total value of a transaction shall not exceed a Cardholder's credit limit.
2. All items purchased over the counter must be immediately available at time of Purchase Card use. No backordering of merchandise or layaway are allowed.
3. Spending limits must be adhered to.
4. No interest charges shall be incurred.
5. No sales taxes will be incurred. (Dodge County's logo and sales tax exempt number is embossed on the card.)
6. Items charged to the County Purchase Card must be necessary and approved for use by Dodge County and its authorized employees and secured pursuant to these Policies and Procedures.

## **Unauthorized Purchase Card Use**

The Purchase Card SHALL NOT be used for the following:

1. Personal purchases
2. Sales Tax
3. Meals
4. Travel or entertainment expense (Unless approved in advance by Supervisor and / or Department Head)
5. Cash Advances
6. Telephone calls

A Cardholder who makes unauthorized purchases shall be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the bank in connection with the misuse. The Cardholder will also be subject to disciplinary action in accordance with the Dodge County Personnel Policies & Procedures Manual.

## **Making A Purchase**

Dodge County procurement procedures shall be followed for the purchase of all goods or services. Online purchases with the Purchase Card should be made when that is the most efficient method of receiving the needed item or service. It is policy to seek competition and the lowest prices within the parameters of quality and required delivery timeframe. Items and services shall be procured in a timely manner so as to avoid additional charges for rush handling.

Cardholders will utilize the following "checklist" when making a purchase:

- A. Cardholders when possible shall solicit a reasonable number of sources and obtain quotes for the item they need to purchase to ensure the purchase is being made for the best price. If merchants furnish standing price quotations or catalog prices on a recurring basis, Cardholders are to check that the price listed is current.

- B. Once the merchant is selected, confirms that the goods or service is available, meets the specification and delivery requirements, etc., take the following steps:
1. Confirm that the merchant agrees to accept VISA.
  2. Direct the merchant to include the following information on the shipping label and packing list.
    - Cardholders Name
    - Dodge County Facility Address (all items must be delivered to a Dodge County Facilities address)
  3. The Cardholder shall inform the merchant that the goods are to be tax exempt prior to being purchased. Every effort shall be made to ensure sales taxes are not charged for transactions. Cardholders may need to contact merchants or retailer before making the purchase to see what may be needed to prevent sales tax from being charged for the purchase.
  4. It is extremely important that all purchases be sent to the Cardholder ordering the merchandise, as this will ensure that the documents necessary for record keeping are readily available to the Cardholder.
  5. If necessary, advise the individual within your area who receives merchandise, of the merchant's name and order number, anticipated delivery date, number of boxes expected, carrier (UPS, Fed. Ex. Etc.). Also ask the merchandise receiver to immediately notify the Cardholder when their delivery is made.

### **Cardholder Record Keeping**

1. Whenever a Purchase Card purchase is made, documentation (receipt/invoice, etc.) shall be retained as proof of the purchase. Such documentation will be used to verify the purchases listed on the Cardholder's monthly statement of account.
2. When the purchase is made over the counter, the Cardholder must retain the invoice/detail register receipt and customer copy of the charge receipt. Prior to signing this slip, the Cardholder is responsible for making sure that the merchant lists the quantity, fully describes the item(s) and excludes sales tax on the charge slip.
3. When making a purchase by telephone or online, the Cardholder shall obtain a detailed invoice/receipt from the merchant that lists the quantity, fully describes the item(s) and excludes sales tax.
4. When the goods are received as a result of placing a telephone or online order, retain all shipping documentation as additional support for the transaction.
5. All transaction details must be allocated to the proper expenditure account via the US Bank Software.
6. Purchases must be approved by the appropriate Department Head via the US Bank Software approval process. If the Department Head is the purchaser they still must go through the approval process to validate the purchase.
7. Cardholder is responsible for ensuring that the invoice or detailed receipt, along with any other explanatory or approval documentation, is scanned into the County's electronic document storage repository (currently FileDirector). The original sales documents, (packing slip, invoice, cash register tape and Purchase Card slips, etc.) for all items listed on the monthly statement **MUST** be scanned into File Director – Dodge County Shared cabinet, Document type: Purchase Card. Once the documents are scanned they can be retained in originating department's office as the master record. This information is critical for audit substantiation. If this routine is not adhered to, the Purchase Card may be revoked.

### **Other Record Keeping**

1. The County Treasurer shall maintain records of Purchase Card requests, approvals, and other Purchase Card information.
2. As a Cardholder, you understand that the Dodge County Audit Committee will review the transactions within their jurisdiction and forward any discrepancies found to the Supervisor and or Department Head and County Administrator.
3. The US Bank software maintains audit trails related to all Purchase Cards.

4. The Dodge County electronic image repository (currently File Director) will house all invoices, receipts and other supporting documentation for all County Purchase Transactions.

### **Review of Monthly Statement**

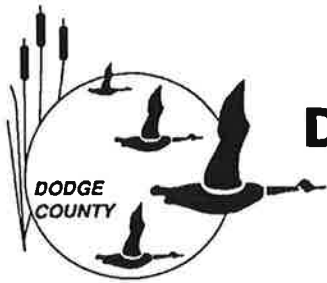
1. The Cardholder/ Department Head must approve all purchases online in the US Bank software. The Cardholder approves and then selects their Department Head to also approve. If the item is over \$10,000 it must also be sent for additional approval to the Dodge County Finance Director.
2. The approving supervisor shall check the Cardholder's monthly statement to confirm the following:
  - ✓ Receipts exist for each purchase and have been scanned into File Director
  - ✓ Purchases meet Authorized Purchase Card Use criteria
  - ✓ The goods were received or the services were performed
  - ✓ No sales taxes were charged/paid
3. The Cardholder shall make every attempt to obtain a receipt/invoice for each transaction made. In extenuating circumstances (*which should be extremely rare and avoided if at all possible*) if the Cardholder does not have documentation of a transaction listed on the monthly statement, he/she shall scan an explanation into FileDirector which includes a description of the item(s) purchased, date of purchase, merchant's name and reason for the lack of supporting documentation. Approval of payment for the transaction will be authorized on a case by case basis.
4. Returns: If an item is not satisfactory, received wrong, damaged and/or defective, duplicate order, etc., the Cardholder shall make contact with the merchant to explain the problem, inquire about the return process and have the charges reversed. If the merchant has not replaced or corrected the item by the date the Cardholder receives his/her monthly statement, then the purchase of that item will be considered in dispute.
5. If the Cardholder is disputing a charge, he/she shall follow the dispute resolution policy of US Bank. If an item has been returned and a credit voucher received, the Cardholder shall verify that this credit is reflected on the monthly statement. A Purchase Card clearing account 100.1381.1401 shall be used for all charges subject to dispute. See the "Disputing a Transaction on the US Bank Purchase Card Statement" document for additional information.
6. If the purchase or credit does not appear on the statement within 60 days after the date of purchase, the Cardholder or approving supervisor shall notify the supplier to rectify the situation.

### **Card Security**

1. It is the Cardholder's responsibility to safeguard the Purchase Card and account number information to the utmost degree.
2. If the card is lost or stolen, the cardholder must notify both U.S. Bank and the Dodge County Treasurer immediately.
3. A new Purchase Card *may* be issued to the Cardholder after any reported loss or theft. A card that is subsequently found by the Cardholder after being reported lost shall be returned to the Department Head and ultimately the Treasurer's Office where it will be destroyed.

### **Cardholder Separation**

Prior to separation from the County or if an employee transfers to a different department, the Department Head will notify the Treasurer's Office. The Treasurer's Office will immediately deactivate the card in the US Bank system. The Cardholder shall surrender the Purchase Card to his/her Department Head to be returned to the Treasurer's Office. Upon its receipt, the approving supervisor will review and approve and process any outstanding transactions.



# Dodge County Finance Committee

127 East Oak Street • Juneau WI • 53039-1329 • (920) 386-3520 • Fax: (920) 386-3545

## Dodge County Purchase Card (Credit Card) Employee Agreement (revised May 2016)

I, (employee name) \_\_\_\_\_, have received a County Purchase Card. As a cardholder I agree to comply with the following terms and conditions regarding my use of the card.

1. I understand that I am being entrusted with a valuable tool, a County Purchase Card, will be making financial commitments on behalf of Dodge County, and will strive to obtain the best value for the County.
2. I understand that Dodge County is liable to US Bank for all charges made on the card.
3. I agree to use this card for approved County purchases only and agree not to use it for any unauthorized purchases. I understand that my supervisor will audit the use of this card and report/take appropriate action on any discrepancies found. The Finance Department will also perform monthly audits of the information supporting purchase card charges and credits.
4. I will follow the current, established Dodge County Purchase Card (Credit Card) Program Policies and Procedures for the use of the card. Failure to do so will result in either revocation of my use of privileges, and/or other disciplinary actions, including discipline in accordance with the current Dodge County Personnel Policies & Procedures Manual.
5. I have been given a copy of the Dodge County Purchase Card (Credit Card) Program, Policies and Procedures as of the date of card application, understand the requirements for Purchase Card use as well as my responsibility to periodically review the Policies and Procedures for any revisions/updates impacting those requirements. A copy of the policies and procedures can be obtained from the Dodge County Treasurer.
6. The card is issued in my name. I will not allow any other person to use the card. I am responsible to Dodge County for any and all charges posted to the card.
7. I will access U.S. Bank online within 4 days of each monthly statement closing date to review the Monthly Reconciliation Statement (MRS) for my card. Using the MRS, I will approve, allocate and submit all transactions for approval to my supervisor within 4 days of the statement closing date (the 10<sup>th</sup> of each month).
8. I agree to return the card immediately to my Department Head upon request or upon termination of employment (including retirement). Should there be any organizational change which causes my department to likewise change, I also agree to return my card and arrange for a new one, if appropriate.
9. If the card is lost or stolen, I agree to notify both U.S. Bank and the Dodge County Treasurer immediately.

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_ Department \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date \_\_\_\_\_

County Treasurer Signature: \_\_\_\_\_ Date \_\_\_\_\_

Finance Director Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Disputing a Transaction on US Bank Purchase Card Statement

**(Note: The credit card dispute account name has been changed to Credit Card Clearing.)**

### Internal Disputes

- 1.) Returns: If an item is not satisfactory, received wrong, damaged and/or defective, duplicate order, etc., the Cardholder should make contact with the merchant to explain the problem and inquire about return policies and have the charges reversed. The original charge and the credit need to be coded to the credit card clearing account. If the merchant has not replaced or corrected the item by the date the Cardholder receives his/her monthly statement, then the purchase of that item can be marked as a US Bank Dispute (see below regarding US Bank Disputes).
- 2.) Sales tax charges should not be disputed. All sales tax charged and sales tax refunded to a card should be allocated to the credit card clearing account. ***The County should never pay sales tax.*** All cardholders should provide the vendor with a Sales Tax Exemptions Certificate before the purchase has been made, unless not able to. If not able to, provide after transaction and request refund for sales tax.

### US Bank Disputes

- 1.) Prior to a formal dispute with US Bank, please contact the Dodge County Finance Department.
- 2.) Note: If you have already contacted the merchant and have coordinated a refund from the merchant, DO NOT do a formal dispute with US Bank.
- 3.) If the Cardholder is disputing a charge, he/she shall follow the dispute resolution policy of US Bank. If an item has been returned and a credit voucher received, the Cardholder shall verify that this credit is reflected on the monthly statement. The credit card clearing account 100.1381.1401 shall be used for all charges subject to US Bank dispute.
- 4.) Below are some reasons to dispute a charge AFTER you have tried contacting the merchant but the merchant has not replaced or corrected the item by the date the Cardholder receives his/her monthly statement:
  - Unrecognized
  - Merchandise Returned
  - Merchandise Not Received
  - Services Not Received
  - Credit Not Received
  - Cash Not Received
  - Alteration of Amount
  - Inadequate Description
  - Not As Described
  - Quality of Service
  - Duplicate Processing
  - Paid by Other Means
  - Credit Posted as a Purchase
  - Cancelled- Merchandise Returned
  - Cancelled- Recurring Transaction
  - Cancelled
  - Transaction Posted to Closed Account – Recurring Transaction
  - Transaction Posted to Closed Account
  - Defective – Shipped/Returned
  - Defective – Shipped
  - Other



## Dodge County – Business Process Improvement and ERP Implementation

### STEERING COMMITTEE

Date: 5/2/16 Time: 11:00am – 12:30pm

Attendees: Julie Kolp, Wayne Uttke, Jane Hooper, Jim Mielke, Donna Maly, Ruth Otto (via phone)

### Notes:

- Welcomed Brian & Jane
- Org chart – similar to GFOA – ERP Project Organization Chart (Project Governance) meeting notes from 4/28/16
  - Discussion about IT Department – Conversions – If there is duplication of software, the goal is to migrate to the new ERP software
- Basecamp – Open to everyone – sensitive information should not be shared on Basecamp
- Communication plan – mainly the timing – definitely need to discuss further with GFOA
  - Steering Committee will meet monthly – the 1<sup>st</sup> Tuesday
  - Next meeting June 7<sup>th</sup> at 10:30am
  - The following meeting at 1:00pm – IT Conference Room
- Project plan – basically blackout dates & the onsite dates for GFOA
- Functional scope rather than department
  - Stressed the importance of the Functional Leads – they are mini project managers – these individuals will have a lot of responsibility
- Iterative Process - several opportunities to review and provide tweaks
- Kick-off and other dates confirmed (The auditorium and meeting rooms are reserved)
  - June 7<sup>th</sup> – Kick-off
  - June 21<sup>st</sup> – 24<sup>th</sup> Mapping
    - Donna and Wayne (County Board Supervisors) would like to attend Mapping – I suggested I talk with Rob and Mark regarding which Mapping is best. They appreciated being involved and would like the opportunity to see the process – Donna is not available June 22<sup>nd</sup>.
  - July 5<sup>th</sup> – 7<sup>th</sup> – Department Interviews
  - July 18<sup>th</sup> & 19<sup>th</sup> – GFOA on site
- PMO will start weekly meeting next week – date and time to be determined
- County Board Supervisor per diem pay for on-site meeting attendance & Rule 27 for phone attendance – no-pay
- Avastone Technologies – The Committee supports seeking additional information
- Data Request items due by June 13th



## DODGE COUNTY FINANCE DEPARTMENT

127 E Oak Street, 4<sup>th</sup> floor, Juneau WI 53039-1309  
(920) 386-3520 (phone) (920) 386-4088 (fax)

### FINANCE DIRECTOR

Julie Kolp  
jkolp@co.dodge.wi.us

May 10<sup>th</sup>, 2016

To: Dodge County Finance Committee

### DODGE COUNTY FINANCE COMMITTEE

David Frohling, Chair  
district23@co.dodge.wi.us  
Gerald Adelmeyer  
district12@co.dodge.wi.us  
Thomas J. Schaefer  
district10@co.dodge.wi.us  
Ed Benter  
district1@co.dodge.wi.us  
Wayne Uitke  
district11@co.dodge.wi.us

From: Julie Kolp, Finance Director

Subject: Unbudgeted/Excess Revenue Appropriation

### ASSISTANT

#### FINANCE DIRECTOR

Eileen Lifke  
ellfke@co.dodge.wi.us

#### SENIOR ACCOUNTANT

Makenzie Drays  
mdrays@co.dodge.wi.us

There are times when a department/office receives, or earns, or becomes eligible to receive funds, after the annual budget has been adopted. Section 65.90(5), of the *Wisconsin Statutes*, requires County Board action and approval to change/amend a budget for unbudgeted/excess revenues and expenditures.

Dodge County is a self-organized county. Pursuant to the provisions of Section 59.03(1), of the *Wisconsin Statutes*, Dodge County is authorized to exercise any organizational or administrative power, subject only to the Constitution, and to any enactment of the legislature which is a statewide concern, and which uniformly affects every county. There is a lack of clarity regarding delegation of the County Board's authority to change/amend an adopted budget.

### ADMINISTRATIVE ASSISTANTS

Carrie Lagerman  
carrie.lagerman@co.dodge.wi.us  
Mary Muskovitz  
mmuskovitz@co.dodge.wi.us

Operationally, it will be more effective and efficient for day to day county operations for the County Board to delegate its authority to change/amend adopted budgets for unbudgeted/excess revenue of diminutive and miniscule amounts. Delegating authorization to appropriate unbudgeted revenues and unbudgeted expenditures in an amount of \$50,000 (which is less than 0.05% of a \$110 million budget), and lesser amounts, to the Dodge County Finance Director, will greatly increase the effectiveness and efficiency of Dodge County financial operations.

The Dodge County Finance Director has discretion to refer to the County Board for action and approval, a request for a change/amendment to a budget for unbudgeted/excess revenues and expenditures.

Any change/amendment to the budget for unbudgeted/excess revenues approved by the Dodge County Finance Director shall be reviewed with the County Administrator and reported to the Dodge County Finance Committee at the next regular meeting.

I recommend that the Finance Committee draft a resolution for consideration by the County Board requesting a delegation, to the Dodge County Finance Director, of the County Board's authority to change/amend an adopted budget for unbudgeted/excess revenues and expenditures, up to \$50,000, per individual request submitted by a department head or an elected official.



# DODGE COUNTY SHERIFF'S OFFICE

Dale J Schmidt Sheriff   Scott Smith Chief Deputy

April 28, 2016

To:    Members of the Dodge County Finance Committee  
      Julie Kolp, Finance Director

From:   Scott Smith, Chief Deputy

A handwritten signature in black ink, appearing to be "SS", written over the printed name of Scott Smith.

**RE: Use of FY2016 Budgeted Funds BU 1326\_Jail Assessment**

Dodge County Sheriff's Office, FY 2016, has budgeted funds available for purchase of replacement two (2) sewing machines for Dodge County Detention Facility; using funds from BU 1326\_Jail Assessment.

Funds are available, within the 2016 Sheriff's Office budget to replace two (2) sewing machines that are ten years old or older, and been identified as needing replacement based upon their current condition. Enclosed with this memo is a quote from a local vendor, A-1 TRI-County Vacuum Cleaner & Sewing Machine Center (Beaver Dam). We request use of budgeted funds in the amount of **\$1,178.00** to purchase **two (2) Elna Jeans Machine, sewing machines.**

Funds have become available, within BU1326 due to reduced cost (from budget) of the Pod J Console Upgrade project; budgeted amount for that project was \$40,000 and actual cost is quoted at approximately \$27,000.00. We will apply portion of that reduction to the cost to replace these sewing machines.

Of note, our DCDF sewing program has paid for itself many times over in its approximate ten year history. The Sheriff's Office Annual Report shows (if all items sewed were instead discarded and replaced) of \$13,162 in 2015. That same calculation shows similar savings going back to 2010 (similar savings incurred in the five years prior to those figures).

We include price quote with our requisition, and we request authorization for payment of vouchers when they are received.

Thank you.

S. Smith

Encl:   PMS quote/UPS  
      Motorola quote/portable radios



**Brugger, Anthony**

---

**From:** Kevin <a1vac@sbcglobal.net>  
**Sent:** Tuesday, April 12, 2016 9:15 AM  
**To:** Brugger, Anthony  
**Subject:** sewing machine Price Quote  
**Attachments:** Kevin Grunewald.vcf

Hi Anthony, Here is the quote you asked for.

**QUOTE:**

Elna 3210 Jeans machine Quote: Qty. 2 units \$589.00 ea.

Non tax-----

Total -----\$ 1,178.00

(sewing machines are in stock.)

Thank you, Kevin

A-1 TRI-COUNTY  
VACUUM CLEANER & SEWING MACHINE Center  
312 S. Spring Street  
Beaver Dam, Wisconsin 53916  
920-885-9702 / SINCE 1973  
[www.a1tricityvacnsew.com](http://www.a1tricityvacnsew.com)

STATEMENT OF THE DODGE COUNTY TREASURER

March 31, 2016

Following is a condensed statement of cash received and disbursed  
by Dodge County during the month of MARCH 2016:

Balance FEBRUARY 28, 2016	\$706,605.55	
Receipts MARCH 2016	\$3,960,833.78	
Investments Redeemed	\$3,585,000.00	
Cancelled Checks	\$52,747.90	
JE Bank credit IRS	\$90.00	
Interest "SWEEP" Account	\$242.35	
MARCH J.E.	\$992,631.04	
Disbursements MARCH 2016		\$7,028,487.86
Investments Purchased		\$1,455,000.00
Balance MARCH 31, 2016		\$750,646.29
MARCH J.E.		\$64,016.47
	<u>\$9,298,150.62</u>	<u>\$9,298,150.62</u>

Landmark Credit Union # 9001133707 (GENERAL FUND)	\$500,066.87
Landmark Credit Union # 9001133703 (SWEEP)	\$504,835.50
NSF	\$0.00
NSF	\$0.00
NSF	\$0.00
NSF	\$0.00
NSF	\$0.00
NSF	\$0.00
NSF	\$0.00
NSF	\$0.00

	\$1,004,902.37
Less Outstanding Checks	\$254,256.08

Cash Balance MARCH 2016	<u>\$750,646.29</u>
-------------------------	---------------------

Respectfully Submitted,



Patti K. Hilker  
Dodge County Treasurer

**DODGE COUNTY, WISCONSIN  
COUNTY INVESTMENTS**

**APRIL 2016**

INVESTMENT TYPE	BALANCE BEFORE	%	AVG. YIELD	AMOUNT INVESTING	AMOUNT SOLD	AVG. YIELD	BALANCE AFTER	%	4/30/2015
	INVESTING	INVEST	RATE			RATE	INVESTING	INVEST	
CERTIFICATES OF DEPOSITS	\$2,750,000.00	5.2%	0.633%	\$0.00	\$0.00	0.633%	\$2,750,000.00	5.7%	3,000,000.00
STATE INVEST. POOL RAILROAD	\$367,905.39	0.7%	0.410%	\$127.78	\$0.00	0.410%	\$368,033.17	0.8%	751,354.79
STATE INVEST. POOL GENERAL	\$19,142,860.26	36.5%	0.410%	\$2,370,408.77	\$6,360,000.00	0.410%	\$15,153,269.03	31.3%	17,310,109.12
EHLERS -GENERAL FUNDS	\$9,688,570.22	18.5%	0.080%	\$5,499.92	\$1,881.96	0.080%	\$9,692,188.18	20.0%	3,793,730.71
EHLERS -TREASURY ACCT	\$0.00	0.0%	0.000%	\$0.00	\$0.00	0.000%	\$0.00	0.0%	5,156,044.25
LANDMARK CREDIT UNION GEN FUND INVESTMENTS	\$2,000,000.00	3.8%	2.000%	\$0.00	\$0.00	2.000%	\$2,000,000.00	4.1%	1,997,446.02
WELLS FARGO INVESTMENTS	\$252,782.50	0.5%	1.644%	\$0.00	\$1,055.00	1.644%	\$251,727.50	0.5%	-
FIXED INCOME CUSTODY (DANA)	\$18,247,434.00	34.8%	1.830%	\$27,291.00	\$0.00	1.830%	\$18,274,725.00	37.7%	18,306,132.95
	<u>\$52,449,552.37</u>	<u>100.0%</u>		<u>\$2,403,327.47</u>	<u>\$6,362,936.96</u>		<u>\$48,489,942.88</u>	<u>100.0%</u>	<u>50,314,817.84</u>
							<u>\$18,347,750.78</u>		
							<u>\$48,562,968.66</u>		

April Yield Rate		
	2015	2016
CD	0.70%	0.63%
State Pool	0.12%	0.41%
Fixed Income	1.61%	1.83%
Landmark Investments	NA	2.00%
Wells Fargo Investments	NA	0.16%

INVESTED BY:

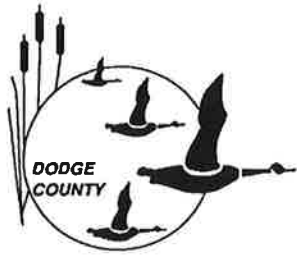
DATE

\_\_\_\_\_  
PATTI K. HILKER, DODGE COUNTY TREASURER

INVESTMENTS AUTHORIZED BY:

DATE

\_\_\_\_\_  
DAVID FROHLING  
FINANCE COMM. CHAIRMAN



## DODGE COUNTY FINANCE DEPARTMENT

127 E Oak Street, 4<sup>th</sup> floor, Juneau WI 53039-1309  
(920) 386-3520 (phone) (920) 386-4088 (fax)

### FINANCE DIRECTOR

Julie Kolp  
jkolp@co.dodge.wi.us

### DODGE COUNTY FINANCE COMMITTEE

David Frohling, Chair  
district23@co.dodge.wi.us  
Gerald Adelmeyer  
district12@co.dodge.wi.us  
Thomas J. Schaefer  
district10@co.dodge.wi.us  
Ed Benter  
district1@co.dodge.wi.us  
Wayne Uffke  
district11@co.dodge.wi.us

### ASSISTANT FINANCE DIRECTOR

Eileen Lifke  
elifke@co.dodge.wi.us

### SENIOR ACCOUNTANT

Makenzie Drays  
mdrays@co.dodge.wi.us

### ADMINISTRATIVE ASSISTANTS

Carrie Lagerman  
carrie.lagerman@co.dodge.wi.us  
Mary Muskovitz  
mmuskovitz@co.dodge.wi.us

May 10<sup>th</sup>, 2016

To: Dodge County Finance Committee

From: Julie Kolp, Finance Director

Subject: April 2016 County Sales Tax Distribution

On April 21<sup>st</sup>, 2016, Patti Hilker, Dodge County Treasurer received a phone call from the Wisconsin Department of Revenue (DOR). The call was to notify Dodge County that the April 2016 County Sales Tax distribution includes a one-time reduction of \$152,100.20 due to amended taxpayer sales tax returns.

Sales tax return amendments are common, and they typically have minimal impact on the County Sales Tax distribution. Confidentiality laws do not allow DOR to share information about which taxpayers' amended returns that impact the county.

Due to the size of this impact DOR has offered to allow Dodge County the option to pro-rate this adjustment over six months. The DOR requested a response by noon the next day. Patti reached out to Russell Kottke, David Frohling, Jim Mielke and myself.

Russell and Dave suggested to take the longest period available. However, Jim, Patti and I suggested the one-time reduction. Some items considered while making the decision to take a one-time adjustment vs pro-rate over six months:

- Time value of money
- Administration of the adjustment
- Presentation of the adjustment in report
- Explanation and communication of the adjustment
- Historical comparison

Upon further discussion related to the six month or one-time adjustment, a consensus was reached to proceed with a one-time adjustment. Patti provided a response to DOR, that Dodge County decided to have a one-time reduction in April 2016.



State of Wisconsin • DEPARTMENT OF REVENUE

2135 RIMROCK ROAD • P.O. BOX 8931 • MADISON, WISCONSIN 53708-8931  
FAX (608) 266-2204 • <http://www.revenue.wi.gov>

April 22, 2016

RECEIVED  
IN THE OFFICE OF  
COUNTY TREASURER  
APR 26 2016  
DODGE COUNTY WIS

Patti Hilker  
Dodge County Treasurer  
127 E. Oak St.  
Juneau, WI 53039-1329

Dear Patti:

I appreciate your time on the telephone yesterday to discuss the April 2016 Dodge County Sales Tax Distribution. As we discussed, amended tax returns negatively impacted the April 2016 Sales Tax distribution by \$152,100.20

Due to the size of this impact, the Wisconsin Department of Revenue offered to smooth the impact to Dodge County by pro-rating the \$152,100.20 impact over up to six months. However, in your email response you wrote that you would prefer not to accept this offer.

Please feel free to call me directly if you have any questions at 608-267-7790.

Best Regards,

Sharon Kelley, CPA  
Revenue Accounting Section Chief

CC: Jennifer Western, Wisconsin Department of Revenue  
Nathaniel Ristow, Wisconsin Department of Revenue

## Dodge County, Wisconsin County Sales Tax Remittances

5/2/2016

Remittance Period	Collection Period	2010	2011	2012	2013	2014	2015	2016	Previous Year	
		Remittance	Remittance	Remittance	Remittance	Remittance	Remittance	Remittance	\$ Change	% Change
Jan	Nov	\$374,923	\$376,228	\$328,944	\$395,130	\$486,170	\$461,907	<b>\$512,301</b>	\$50,394	10.9%
Feb	Dec	328,040	410,423	491,041	464,668	465,644	419,112	<b>440,663</b>	\$21,552	5.1%
Mar	Jan	343,455	351,889	334,316	378,875	346,135	399,718	<b>414,299</b>	\$14,582	3.6%
Apr	Feb	344,008	347,948	376,618	380,068	433,718	469,683	<b>321,749</b>	(\$147,935)	-31.5%
May	Mar	313,820	333,146	470,113	481,241	534,851	515,569			
Jun	Apr	412,100	479,438	459,467	399,631	422,574	407,861			
Jul	May	430,212	412,277	339,517	510,392	589,725	524,613			
Aug	Jun	367,346	410,118	525,156	552,835	672,406	500,849			
Sep	Jul	460,303	443,711	402,754	413,028	461,485	486,051			
Oct	Aug	437,649	421,047	457,675	505,310	565,940	580,603			
Nov	Sep	386,048	466,361	502,994	458,782	490,439	417,286			
Dec	Oct	418,154	442,259	387,671	370,028	484,997	548,922			
		<b>\$4,616,056</b>	<b>\$4,894,845</b>	<b>\$5,076,266</b>	<b>\$5,309,989</b>	<b>\$5,954,084</b>	<b>\$5,732,174</b>	<b>\$1,689,013</b>	<b>(\$61,407)</b>	
Monthly Average		384,671	407,904	423,022	442,499	496,174	477,681	<b>422,253</b>	(15,352)	
Highest Monthly Amt		\$460,303	\$479,438	\$525,156	\$552,835	\$672,406	\$580,603	<b>\$512,301</b>	\$50,394	
		Sept/July	June/Apr	Aug/June	Aug/June	Aug/June	Oct/Aug	Jan/Nov	Jan/Nov	
Lowest Monthly Amt		\$313,820	\$333,146	\$328,944	\$370,028	\$346,135	\$399,718	<b>\$321,749</b>	(\$147,935)	
		May/March	May/March	Jan/Nov	Dec/Oct	Mar/Jan	Mar/Jan	Apr/Feb	Apr/Feb	
% Of Year Completed								<b>33.3%</b>		
Estimated Year End								<b>\$5,067,038</b>		

2016 Budget	Monthly Budget	Previous Month	
		Mar-16	Apr-16
\$4,365,993	363,833	State \$24,346,871	Apr-16 \$28,477,352
		Dodge 414,299	\$4,130,480
			17.0%
			(\$92,551)
			-22.3%

*Apr/May - One time adjustment of \$152,100.20 due to amended tax returns*

**Wisconsin Department of Revenue  
Division of Enterprise Services**

**County Sales Tax Distributions**

**January-December 2016**

The following worksheet shows county sales tax distributed to the counties that have enacted the 0.5% local sales tax

Counties	January	February	March	April	Total
Adams County	\$ 102,457.79	\$ 106,116.21	\$ 92,643.48	\$ 92,306.40	\$ 393,523.88
Ashland County	\$ 101,683.39	\$ 81,814.24	\$ 73,047.96	\$ 101,687.96	\$ 358,233.55
Barron County	\$ 359,415.72	\$ 269,973.01	\$ 263,822.11	\$ 346,158.68	\$ 1,239,369.52
Bayfield County	\$ 67,817.78	\$ 63,671.74	\$ 58,605.71	\$ 64,328.98	\$ 254,424.21
Buffalo County	\$ 59,666.73	\$ 48,648.84	\$ 44,998.86	\$ 46,737.92	\$ 200,052.35
Burnett County	\$ 73,564.08	\$ 64,162.69	\$ 54,242.92	\$ 63,582.30	\$ 255,551.99
Chippewa County	\$ 380,833.36	\$ 343,600.52	\$ 320,975.63	\$ 417,795.31	\$ 1,463,204.82
Clark County	\$ 152,436.44	\$ 120,256.07	\$ 115,571.66	\$ 141,239.76	\$ 529,503.93
Columbia County	\$ 340,302.77	\$ 298,932.56	\$ 285,211.82	\$ 232,279.37	\$ 1,156,726.52
Crawford County	\$ 130,611.90	\$ 90,437.89	\$ 82,007.04	\$ 125,777.28	\$ 428,834.11
Dane County	\$ 4,758,095.20	\$ 4,298,634.63	\$ 3,830,993.55	\$ 4,173,929.46	\$ 17,061,652.84
Dodge County	\$ 512,301.24	\$ 440,663.36	\$ 414,299.30	\$ 321,748.67	\$ 1,689,012.57
Door County	\$ 262,179.05	\$ 204,409.60	\$ 195,203.38	\$ 287,266.36	\$ 949,058.39
Douglas County	\$ 351,502.66	\$ 260,744.27	\$ 247,079.81	\$ 334,814.74	\$ 1,194,141.48
Dunn County	\$ 240,346.57	\$ 188,499.11	\$ 187,108.34	\$ 259,152.91	\$ 875,106.93
Eau Claire County	\$ 868,975.69	\$ 708,776.59	\$ 696,710.19	\$ 882,113.15	\$ 3,156,575.62
Florence County	\$ 20,384.08	\$ 21,150.61	\$ 15,090.31	\$ 12,698.22	\$ 69,323.22
Fond Du Lac County	\$ 655,971.39	\$ 558,585.44	\$ 664,386.87	\$ 589,030.76	\$ 2,467,974.46
Forest County	\$ 43,381.44	\$ 29,795.88	\$ 30,833.19	\$ 70,738.25	\$ 174,748.76
Grant County	\$ 290,333.94	\$ 228,751.39	\$ 225,393.08	\$ 258,160.95	\$ 1,002,639.36
Green County	\$ 206,933.05	\$ 187,706.99	\$ 163,940.21	\$ 206,289.23	\$ 764,869.48
Green Lake County	\$ 99,233.57	\$ 78,407.24	\$ 85,833.61	\$ 99,231.51	\$ 362,705.93
Iowa County	\$ 133,310.54	\$ 124,515.63	\$ 111,527.26	\$ 135,728.77	\$ 505,082.20
Iron County	\$ 32,511.04	\$ 30,241.91	\$ 29,119.56	\$ 35,155.05	\$ 127,027.56
Jackson County	\$ 116,545.64	\$ 96,755.08	\$ 96,531.17	\$ 114,037.21	\$ 423,869.10
Jefferson County	\$ 538,787.16	\$ 427,817.02	\$ 404,319.76	\$ 471,531.27	\$ 1,842,455.21
Juneau County	\$ 128,381.47	\$ 104,549.79	\$ 100,753.78	\$ 124,959.68	\$ 458,644.72
Kenosha County	\$ 1,330,782.06	\$ 976,498.30	\$ 979,431.44	\$ 1,000,960.20	\$ 4,287,672.00
La Crosse County	\$ 1,095,208.19	\$ 823,229.14	\$ 828,105.01	\$ 993,864.52	\$ 3,740,406.86
Lafayette County	\$ 76,533.16	\$ 64,307.55	\$ 52,347.95	\$ 57,909.68	\$ 251,098.34
Lanlade County	\$ 136,615.20	\$ 93,817.87	\$ 95,608.45	\$ 174,447.03	\$ 500,488.55
Lincoln County	\$ 156,056.64	\$ 147,145.99	\$ 121,100.65	\$ 219,372.39	\$ 643,675.67

Marathon County	\$ 1,071,768.26	\$ 887,794.05	\$ 851,205.62	\$ 1,185,180.58	\$ 3,995,948.51
Marinette County	\$ 291,311.04	\$ 230,752.23	\$ 213,553.77	\$ 387,222.51	\$ 1,122,839.55
Marquette County	\$ 67,846.96	\$ 56,620.64	\$ 53,326.91	\$ 59,000.77	\$ 236,795.28
Milwaukee County	\$ 6,273,466.62	\$ 5,594,974.01	\$ 5,405,390.48	\$ 5,954,123.17	\$ 23,227,954.28
Monroe County	\$ 278,313.52	\$ 211,217.91	\$ 236,714.49	\$ 287,811.35	\$ 1,014,057.27
Oconto County	\$ 139,233.08	\$ 127,107.44	\$ 114,786.08	\$ 180,847.16	\$ 561,973.76
Oneida County	\$ 343,900.03	\$ 243,604.16	\$ 244,467.23	\$ 494,098.16	\$ 1,326,069.58
Ozaukee County	\$ 747,881.66	\$ 586,188.40	\$ 520,404.62	\$ 585,427.35	\$ 2,439,902.03
Pepin County	\$ 44,002.13	\$ 42,234.49	\$ 31,521.23	\$ 35,096.27	\$ 152,854.12
Pierce County	\$ 187,980.05	\$ 150,780.03	\$ 126,194.88	\$ 149,728.27	\$ 614,683.23
Polk County	\$ 237,361.81	\$ 208,186.53	\$ 182,937.37	\$ 232,175.50	\$ 860,661.21
Portage County	\$ 539,936.65	\$ 406,458.10	\$ 430,132.12	\$ 637,797.90	\$ 2,014,324.77
Price County	\$ 69,480.66	\$ 64,203.81	\$ 53,530.92	\$ 70,673.73	\$ 257,889.12
Richland County	\$ 91,844.66	\$ 63,581.36	\$ 74,138.87	\$ 94,011.24	\$ 323,576.13
Rock County	\$ 1,157,436.78	\$ 936,991.10	\$ 952,507.60	\$ 1,041,359.28	\$ 4,088,294.76
Rusk County	\$ 73,001.77	\$ 47,414.27	\$ 62,482.12	\$ 90,652.25	\$ 273,550.41
Saint Croix County	\$ 595,091.65	\$ 484,787.80	\$ 484,135.29	\$ 519,810.40	\$ 2,083,825.14
Sauk County	\$ 649,276.21	\$ 503,348.20	\$ 525,300.25	\$ 640,270.58	\$ 2,318,195.24
Sawyer County	\$ 133,519.22	\$ 101,218.71	\$ 96,417.19	\$ 129,768.00	\$ 460,923.12
Shawano County	\$ 201,226.80	\$ 148,859.56	\$ 166,865.23	\$ 199,451.70	\$ 716,403.29
Taylor County	\$ 104,398.80	\$ 85,441.80	\$ 84,148.93	\$ 95,992.84	\$ 369,982.37
Trempealeau County	\$ 162,845.30	\$ 144,828.90	\$ 120,675.56	\$ 165,702.15	\$ 594,051.91
Vernon County	\$ 133,678.20	\$ 122,136.31	\$ 105,599.95	\$ 129,749.06	\$ 491,163.52
Vilas County	\$ 157,955.21	\$ 146,265.06	\$ 134,150.04	\$ 209,845.01	\$ 648,215.32
Walworth County	\$ 705,243.64	\$ 581,005.98	\$ 594,827.31	\$ 681,116.09	\$ 2,562,193.02
Washburn County	\$ 96,732.08	\$ 81,174.57	\$ 84,612.20	\$ 90,776.73	\$ 353,295.58
Washington County	\$ 979,017.70	\$ 807,200.12	\$ 728,478.05	\$ 938,217.76	\$ 3,452,913.63
Waupaca County	\$ 285,172.49	\$ 234,773.51	\$ 241,456.85	\$ 287,937.95	\$ 1,049,340.80
Waushara County	\$ 99,278.76	\$ 97,066.40	\$ 84,161.37	\$ 92,213.46	\$ 372,719.99
Wood County	\$ 483,591.91	\$ 379,628.56	\$ 375,904.75	\$ 356,260.42	\$ 1,595,385.64
<b>Total CST</b>	<b>\$ 30,224,952.59</b>	<b>\$ 25,358,461.17</b>	<b>\$ 24,346,871.34</b>	<b>\$ 28,477,351.61</b>	<b>\$ 108,407,636.71</b>

One time adjustment due amended tax returns



Account Number	Address Number	Alpha Name	G/L Date	Explanation Remark-	Do Ty	Document Number	Doc Fd	Amount	P C
100.1211.0021	10081	Town of Ashippun	04/15/16	Local District Settlement	PV	427077	00100	10,411.69	P
100.1211.0021	12361	Oconomowoc Area School District	04/15/16	School District Settlement	PV	427133	00100	31,447.69	P
100.1211.0041	12349	Beaver Dam Unified School District	04/15/16	School District Settlement	PV	427118	00100	49,368.40	P
100.1211.0061	12355	School District of Horicon	04/15/16	School District Settlement	PV	427124	00100	12,028.83	P
100.1211.0101	12366	Waupun School District	04/15/16	School District Settlement	PV	427138	00100	14,288.79	P
100.1211.0121	12356	DodgeLand School District	04/15/16	School District Settlement	PV	427126	00100	12,455.97	P
100.1211.0141	12350	Columbus Public Schools	04/15/16	School District Settlement	PV	427119	00100	19,844.48	P
100.1211.0161	12365	Watertown School District	04/15/16	School District Settlement	PV	427137	00100	19,300.82	P
100.1211.0181	12366	Waupun School District	04/15/16	School District Settlement	PV	427138	00100	23,177.26	P
100.1211.0201	12354	Herman #22 School District	04/15/16	School District Settlement	PV	427123	00100	13,588.44	P
100.1211.0221	13908	Hustisford School District	04/15/16	School District Settlement	PV	427125	00100	12,862.80	P
100.1211.0221	14251	Mayville School District	04/15/16	School District Settlement	PV	427130	00100	11,420.70	P
100.1211.0241	13908	Hustisford School District	04/15/16	School District Settlement	PV	427125	00100	24,052.96	P
100.1211.0261	10093	Town of Lebanon	04/15/16	Local District Settlement	PV	427089	00100	10,359.72	P
100.1211.0261	12365	Watertown School District	04/15/16	School District Settlement	PV	427137	00100	18,178.99	P
100.1211.0281	14251	Mayville School District	04/15/16	School District Settlement	PV	427130	00100	16,807.72	P
100.1211.0301	12357	Lomira Public School District	04/15/16	School District Settlement	PV	427127	00100	20,228.96	P
100.1211.0321	12356	DodgeLand School District	04/15/16	School District Settlement	PV	427126	00100	17,395.58	P
100.1211.0341	12356	DodgeLand School District	04/15/16	School District Settlement	PV	427126	00100	15,579.23	P
100.1211.0361	12364	Waterloo School District	04/15/16	School District Settlement	PV	427136	00100	20,951.62	P
100.1211.0381	12352	Hartford Union High School District	04/15/16	School District Settlement	PV	427121	00100	15,162.74	P
100.1211.0381	12359	Neosho School District	04/15/16	School District Settlement	PV	427131	00100	12,074.52	P
100.1211.0381	12363	Rubicon School District	04/15/16	School District Settlement	PV	427135	00100	11,343.04	P
100.1211.0421	12357	Lomira Public School District	04/15/16	School District Settlement	PV	427127	00100	11,790.60	P
100.1211.0441	12366	Waupun School District	04/15/16	School District Settlement	PV	427138	00100	10,603.67	P
100.1211.0461	12349	Beaver Dam Unified School District	04/15/16	School District Settlement	PV	427118	00100	13,100.64	P
100.1211.0461	12362	Randolph School District	04/15/16	School District Settlement	PV	427134	00100	14,878.64	P
100.1211.0481	14251	Mayville School District	04/15/16	School District Settlement	PV	427130	00100	15,681.47	P
100.1211.1361	10107	Village of Hustisford	04/15/16	Local District Settlement	PV	427103	00100	10,765.95	P
100.1211.1361	13908	Hustisford School District	04/15/16	School District Settlement	PV	427125	00100	10,291.03	P
100.1211.1411	12355	School District of Horicon	04/15/16	School District Settlement	PV	427124	00100	11,004.05	P
100.1211.1461	10110	Village of Lomira	04/15/16	Local District Settlement	PV	427106	00100	15,661.95	P
100.1211.1461	12357	Lomira Public School District	04/15/16	School District Settlement	PV	427127	00100	21,863.68	P
100.1211.1761	10113	Village of Randolph	04/15/16	Local District Settlement	PV	427109	00100	25,994.44	P
100.1211.1761	12362	Randolph School District	04/15/16	School District Settlement	PV	427134	00100	14,368.63	P
100.1211.1771	12356	DodgeLand School District	04/15/16	School District Settlement	PV	427126	00100	12,005.00	P
100.1211.1861	12357	Lomira Public School District	04/15/16	School District Settlement	PV	427127	00100	15,750.21	P
100.1211.2061	10116	City of Beaver Dam	04/15/16	Local District Settlement	PV	427112	00100	148,237.66	P
100.1211.2061	12349	Beaver Dam Unified School District	04/15/16	School District Settlement	PV	427118	00100	102,273.49	P
100.1211.2261	10117	City of Fox Lake	04/15/16	Local District Settlement	PV	427113	00100	17,005.63	P
100.1211.2261	12366	Waupun School District	04/15/16	School District Settlement	PV	427138	00100	19,842.95	P
100.1211.2361	10118	City of Horicon	04/15/16	Local District Settlement	PV	427114	00100	42,513.84	P
100.1211.2361	12355	School District of Horicon	04/15/16	School District Settlement	PV	427124	00100	41,860.64	P
100.1211.2411	10224	City of Juneau	04/15/16	Local District Settlement	PV	427115	00100	33,815.04	P
100.1211.2411	12356	DodgeLand School District	04/15/16	School District Settlement	PV	427126	00100	28,834.82	P
100.1211.2511	10120	City of Mayville	04/15/16	Local District Settlement	PV	427116	00100	64,505.40	P
100.1211.2511	14251	Mayville School District	04/15/16	School District Settlement	PV	427130	00100	61,568.33	P
100.1211.2921	10122	City of Waupun	04/15/16	Local District Settlement	PV	427117	00100	52,291.77	P
100.1211.2921	12366	Waupun School District	04/15/16	School District Settlement	PV	427138	00100	57,630.01	P
101.5818	49213	Current Works, Inc	03/31/16	Cty Brd Wireless Voting/Micro	PV	427061	00100	33,100.00	P
1204.5214	41564	Dominion Voting Systems, Inc.	04/21/16	Programming for 4/5 Election	PV	428468	00100	12,074.50	P
1326.5819	13347	Communications Service Wisconsin LLC	03/31/16	12 Motorola radios w/access	PV	427348	00100	12,179.00	P
1811.5818	13754	Gordon Flesch Co., Inc.	04/11/16	Image Runner-Family Court	PV	428142	00100	11,727.38	P
1811.5818	45254	TKK Electronics, LLC	03/28/16	Getac units	PV	428002	00100	18,699.00	P

DODGE COUNTY, WISCONSIN  
 DC Paid Vouchers \$10,000 Or More  
 Vouchers paid in April

Account Number	Address Number	Alpha Name	G/L Date	Explanation Remark-	Do Ty	Document Number	Doc Fd	Amount	P C	
1814.5818	14079	Kronos Inc.	04/08/16	Computer equipment	PV	428123	00100	15,480.00	P	
1905.5829	14002	Johnson Controls, Inc.	03/31/16	Chiller Replacement Project	FV	427239	00100	36,559.00	P	
2021.5811	14366	Motorola Solutions, Inc.	03/31/16	6 Motorola Mobile radios	FV	427050	00100	11,150.50	P	
2021.5811	21400	Ewald's Hartford LLC	04/30/16	1FMSK8AR5GGC67689	FV	427354	00100	26,995.00	P	
2021.5811	21400	Ewald's Hartford LLC	04/30/16	1FMSK8AR4GGC889	FV	427355	00100	26,995.00	P	
2021.5811	21400	Ewald's Hartford LLC	04/30/16	IPMJU1GT6GEF39195	FV	427356	00100	33,131.00	P	
2021.5818	45254	TKK Electronics, LLC	03/28/16	Getac units	FV	428002	00100	14,518.00	P	
2031.5811	14366	Motorola Solutions, Inc.	03/31/16	6 Motorola Mobile radios	PV	427050	00100	20,000.00	P	
2031.5811	21400	Ewald's Hartford LLC	04/30/16	1FMSK8AR2GGC41888	FV	427353	00100	26,995.00	P	
2031.5811	23218	Ewald Motors of Oconomowoc LLC	03/31/16	2CsCDXKT3GH223533	FV	427352	00100	26,395.00	P	
2061.5275	22827	Aramark Chicago Lockbox	03/31/16	Inmate meals 3/3-3/9	PV	427053	00100	10,053.88	P	
2061.5275	22827	Aramark Chicago Lockbox	03/31/16	Inmate Meals 3/10-3/16	PV	427055	00100	10,476.96	P	
2061.5275	22827	Aramark Chicago Lockbox	03/31/16	Inmate Meals 3/17-23	PV	427057	00100	11,061.50	P	
2061.5275	22827	Aramark Chicago Lockbox	04/30/16	Inmate meals 3/31-4/6	PV	428215	00100	11,003.20	P	
2061.5275	22827	Aramark Chicago Lockbox	03/31/16	Inmate Meals 3/24-30	PV	428217	00100	11,194.56	P	
2061.5275	22827	Aramark Chicago Lockbox	04/30/16	Inmate meals 4/7-13	PV	428464	00100	10,879.12	P	
2061.5291.02	43241	Correctional Healthcare Companies, Inc.	05/31/16	Jail Medical Services May	PV	427362	00100	59,781.92	P	
2061.5822	32875	K-W Electric, Inc.	03/31/16	Electrical -Jail UPS Panel	PV	427358	00100	12,200.00	P	
2501.5211.01	34299	Fond du Lac County Treasurer	03/31/16	Autopsies	PV	427841	00100	22,493.25	P	
2901.5222	15074	Juneau Utilities	03/29/16	Electricity	FV	427210	00100	10,647.23	P	
2902.5222	15074	Juneau Utilities	03/29/16	Electricity	FV	427210	00100	15,970.84	P	
2902.5224	35937	Constellation Energy Services	03/01/16	Gas- Justice Fac & HDOB	PV	427595	00100	10,581.76	P	
6801.5181	22630	Board of Regents of UW System	04/13/16	Jan 1 - June 30 Support	FV	427822	00100	88,284.00	P	
Fund . . . . . 00100								GENERAL FUND	1,897,097.09	

DODGE COUNTY, WISCONSIN  
DC Paid Vouchers \$10,000 Or More  
Vouchers paid in April

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Fd	Amount	P C	
242.2163	16995	Department of Health Services	04/01/16	1st Quarter	PV	427828	00100	170,554.00	P	
242.2163	16995	Department of Health Services	03/31/16	3rd & 4th Qtr 2014	PV	427829	00100	341,107.50	P	
4809.5279.468	13459	Daybreak Inc-Waupun	03/31/16	MH	PV	428208	00100	32,949.99	P	
4809.5279.468	31565	Evergreen Manor III	03/31/16	MI-CBRF	PV	427357	00100	20,053.33	P	
4825.5299	13771	Green Valley Enterprises Inc.	03/31/16	Birth to 3	PV	427825	00100	31,541.67	P	
5010.5273.02	12436	Northwest Passage, LTD	03/31/16	Prairieview (Girls)	PV	427605	00242	10,533.18	P	
5010.5273.02	12445	Norris Adolescent Center	03/31/16	Residential	PV	427607	00242	10,564.80	P	
5010.5273.02	24982	Oconomowoc Developmental Training Center	03/31/16	Main Program	PV	427614	00242	11,564.24	P	
5010.5273.02	24982	Oconomowoc Developmental Training Center	03/31/16	Main Program	PV	427614	00242	11,564.24	P	
5010.5273.02	24982	Oconomowoc Developmental Training Center	03/31/16	Cheryl House Intensive	PV	427614	00242	13,923.34	P	
5016.5291.03	12426	Lutheran Social Services-WI & Upper MI	03/31/16	Intergrated Safety Services	PV	428390	00100	41,375.19	P	
Fund . . . . . 00242								HEALTH & HUMAN SERVICES FUND	695,731.48	

DODGE COUNTY, WISCONSIN  
DC Paid Vouchers \$10,000 Or More  
Vouchers paid in April

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Fd	Amount	P C	
4520.5211.30	39490	Achieve Solutions	03/31/16	MED A/MED B PVT THERAPY MAR 16	PV	427561	00100	10,771.74	P	
4520.5211.39	39490	Achieve Solutions	03/31/16	MED A/MED B PVT THERAPY MAR 16	PV	427561	00100	17,647.60	P	
4520.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	04/30/16	MA BED LICENSES APR 2016	PV	427559	00100	23,800.00	P	
4521.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	04/30/16	MA BED LICENSES APR 2016	PV	427559	00100	41,860.00	P	
4528.5211.11	39490	Achieve Solutions	03/31/16	CBIC THERAPY CHGS MAR 2016	PV	427560	00100	35,226.00	P	
4528.5211.13	39490	Achieve Solutions	03/31/16	CBIC THERAPY CHGS MAR 2016	PV	427560	00100	35,536.03	P	
4528.5211.15	39490	Achieve Solutions	03/31/16	CBIC THERAPY CHGS MAR 2016	PV	427560	00100	34,283.55	P	
4528.5345	44091	Omnicare Inc	03/31/16	PHARMACY CHGS MAR 2016	PV	427575	00100	15,066.18	P	
4556.5222	15074	Juneau Utilities	03/31/16	CLV ELECTRIC 2/15-3/15/16	PV	427558	00100	18,244.73	P	
Fund . . . . . 00645								CLEARVIEW LTC & REHAB	232,435.83	
Grand Total . . . . .									2,825,264.40	

DODGE COUNTY, WISCONSIN  
DC Paid Vouchers \$10,000 Or More  
Voucher paid in April

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Fd	Amount	P C	
730.2121	20015	Sherwin Williams Company	04/08/16	MP021	PV	427599	00730	22,052.25	P	
730.2121	20015	Sherwin Williams Company	04/08/16	MP011	PV	427601	00730	22,143.00	P	
730.2121	20015	Sherwin Williams Company	04/21/16	MP021	PV	428437	00730	22,052.25	P	
730.2121	20015	Sherwin Williams Company	04/25/16	MP021	PV	428532	00730	22,052.25	P	
730.2121	32145	Lakeside International Trucks	04/25/16	Materials, Jnls & Vchrs	PV	428563	00730	20,931.95	P	
730.2121	32858	Maas Brothers Construction Co., Inc	03/31/16	Materials, Jnls & Vchrs	PV	428449	00730	18,130.75	P	
730.2121	40879	Potters Industries Inc.	04/08/16	MP031	PV	427839	00730	12,452.00	P	
730.2121	48577	JFTCO, Inc.	04/06/16	Machinery & Equipment Parts	PV	428316	00730	12,200.32	P	
730.2121	49610	Midstates Equipment & Supply	04/18/16	GAP-MASTIC-202	PV	428456	00730	14,528.40	P	
730.2121	49611	Hydro-Chem System Inc	04/07/16	Materials, Jnls & Vchrs	PV	428172	00730	13,255.35	P	
730.2121	49706	WTS Contracting LLC	04/19/16	Materials, Jnls & Vchrs	PV	428419	00730	14,354.00	P	
Fund . . . . . 00730								HIGHWAY AND AIRPORT FUND	194,152.52	
Grand Total . . . . .									194,152.52	