

DODGE COUNTY FINANCE COMMITTEE

February 14, 2017, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:00 a.m.

Members present from the Finance Committee: Fink, Frohling, Guckenberger, and Schaefer.

Member absent from the Finance Committee: Benter (Excused).

Others present: County Board Chairman Russell Kottke; County Administrator Jim Mielke; Finance Director Julie Kolp; Deputy County Clerk Christine Kjornes; Physical Facilities Director Russ Freber; Dodge County Sheriff Dale Schmidt; Dodge County Deputy Sheriff Scott Smith; Clearview Administrator Jane Hooper; County Treasurer Patti Hilker; Human Services and Health Department Director Becky Bell; Information Technology Director Ruth Otto; Land Information Director Joyce Fiacco; Manager of Parks and Trails Bill Ehlenbeck; Highway Commissioner Brian Field; Highway Office Manager Lori Fett; Emergency Management Director Amy Nehls; Clearview Director of Financial Services Bill Wiley; Human Resources Director Sarah Hinze (Eske); and Veterans Service Officer Andrew Miller.

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

Motion by Guckenberger, seconded by Schaefer to allow the chair to deviate from the agenda at his discretion. Motion carried.

Motion by Schaefer, seconded by Fink to approve the December 13, 2016 minutes, as presented. Motion carried.

Resolution No. 16-72 – Agreement with the Jefferson County Economic Development Consortium and Glacial Heritage Development Partnership. The Fiscal Note set forth in Resolution No. 16-72 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on the 2017 adopted budget. County Board Chairman Russell Kottke commented that Dodge County will work with Jefferson County, and there is an annual fee of \$85,000. Motion by Schaefer, seconded by Guckenberger to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 16-72 to the County Clerk. Motion carried.

Resolution No. 16-85 – Simulcast Phase IV Project. The Fiscal Note set forth in Resolution No. 16-85 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on the 2017 adopted budget. Motion by Fink, seconded by Schaefer to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 16-85 to the County Clerk. Motion carried.

Resolution No. 16-83 – Carryover Excess Emergency Management Grant Funds. The Fiscal Note set forth in Resolution No. 16-83 was presented to the Finance Committee for its review

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and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$13,614 (Revenue), \$13,614 (Expenditures) on the 2017 adopted budget. Emergency Management Director Amy Nehls reported that a redistribution of grant funds in the amount of \$13,614.42 was received from the Wisconsin Department of Emergency Management on October 3, 2016, and the Resolution is requesting the carryover of the \$13,614 from the Emergency Management 2016 Budget to the Emergency Management 2017 Budget to be used in 2017 for search and rescue training and Rescue Task Force. Motion by Schaefer, seconded by Guckenberger to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, Resolution No. 16-83 authorizing the carryover of funds in the amount of \$13,614 from the Emergency Management 2016 Budget to the Emergency Management 2017 Budget for the purpose of search and rescue training and Rescue Task Force. Motion carried.

The Committee had a brief discussion regarding the Resolution requesting to carryover funds in the amount of \$58,512 from the Information Technology 2016 Budget to the Information Technology 2017 Budget for the purchase of computer software from Sirius for the purpose of archiving email. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$58,512 (Revenue), \$58,512 (Expenditures) on the 2017 adopted budget. County Administrator Mielke reported that the carryover of 2016 funds into the 2017 budget will be used for the purpose of purchasing a new email archive system that will make it more efficient to retrieve archived emails. The Committee will table this Resolution until Information Technology Director Ruth Otto can be present.

Resolution 16-93 – Carryover of funds in the amount of \$27,360 from the Land Resources and Parks Department 2016 Budget to the Land Resources and Parks Department 2017 Budget for the completion of the Land Information Management (LIMS) Project. The Fiscal Note set forth in Resolution No. 16-93 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$27,360 (Revenue), \$27,360 (Expenditures) on the 2017 adopted budget. Motion by Guckenberger, seconded by Schaefer to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, Resolution No. 16-93 authorizing the carryover of funds in the amount of \$27,360 from the Land Resources and Parks Department 2016 Budget to the Land Resources and Parks Department 2017 Budget for the completion of the Land Information Management (LIMS) Project. Motion carried.

Resolution 16-86 – Carryover of funds in the amount of \$314,412 from the Land Resources and Parks Department 2016 Budget to the Land Resources and Parks Department 2017 Budget to cover the costs of various Land Resources and Parks projects. The Fiscal Note set forth in Resolution No. 16-86 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$314,412 (Funds carried forward), \$314,412 (Expenditures) on the 2017 adopted budget. Motion by Schaefer, seconded by Guckenberger to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for

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consideration at its February 22, 2017 meeting, Resolution No. 16-86 authorizing the carryover of funds in the amount of \$314,412 from the Land Resources and Parks Department 2016 Budget to the Land Resources and Parks Department 2017 Budget to cover the costs of various Land Resources and Parks projects. Motion carried.

Information Technology Director Ruth Otto appeared before the Committee to discuss the Resolution requesting to carryover funds in the amount of \$58,512 from the Information Technology 2016 Budget to the Information Technology 2017 Budget for the purchase of computer software from Sirius for the purpose of archiving email. Ms. Otto reported that originally the funds were to be used for online backup maintenance, but the system that had been purchased did not work, and Dodge County received a refund. Supervisor Guckenberger asked Ms. Otto how many other products Dodge County researched before deciding on Sirius. Ms. Otto responded that Dodge County looked at four other products. Motion by Schaefer, seconded by Guckenberger to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at it February 22, 2017 meeting, a Resolution requesting to carryover funds in the amount of \$58,512 from the Information Technology 2016 Budget to the Information Technology 2017 Budget, for the purchase of computer software from Sirius for the purpose of archiving email. Motion carried.

The Committee had a discussion regarding the Resolution to Carryover unexpended funds in the amount of \$161,358 from the Information Technology 2016 Budget to the Information Technology 2017 Budget for GFOA consulting, data conversion, and the implementation of the Kronos Performance and Compensation project. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$161,358 (Revenue), \$161,358 (Expenditures) on the 2017 adopted budget. Ms. Otto reported that the carryovers will be used for GFOA consulting, data conversion, and the implementation of the Kronos Performance and Compensation project, which was not included in the 2016 budget, but will begin in March of 2017. Motion by Fink, seconded by Schaefer to approve the Resolution and Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and approve and forward to the County Board for consideration at its February 22, 2017 meeting, the Resolution authorizing the carryover of unexpended funds in the amount of \$161,358 from the Information Technology 2016 Budget to the Information Technology 2017 Budget for GFOA consulting, data conversion, and the implementation of the Kronos Performance and Compensation project. Motion carried.

Resolution No. 16-92 - Carryover of funds in the amount of \$397,497 from the Sheriff's Office 2016 Budget to the Sheriff's Office 2017 Budget for the purpose of the Secured Electronics System Project. The Fiscal Note set forth in Resolution No. 16-92 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$397,497 (Revenue), \$397,497 (Expenditures) on the 2017 adopted budget. Dodge County Deputy Sheriff Scott Smith reported that the secured electronics system project has been a complex project, this project is in the last phase except for testing, and that testing phase will be extensive. Motion by Schaefer, seconded by Guckenberger to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note

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and approve and forward to the County Board for consideration at its February 22, 2017 meeting, Resolution No. 16-92 authorizing the carryover of funds in the amount of \$397,497 from the Sheriff's Office 2016 Budget to the Sheriff's Office 2017 Budget for the purpose of the Secured Electronics System Project. Motion carried.

Resolution No. 16-84 – Create and Abolish a *Clerical Support* Position in the Sheriff's Office. The Fiscal Note set forth in Resolution No. 16-84 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$21,569 on the 2017 adopted budget. Mr. Smith reported to the Committee that changing the one filled, funded, less than 20 hour part-time, non-benefited position of *Clerical Support*, to one more than 20 hour part-time, benefited position of *Clerical Support*, will provide the flexibility to schedule the *Clerical Support* part-time employee for more than twenty (20) hours if needed. Motion by Schaefer, seconded by Fink to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 16-84 to the County Clerk. Motion carried.

The Committee had a discussion regarding the Resolution to carryover funds in the amount of \$424,924 from the Clearview 2016 Budget to the Clearview 2017 Budget for the purpose of completing the Clearview Building siding removal and replacement project. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$424,924 (Revenue), \$424,924 (Expenditures) on the 2017 adopted budget. Clearview Administrator Jane Hooper reported that she is monitoring a class action lawsuit involving the siding that is located on the exterior of the Clearview facility. Supervisor Schaefer commented that it is still uncertain as to which type of siding product will be used. Motion by Schaefer, seconded by Fink to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, a Resolution authorizing the carryover of funds in the amount of \$424,924 from the Clearview 2016 Budget to the Clearview 2017 Budget for the purpose of completing the Clearview Building siding removal and replacement project. Motion carried.

Resolution to Re-Appropriate Revenue and Expenditures in the amount of \$7,500 in the Clearview 2016 Budget. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$7,500 (Revenue), \$7,500 (Expenditures) on the 2016 adopted budget. Motion by Guckenberger, seconded by Schaefer to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, a Resolution authorizing the re-appropriation of revenues and expenditures in the amount of \$7,500 in the Clearview 2016 Budget. Motion carried.

Resolution 16-91 - Carryover of unexpended funds in the amount of \$50,215 from the Physical Facilities Maintenance Department 2016 Budget to the Physical Facilities Maintenance Department 2017 Budget to cover the costs of various Physical Facilities Maintenance Department projects and purchases. The Fiscal Note set forth in Resolution No. 16-91 was

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presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$50,215 (Revenue), \$50,215 (Expenditures) on the 2017 adopted budget. Physical Facilities Director Russ Freber reported that the carryover of unexpended funds will be used for the same purposes as budgeted in 2016, except for the replacement of the outside doors at the Henry Dodge Office Building which need to be replaced due to rust. Mr. Freber further reported that the grass on the boulevards located on the Highway 26 side of the Administration Building does not grow well due to the salt used during the winter, he has contacted the City of Juneau regarding options, and the City of Juneau's response was that Dodge County would need to come up with a water retention plan if bricks were to be placed instead of grass. Motion by Fink, seconded by Schaefer to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, Resolution No. 16-91 authorizing the carryover of funds in the amount of \$50,215 from the Physical Facilities Maintenance Department 2016 Budget to the Physical Facilities Maintenance Department 2017 Budget to cover the costs of various Physical Facilities Maintenance Department projects and purchases.

Resolution No. 16-94 - Pipe Replacement Project in the Dodge County Detention Facility. The Fiscal Note set forth in Resolution No. 16-94 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on the 2017 adopted budget. Mr. Freber reported that he is requesting the use of project contingency funds for the purpose of replacing the floor, wall coverings, and ceiling lights in the Dodge County Detention Facility kitchen, and that the replacement of the floor and wall coverings were budgeted with different products, but the new proposed products would require less maintenance. Mr. Freber further reported that there is more labor costs involved with the new products, and there is a short amount of time in which to complete this project because the kitchen will have to be shut down. Motion by Schaefer, seconded by Fink to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 16-94 to the County Clerk. Motion carried.

Resolution No. 16-89 – Appropriate Unbudgeted Revenue and Expenditures in the amount of \$452,998 in the Highway Department 2016 Budget for State Discretionary Maintenance. The Fiscal Note set forth in Resolution No. 16-89 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$452,998 (Increase in Revenue), \$452,998 (Increase in Expenditures) on the 2016 adopted budget. Highway Commissioner Brian Field reported that the Highway Department is not notified prior to receiving Discretionary Maintenance from the State, therefore, it is not included in the budget. Motion by Schaefer, seconded by Fink to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, Resolution No. 16-89 authorizing the appropriation of unbudgeted revenue and expenditures in the amount of \$452,998 from the Highway Department 2016 Budget for Discretionary Maintenance. Motion carried.

Resolution No. 16-90 - Appropriate Unbudgeted Revenue and Expenditures in the amount of \$52,047 in the Highway Department 2016 Budget for accident repairs completed on State

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Highways. The Fiscal Note set forth in Resolution No. 16-90 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$52,047 (Increase in Revenue), \$52,047 (Increase in Expenditures) on the 2016 adopted budget. Motion by Guckenberger, seconded by Schaefer to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, Resolution No. 16-90 authorizing the appropriation of unbudgeted revenue and expenditures in the amount of \$52,047 in the Highway Department 2016 Budget for accident repairs completed on State Highways. Motion carried.

Resolution No. 16-87 - Appropriate Unbudgeted Revenue and Expenditures in the amount of \$118,860 in the Highway Department 2016 Budget from the Local Government Bridge Program. The Fiscal Note set forth in Resolution No. 16-87 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$118,860 (Increase in Revenue), \$118,860 (Increase in Expenditures) on the 2016 adopted budget. Supervisor Guckenberger asked what the word "districts" represents. Mr. Field responded that the word "districts" represents towns. Motion by Guckenberger, seconded by Schaefer to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, Resolution No. 16-87 authorizing the appropriation of unbudgeted revenue and expenditures in the amount of \$118,860 in the Highway Department 2016 Budget from the Local Government Bridge Program. Motion carried.

Resolution No. 16-88 – Highway Department Fund Balance Transfer in the amount of \$650,618 to BU 3312 to cover costs due to unforeseen winter storms. The Fiscal Note set forth in Resolution No. 16-88 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$650,618 on the 2016 adopted budget. Mr. Field reported that \$2 million is budgeted each calendar year for snow and ice, and \$650,618 was remaining in the 2016 budget going into the winter season. Highway Office Manager Lori Fett reported that an estimated \$1.7 million is unapplied highway fund balance, and \$650,618 of the \$1.7 million will be used to cover the overrun of County Snow and Ice. Supervisor Guckenberger requested that a history of the Highway Fund Balance be presented at the Finance Committee's next meeting. Motion by Guckenberger, seconded by Schaefer to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, Resolution No. 16-88 authorizing the transfer of \$650,618 from the Highway Fund Balance to BU 3312 to cover costs due to unforeseen winter storms. Motion carried.

Resolution No. 16-82 – Dodge County Sheriff's Department Sworn Employee Contract. The Fiscal Note set forth in Resolution No. 16-82 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$62,937 on the 2017 adopted budget. Human Resources Director Sarah Hinze reported that the contract has not been approved yet, and the Sworn Union meets on February 20, 2017, in which they will vote on the tentative agreement. Ms. Hinze further reported that if the agreement is not ratified,

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Resolution No. 16-82 will not be forwarded to the County Board for consideration at its February 22, 2017 meeting. Ms. Kolp reported that the \$62,937 is in the 2017 budget as contingent funds. Motion by Guckenberger, seconded by Fink to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and send Resolution No. 16-82 to the County Clerk. Motion carried.

Dodge County Sheriff Dale Schmidt provided a brief oral report to the Committee regarding the request to expend Jail Improvement Funds in the amount of \$12,495 for the purchase of a replacement walk through metal detector. Sheriff Schmidt reported that the unit can be attached to the wall, but it can also be used as a portable, battery powered unit. Motion by Schaefer, seconded by Fink to allow the payment of vouchers in the total amount of \$12,495 for the purpose of a replacement walk through metal detector. Motion carried.

Human Services and Health Department Director Becky Bell provided a brief oral report to the Committee regarding the Financial Monthly Entry Status Report for 2016. Ms. Bell reported that the Birth to 3 Program has not been billed out yet, but she anticipates that it will be billed out by the end of this week. Finance Director Julie Kolp reported that the recording of the ledger and timely billing was part of the material weakness identified by Johnson ^ Block, and Johnson ^ Block will decide if the material weaknesses have been correctly resolved. Ms. Kolp further reported that Senior Accountant Makenzie Drays is currently in the process of recording the November 2016 accounts receivables, and the accounts receivables will be closed in March of 2017. Ms. Bell reported that the go live date for Netsmart is March 1, 2017.

Ms. Kolp provided a brief oral report to the Committee regarding the request from the Corporation Counsel Office to write off as uncollectible an outstanding balance in the amount of \$6,700.65 for secure detention fees and shelter care fees, and an outstanding balance in the amount of \$190.75 for outpatient fees owed to the Human Services and Health Department. Ms. Kolp reported that the outstanding fees totaling the amount of \$6,891.40 which was owed to the Human Services and Health Department were turned over to the Corporation Counsel Office to begin collection efforts, which resulted in the filing of bankruptcy in both cases. Motion by Schaefer, seconded by Fink to approve the request by the Corporation Counsel Office to write off \$6,891.40 as uncollectible for outstanding fees owed to the Human Services and Health Department. Motion carried.

Clearview Director of Financial Services Bill Wiley provided a brief oral report to the Committee regarding Clearview write offs. Mr. Wiley reported that Clearview Administrator Jane Hooper has authorized the write off of uncollectible receivables in the amount of \$2,460.31, and this is the final write off for the year 2016. Mr. Wiley further reported that the write offs in the amount of \$2,460.31 were due to a denial for no prior authorization, and for a no estate because the resident passed away after the lapse of Medicaid coverage.

County Treasurer Patti Hilker reported to the Committee that she closed out some CD's at Landmark Credit Union to cover end of year costs, and Dodge County lost interest for only a couple months, but had no penalties.

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Ms. Hilker reported that County Investments are stable. Ms. Hilker further reported that the Landmark Credit Union General Fund Investments, the Wells Fargo Investments, and the Dana Investment will be held until maturity, and the first payment for the Neosho Shop will be in 2017.

Supervisor Frohling reported that the 2016 County Sales Tax Remittance was \$5,907,833.

Sheriff Schmidt provided an oral report to the Committee regarding a Resolution to utilize county sales tax in the amount of \$29,400 to support local law enforcement agencies who have contracted with Dodge County for use of the Spillman Technologies records management system. Sheriff Schmidt reported that currently there are 17 law enforcement agencies within Dodge County that are contracted with the County to use the records management system, and each law enforcement agency is required to pay their portion of the annual maintenance fee in the amount of \$280, but currently these fees are paid out of the Sheriff's budget. Sheriff Schmidt further reported that the request is for the annual maintenance fee for each contracted law enforcement agency be paid by county sales tax starting in the year 2019. The request would be submitted annually as part of the sales tax allocation Resolution submitted in September for the upcoming budget. If future sales tax funding would not be available, the contracted law enforcement agencies would be responsible for paying the fee.

Human Services and Health Department submitted an Unbudgeted/Excess Revenue Appropriation Form for BU 5063. Ms. Bell reported that the Energy Assistance Program has generated excess revenue, and the excess revenue will be used to cover expenditures. Motion by Schaefer, seconded by Fink to authorize and direct the Finance Committee's Chairman to sign the Unbudgeted/Excess Revenue Appropriation Form. Motion carried.

Human Services and Health Department submitted an Intra-Departmental Fund Transfer Form to cover additional services provided by Justice Point due to the departure of the Justice Point Program Coordinator. Ms. Bell reported that she is requesting to move funds in the amount of \$36,500 from BU 4846.5121(Wages Permanent Regular) and BU 4846.5144 (Hospital/Health Insurance) to BU 4845.5299, BU 4846.5299, and BU 4847.5299 (Sundry Contractual Service). Motion by Schaefer, seconded by Frohling to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

Human Services and Health Department submitted an Intra-Departmental Fund Transfer Form to cover the exceeding budget in Community Based Residential Facilities (CBRF). Ms. Bell reported that there has been an increase in placements at CBRF's, and she is requesting the transfer of excess revenues in the amount of \$170,000 from BU 4812.5291.425 (Winnebago), to BU 4809.5279.468 (Other CBRF). Motion by Fink, seconded by Schaefer to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

Human Services and Health Department submitted an Intra-Departmental Fund Transfer Form to transfer \$10,000 from BU 5011.5279.01 (In Home Therapy-Youth Aids) to BU 5015.5291.03 (In

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Home Therapy). Motion by Schaefer, seconded by Fink to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried. Human Services and Health Department submitted an Intra-Departmental Fund Transfer Form to transfer \$30,000 from BU 4812.5291.425 (MI Inpatient Institutions – Winnebago) to BU 4812.5291.428 (MI Inpatient Institutions – Fond du Lac). Motion by Fink, seconded by Schaefer to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

Human Services and Health Department submitted an Intra-Departmental Fund Transfer Form to cover an increase in Contractual Service. Ms. Bell reported that an excess budgeted in Supplies, Registrations, and MI Inpatients – Winnebago will be moved to cover an increase in Contractual Services. Motion by Schaefer, seconded by Frohling to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

Land Resources and Parks Department submitted an Intra-Departmental Fund Transfer Form/Unbudgeted Excess Revenue for BU 7866. Manager of Parks and Trails Bill Ehlenbeck reported that the Beaver Dam Lake Association and Friends of Dodge County Parks have contributed \$8,347 towards the installation of a kayak launch at Derge Park, and in order to make the kayak launch ADA compliant, the Land Resources and Parks Department is requesting to use an excess in camping revenues in the amount of \$7,414 to fully fund the ADA compliant launch. Motion by Schaefer, seconded by Fink to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form/Unbudgeted Excess Revenue. Motion carried.

The Sheriff's Office submitted an Unbudgeted/Excess Revenue Appropriation Form for BU 2061. Mr. Smith reported that there has been an increase in inmate population causing an excess in revenues. Motion by Schaefer, seconded by Fink to authorize and direct the Finance Committee's Chairman to sign the Unbudgeted/Excess Revenue Appropriation Form. Motion carried.

Physical Facilities Department submitted an Intra-Departmental Fund Transfer Form to transfer funds from Natural Gas Services BU 2901.5224 and BU 2902.5224 to Electricity Services BU 2901.5222 and BU 2902.5222. Motion by Schaefer, seconded by Guckenberger to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

Register of Deeds submitted an Intra-Departmental Fund Transfer Form for BU 1002. The LandScan purchase in the amount of \$55,000 had been budgeted in the wrong account number. Motion by Guckenberger, seconded by Fink to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

Human Resources Department submitted an Intra-Departmental Fund Transfer Form for BU 901. Excess funds due to a vacant position will be used to cover an increase in legal services. Motion by Guckenberger, seconded by Schaefer to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

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Veteran Services submitted an Intra-Departmental Fund Transfer Form to cover a budget shortfall in the Veteran's Relief Fund. Veterans Service Officer Andrew Miller reported that there was an increase in Veteran's Relief and there is no way to predict this need. Motion by Schaefer, seconded by Guckenberger to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

Emergency Management submitted an Intra-Departmental Fund Transfer Form to cover repairs to the St. Helena Tower. Ms. Nehls reported that funds for purchasing equipment and tower work had been expended in November of 2016, and in December of 2016, the St. Helena Tower was in need of repair. Motion by Fink, seconded by Schaefer to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

Highway Department submitted an Unbudgeted/Excess Revenue Appropriation Form for BU 3461. Mr. Fields reported that the Highway Department budget had an excess in unbudgeted revenue due to Dodge County assisting Columbia County on Highway work, and the paint crew performed work for other counties. Motion by Guckenberger, seconded by Schaefer to authorize and direct the Finance Committee's Chairman to sign the Unbudgeted/Excess Revenue Appropriation Form. Motion carried.

UW-Extension Office submitted an Unbudgeted/Excess Revenue Appropriation Form for BU 6812. The Dodge County Youth Livestock Project received a grant in the amount of \$2,500 to be used for educational purposes. Motion by Guckenberger, seconded by Schaefer to authorize and direct the Finance Committee's Chairman to sign the Unbudgeted/Excess Revenue Appropriation Form. Motion carried.

Clearview submitted an Intra-Departmental Fund Transfer Form to balance out accounts. Mr. Wiley reported that some resident care services were under budget, while numerous resident care supplies and utility expenses were over budget. Motion by Schaefer, seconded by Fink to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

There was no discussion on Dodge County Vouchers \$10,000 or more.

There were no Committee Member Reports

Administrator Mielke provided Supervisor Guckenberger with some background information on the secured electronics project.

Supervisor Guckenberger asked if the Finance Committee received financial statements from each department. Ms. Kolp responded that the Finance Committee receives a report on the General Fund.

Ms. Kolp reported that Johnson ^ Block is tentatively scheduled to present the 2016 audit report to the Finance Committee and County Board in July.

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The Committee had a brief discussion related to Dodge County Drainage Board funding.

Ms. Kolp provided a brief oral update to the Committee on the ERP Project. Ms. Kolp reported that the Lead Team has been putting in a lot of time and effort into researching new and improved ways to perform current processes, and Tyler Technologies will be on site on March 8-9, 2017. Ms. Kolp further reported that the product has not been purchased yet. Mr. Mielke commented that implementation of the new ERP system is scheduled for 2018.

Supervisor Guckenberger requested to see an ERP timeline with milestones.

The next regular meeting is scheduled for Tuesday, March 14, 2017, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 10:23 a.m.

Ed Benter,
Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

RESOLUTION NO. _____

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

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed staffing needs at the Dodge County Human Services and Health Department; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors abolish the following position in the Human Services and Health Department, effective May 1, 2017:

1. One vacant, funded, full-time, benefited position of *Counselor I, II, or III - AODA*; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board also recommends that the Dodge County Board of Supervisors create the following position in the Human Services and Health Department, effective May 1, 2017:

1. One new, full-time, benefited position of *Psychiatric Therapist II - Outpatient*; and,

WHEREAS, job descriptions for each of the *Counselor I, II, or III - AODA* positions have been marked for identification as Exhibits "A", "B", and "C", respectively, and have been attached hereto; and,

WHEREAS, a job description for the proposed position of *Psychiatric Therapist II - Outpatient* has been marked for identification as Exhibit "D" and has been attached hereto; and,

WHEREAS, there are funds in the 2017 Budget of the Human Services and Health Department to fund the proposed position of *Psychiatric Therapist II - Outpatient* during the period of time commencing on May 1, 2017, and ending on December 31, 2017, both inclusive;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes the following position in the Human Services and Health Department, effective May 1, 2017:

1. One vacant, funded, full-time, benefited position of *Counselor I, II, or III - AODA*; and,

BE IT FURTHER RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Human Services and Health Department, effective May 1, 2017:

1. One new, full-time, benefited position of *Psychiatric Therapist II - Outpatient*; and,

BE IT FINALLY RESOLVED, that funds in the 2017 Budget of the Human Services and Health Department shall be used to fund the position of *Psychiatric Therapist II - Outpatient* during the period of time commencing on May 1, 2017, and ending on December 31, 2017, both inclusive.

All of which is respectfully submitted this 21st day of March, 2017.

Dodge County Human Services and Health Board:

_____ David Godshall	_____ Lois Augustson
_____ Becky Glewen	_____ Stephanie Justmann
_____ Michael Malloy	_____ Mark E. Roesch
_____ Mary J. Bobholz	_____ Jennifer Keyes
_____ Jeremy Bartsch	

<p>FISCAL NOTE: Is the referenced expenditure included in the adopted 2017 Budget? NO</p> <p>Fiscal Impact on the adopted 2017 Budget: \$22,314 (Net Surplus)</p> <p>Fiscal Impact reviewed by the Dodge County Finance Committee on March 14, 2017.</p> <hr/> <p>David Frohling, Chairman Dodge County Finance Committee</p>
--

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Counselor I - AODA	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	August 14, 2000
LABOR GRADE:	Dodge County Five (5)	REVISED:	11/15/10; 3/20/13; 7/06/16

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
2. Provides individual or group therapy to assigned clients.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Provides community outreach to increase awareness of available agency resources.
6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning and review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, or and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
15. Serves as contact person to other treatment agencies or organizations.
16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
17. Participates in staff trainings as deemed appropriate by supervisor.
18. Maintains required and related paperwork in an accurate and timely manner.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of individual/group counseling techniques and theories.
 Knowledge of pharmacology/psychopharmacology.
 Knowledge of assessment & treatment planning.
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.
 Knowledge of counselor ethics/conduct.
 Skill in working with chronic alcohol and other drug abuse cases and special populations.
 Ability to work with chemically dependent individuals/families.
 Ability to communicate effectively.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A minimum of a Bachelor's Degree and WI State Substance Abuse Counselor Certification (SAC or CSAC) and no experience.

WORKING CONDITIONS

Office and field working environment. Potential to work in adverse interpersonal situations.

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	FOR HUMAN RESOURCE USE
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: \$20.51 - \$28.13

JOB TITLE:	Counselor II - AODA	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	August 14, 2000
LABOR GRADE:	Dodge County Six (6)	REVISED:	11/15/10; 3/20/13; 7/6/16

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
2. Provides individual or group therapy to assigned clients.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Provides community outreach to increase awareness of available agency resources.
6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning and review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
15. Serves as contact person to other treatment agencies or organizations.
16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
17. Participates in staff trainings as deemed appropriate by supervisor.
18. Maintains required and related paperwork in an accurate and timely manner.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of individual/group counseling techniques and theories.
 Knowledge of pharmacology/psychopharmacology.
 Knowledge of assessment & treatment planning.
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.
 Knowledge of counselor ethics/conduct.
 Skill in working with chronic alcohol and other drug abuse cases and special populations.
 Ability to work with chemically dependent individuals/families.
 Ability to communicate effectively.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A minimum of a Bachelor's Degree and WI State Substance Abuse Counselor Certification (SAC or CSAC) and two (2) years directly related experience and 5 C.E.U.'s.

WORKING CONDITIONS

Office and field working environment. Potential to work in adverse interpersonal situations.

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	FOR HUMAN RESOURCE USE
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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.

Exhibit "B"

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.44 - \$30.77

JOB TITLE:	Counselor III - AODA	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	August 14, 2000
LABOR GRADE:	Dodge County Seven (7)	REVISED:	11/15/10; 3/20/13; 7/6/16

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
2. Provides individual or group therapy to assigned clients.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Provides community outreach to increase awareness of available agency resources.
6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning and review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, or and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
15. Serves as contact person to other treatment agencies or organizations.
16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
17. Participates in staff trainings as deemed appropriate by supervisor.
18. Maintains required and related paperwork in an accurate and timely manner.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of individual/group counseling techniques and theories.
 Knowledge of pharmacology/psychopharmacology.
 Knowledge of assessment & treatment planning.
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.
 Knowledge of counselor ethics/conduct.
 Skill in working with chronic alcohol and other drug abuse cases and special populations.
 Ability to work with chemically dependent individuals/families.
 Ability to communicate effectively.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A minimum of a Bachelor's Degree and WI State Substance Abuse Counselor Certification (SAC or CSAC) and five (5) years directly related experience and ten (10) C.E.U.'s.

WORKING CONDITIONS

Office and field working environment. Potential to work in adverse interpersonal situations.

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	FOR HUMAN RESOURCE USE
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

JOB TITLE:	Psychiatric Therapist II-Outpatient	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	July 7, 1998
LABOR GRADE:	Dodge County Nine (9)	REVISED:	11/15/10; 3/18/14

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides/coordinates services, through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment and social planning using developed skills and methodology. Plans and carries out prevention/rehabilitative treatment programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides individual, family or group therapy to assigned clients, scheduling client appointments as required.
2. Provides psycho-social assessments, including impressions of mental status and diagnosis.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Refers clients to appropriate agency staff or other agencies for evaluation and diagnosis.
6. Monitors client's progress on ongoing basis.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Suggests need for new programs or services to meet unfulfilled client needs to administration's attention.
14. Provides consultative services to other agency staff on an as needed basis.
15. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
16. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
17. Prepares articles/presentations for various media sources.
18. Participates in staff trainings as deemed appropriate by supervisor.
19. Maintains required and related paperwork in an accurate and timely manner.
20. Regular attendance and punctuality required.
21. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of psycho-social assessments/diagnosis and appropriate courses of treatment.
 Knowledge of pharmacology/psychopharmacology.
 Knowledge of assessment & treatment planning.
 Knowledge of individual/group therapy and crisis intervention techniques.
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.
 Knowledge of professional ethics/conduct codes.
 Ability to communicate effectively.
 Ability to work with multi-problem clients and their families.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Master's degree in social work, psychology, counseling, or related field, and 3000 hours of supervised clinical experience, and/or Medical Assistance Certified for billing. Wisconsin State Certified or certifiable as Licensed Clinical Social Worker or Wisconsin State Professional Counselor or Wisconsin State Marriage & Family Therapist. Wisconsin State Substance Abuse Counselor Certification is of additional benefit.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

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.

2017 Position Change Fiscal Analysis

2017 Adopted Budget information

	Wage & FB		
Beier	4840	27,762	Levy
	4846	27,762	TAD Grant reimbursed
(as of March 1st this position was no longer being reimbursed by TAD, \$5,149 TAD and \$23,135 Levy = 27,762)			
Counselor II	4840	68,062	Levy (position being eliminated)

Proposed New Position (Wages as of May 1st with FB based on Family)

	Wages & FB		
Psychiatric	4840	28,284	Levy
	4846	28,284	TAD Grant reimbursed
		<u>56,568</u>	

Position Changes

Beier - Levy (March - Dec)	23,135	
Eliminated position	68,062	
New position	<u>28,284</u>	
	<u>16,643</u>	Surplus in budget year 2017

TAD funding

Beier	27,762	Adopted Budget
Beier (Jan & Feb)	5,149	
New Position	<u>28,284</u>	Amended Budget
	<u>5,671</u>	Additional Revenue in budget year 2017

Fiscal Impact 22,314 Net Surplus

	Adopted 2017		
	Levy	Grant	Net Levy
Beier	27,762	27,762	
Eliminated	<u>68,062</u>		
	<u>95,824</u>	<u>27,762</u>	<u>68,062</u>

	Proposed		Net Levy
Beier	27,762		
	23,135	5,149	
New	<u>28,284</u>	<u>28,284</u>	
	<u>79,181</u>	<u>33,433</u>	<u>45,748</u>
Change in Levy	16,643	5,671	22,314
			<u>22,314</u>

RESOLUTION NO. 16-101

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

WHEREAS, the Dodge County Building Committee and the Dodge County Law Enforcement Committee (the Committees) have considered the equipment needs at the Dodge County Detention Facility and have formed the considered conclusion that it is necessary to purchase a new Dishwasher, Flight Type, Hobart Model No. FT1000+ENERGY (the Dishwasher), for installation and use in the kitchen at the Dodge County Detention Facility; and,

WHEREAS, the Building Committee has obtained the following quotations for the purchase of a new dishwasher:

1. A quotation from Boelter, LLC, 4200 N. Port Washington Road, Glendale, Wisconsin, in the amount of \$151,093.00 for the Dishwasher and installation, which is attached hereto as Exhibit "A";
2. A quotation from D.A. Berther, Inc., 9000 W. Becher Street, West Allis, Wisconsin, in the amount of \$149,293.54 for the Dishwasher and installation, which is attached hereto as Exhibit "B";
3. A quotation from Streich Equipment Co., Inc., 833 S. 3rd Avenue, Wausau, Wisconsin, in the amount of \$155,772.40 for the Dishwasher and installation, which is attached hereto as Exhibit "C"; and,

WHEREAS, monies sufficient for the purchase the Dishwasher are included in the 2017 Budget for the Dodge County Sheriff's Office, in Business Unit 2061, Jail, Account No. .5819, Other Capital Equipment; and,


WHEREAS, the Committees recommend that the Dodge County Board of Supervisors approve and accept the quotation from D.A. Berther, Inc., in the amount of \$149,293.54, as the quotation which is most advantageous to Dodge County, and authorize the Dodge County Physical Facilities Director to purchase the Dishwasher;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby approves and accepts the quotation from D.A. Berther, Inc., in the amount of \$149,293.54, for the purchase of a new Dishwasher, Flight Type, Hobart Model No. FT1000+ENERGY, and hereby authorizes and directs the Dodge County Physical Facilities Director to purchase the Dishwasher; and,

BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of an invoice properly approved by the Dodge County Physical Facilities Director, in the amount of \$149,293.54 representing the purchase of a new Dishwasher, Flight Type, Hobart Model No. FT1000+ENERGY, from D.A. Berther, Inc., the County Clerk is hereby authorized and directed to issue an order on the Dodge County Treasurer for payment for such invoice, and that funds for payment for such invoice shall come from Business Unit 2061, Jail, Account No. .5819, Other Capital Equipment.

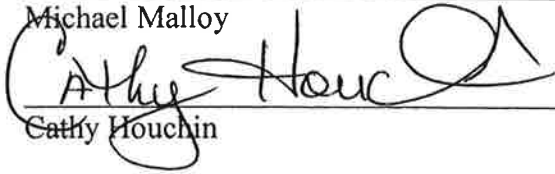
All of which is respectfully submitted this 21st day of March, 2017.

Dodge County Building Committee:


Dennis Schmidt



Jeffrey Caine


Mark Roesch

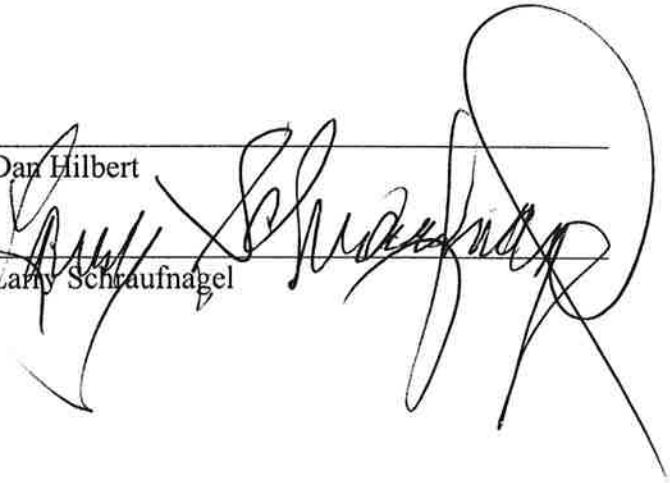
Michael Malloy

Cathy Houchin

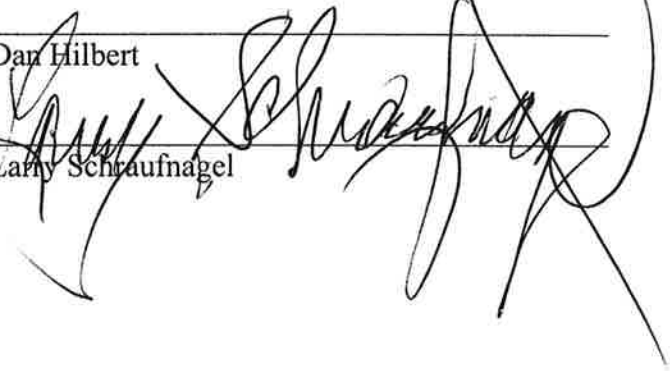
Dodge County Law Enforcement Committee:


MaryAnn Miller


Thomas Nickel


Larry Bischoff

Dan Hilbert


Larry Schraufnagel


FISCAL NOTE:
Is the referenced expenditure included in the adopted 2017 Budget? **Yes**

Fiscal Impact on the adopted 2017 Budget:
\$0.00

Fiscal Impact reviewed by the Dodge County Finance Committee on _____, 2017.

David Frohling, Chairman
Dodge County Finance Committee

Project:
Dodge County Detention Facility
26 W Center St
Juneau, WI 53039

From:
Boelter LLC
Paul Tomkowiak
4200 N. Port Washington Road
Glendale, WI 53212-1032
(414)967-4348 (Contact)

Job: BM2531R2

Item	Qty	Description	Sell	Sell Total
1	1 ea	DISHWASHER, FLIGHT TYPE Hobart Model No. FT1000+ENERGY Flight type dish machine, 58 gallons of final rinse consumption per hour, with dual rinse, hinged & insulated doors, sliding wash arms without caps, & microprocessor controls with AutoClean, AutoDelime, Energy Recovery, 16" round flange & Automatic Soil Removal system (ASR)	\$142,093.00	\$142,093.00
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	26 ea	Service Labor Hours for Energy Recovery- Note- If the customer location is beyond 50 miles of the local Hobart Office, please contact the Branch Manager or Agent for more specific quote. Any additional training required by the General Contractor or Customer for Flight-Type assembly will be at an additional charge to the Customer		
	1 ea	FT1000-ASRYES Automatic Soil Removal Included (ASR)		
	1 ea	FT1000-LPF025 Load Platform 2.5' (Total LOAD length is 2.5' load platform + 2' ASR + 3' prewash = 7'7")		
	1 ea	FT1000-ACLYES With Auto Clean		
	1 ea	FT1000-ADLYES With Auto Delime		
	1 ea	FT1000-DRN-LOD Drain in Load		
	1 ea	FT1000-DRSYES With Dual Rinse		
	1 ea	FT1000-CTRSTD Standard Non-Split 8' Center Joined (Wash/Power Rinse/Dual Rinse)		
	1 ea	FT1000-UNL009 9' Unload Section Joined Pack (4.5 + 4.5)		
	1 ea	FT1000TLG25.916 TLG - Total Length of load, center & unload section is: 25.916 feet		
	1 ea	FT1000-DRYYES With Blower Dryer		
	4 ea	Service Labor Hours for Blower Dryer- Note- If the customer location is beyond 50 miles of the local Hobart Office, please contact the Branch Manager or Agent for more specific quote. Any additional training required by the General Contractor or Customer for Flight-Type assembly will be at an additional charge to the Customer		
	1 ea	FT1000HGTSTD Standard Height		
	1 ea	FT1000-EGRYES With Energy Recovery System Included		
	2 ea	Service Labor Hours for Removal & Reinstall for Energy Recovery Shipped Loose- Note- If the customer location is beyond 50 miles of		

Item	Qty	Description	Sell	Sell Total
		the local Hobart Office, please contact the Branch Manager or Agent for more specific quote. Any additional training required by the General Contractor or Customer for Flight-Type assembly will be at an additional charge to the Customer		
	1 ea	FT1000-AERONO Without Advansys Energy Recovery (Ventless Technology)		
	1 ea	FT1000-HTEELE Electric Heat		
	1 ea	FT1000-ELEOCD 480v/60/3-ph (HV)		
	1 ea	FT1000-CBRYES With Circuit Breaker		
	1 ea	FT1000-CBREHW EHW - With Circuit Breaker, Electric, High Voltage, for machines With Blower Dryer		
	1 ea	FT1000-BSTO18 18 kW Electric Booster		
	1 ea	FT1000-PIPSTD Standard Piping		
	1 ea	FT1000-DIRORL Right to left operation		
	1 ea	FT1000-DORHNG Hinge doors, all sections		
	1 ea	FT1000-SECMAX Max Security = includes security screws, lockable control box & locking doors, lockable cover over controls, hook mounted curtains, lockable ASR basket PLUS enclosure panels lock downs PLUS undergrid		
	1 ea	FT1000-CNVTIV TIVOLI II,III		
	1 ea	FT1000-ROD3TV With Cross Rods every 3rd row, Tivoli only (for 25.916' machine)		
	1 ea	FT1000-SEFONO Without SEF Options		
	1 ea	DWTFT-1000 Drain water tempering kit - NGFT		
			ITEM TOTAL:	\$142,093.00
2	1 ea	HOBART	\$9,000.00	\$9,000.00
		LABOR		
		Statement of Work:		
		- Removal and disposal of existing FT900W from facility		
		- Receive FT1000 Advansys Unit at local Hobart office		
		- Uncrate and deliver on agreed date and time.		
		- Place new dish machine into position.		
		- Assemble new dish machine in desired location.		
		- Start-up new machine.		
		- Operator training provided by Hobart at time of installation completion		
		Customer Responsible for:		
		- All utility modifications, changes, additions, and final connections to be completed by others to meet new dishmachine specs. (hot and cold water supplies, floor drain, electrical services, exhaust fan CFM with backdraft protection).		
		- Having working shutoffs for all utilities		
		- Contact soap chemical representative for installation of soap equipment onto machine.		
			ITEM TOTAL:	\$9,000.00
			Total	\$151,093.00

Quotation

02/17/2017

To:
 Dodge County detention Facility
 Russ Freber
 216 W. Center Street
 Juneau, WI 53039
 920-386-3665 (Contact)
 rfreber@co.dodge.wi.us

Project:
 Dodge County Detention Facility
 FLIGHT DISH MACHINE
 216 W Center St
 Juneau, WI 53039

From:
 D. A. Berther, Inc.
 David J. Berther
 Kitchen Specialists Inc.
 9000 W. Becher St.
 West Allis, WI 53227-1510
 414-328-1995
 (414)328-1995 0000 (Contact)
 414-328-1818 (Fax)
 davidj@daberther.com

Thank you for the opportunity to quote this project for you.
 REV 2/14/17 to update to 2017 pricing.
 REV 2/15/17 to change Item 1 to 9' unload and maximum security package
 and remove Item 2.

Any FT1000 machine shipping on or after January 17th, 2017 will be shipping with a direct ventilation connection that will install directly to the customers exhaust duct work.

Item	Qty	Description	Sell	Sell Total
1	1 ea	DISHWASHER, FLIGHT TYPE Hobart Model No. FT1000+ENERGY Flight type dish machine, 58 gallons of final rinse consumption per hour, with dual rinse, hinged & insulated doors, sliding wash arms without caps, & microprocessor controls with AutoClean, AutoDelime, Energy Recovery, 16" round flange & Automatic Soil Removal system (ASR)	\$71,719.33	\$71,719.33
	1 ea	All FT1000 models are to be quoted by Hobart's internal quotation group		
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	26 ea	Service Labor Hours for Energy Recovery- Note- If the customer location is beyond 50 miles of the local Hobart Office, please contact the Branch Manager or Agent for more specific quote. Any additional training required by the General Contractor or Customer for Flight-Type assembly will be at an additional charge to the Customer	\$77.60	\$2,017.60
	1 ea	FT1000-ASRYES Automatic Soil Removal Included (ASR)		
	1 ea	FT1000-LPF025 Load Platform 2.5' (Total LOAD length is 2.5' load platform + 2' ASR + 3' prewash = 7'7")	\$6,578.59	\$6,578.59
	1 ea	FT1000-ACLYES With Auto Clean		
	1 ea	FT1000-ADLYES With Auto Delime		
	1 ea	FT1000-DRN-LOD Drain in Load		
	1 ea	FT1000-DRSYES With Dual Rinse		
	1 ea	FT1000-CTRSTD Standard Non-Split 8' Center Joined (Wash/Power Rinse/Dual Rinse)		

Dodge County Detention Facility

Dodge County detention Facility

Initial: _____
 Page 1 of 4

Exhibit "B"

Item	Qty	Description	Sell	Sell Total
	1 ea	FT1000-UNL009 9' Unload Section Joined Pack (4.5 + 4.5)	\$17,865.45	\$17,865.45
	1 ea	FT1000TLG25.916 TLG - Total Length of load, center & unload section is: 25.916 feet		
	1 ea	FT1000-DRYYES With Blower Dryer	\$14,196.60	\$14,196.60
	4 ea	Service Labor Hours for Blower Dryer- Note- If the customer location is beyond 50 miles of the local Hobart Office, please contact the Branch Manager or Agent for more specific quote. Any additional training required by the General Contractor or Customer for Flight-Type assembly will be at an additional charge to the Customer	\$77.60	\$310.40
	1 ea	FT1000HGTSTD Standard Height		
	1 ea	FT1000-EGRYES With Energy Recovery System Included		
	2 ea	Service Labor Hours for Removal & Reinstall for Energy Recovery Shipped Loose- Note- If the customer location is beyond 50 miles of the local Hobart Office, please contact the Branch Manager or Agent for more specific quote. Any additional training required by the General Contractor or Customer for Flight-Type assembly will be at an additional charge to the Customer	\$77.60	\$155.20
	1 ea	FT1000-AERONO Without Advansys Energy Recovery (Ventless Technology)		
	1 ea	FT1000-HTEELE Electric Heat	\$1,734.17	\$1,734.17
	1 ea	FT1000-ELE0CD 480v/60/3-ph (HV)		
	1 ea	FT1000-CBRYES With Circuit Breaker		
	1 ea	FT1000-CBREHW EHW - With Circuit Breaker, Electric, High Voltage, for machines With Blower Dryer	\$6,331.81	\$6,331.81
	1 ea	FT1000-BST018 18 kW Electric Booster	\$5,163.62	\$5,163.62
	1 ea	FT1000-PIPSTD Standard Piping		
	1 ea	FT1000-DIR0RL Right to left operation		
	1 ea	FT1000-DORHNG Hinge doors, all sections		
	1 ea	FT1000-SECMAX Max Security = includes security screws, lockable control box & locking doors, lockable cover over controls, hook mounted curtains, lockable ASR basket PLUS enclosure panels lock downs PLUS undergrid	\$7,107.69	\$7,107.69
	1 ea	FT1000-CNVTIV TIVOLI II,III	\$3,475.05	\$3,475.05
	1 ea	FT1000-ROD3TV With Cross Rods every 3rd row, Tivoli only (for 25.916' machine)	\$1,805.26	\$1,805.26
	1 ea	FT1000-SEF0NO Without SEF Options		
	1 ea	DWTFT-1000 Drain water tempering kit - NGFT	\$1,154.77	\$1,154.77
		ITEM TOTAL:		\$139,615.54
2	1 ea	FLIGHT INSTALLS Hobart 2017 Model No. STANDARD INSTALLATION Statement of Work: - Removal and disposal of existing FT900W from facility - Receive FT1000 Advansys Unit at local Hobart office - Uncrate and dellver on agreed date and time. - Place new dish machine into position. - Assemble new dish machine in desired location. - Start-up new machine. - Operator training provided by Hobart at time of installation	\$9,678.00	\$9,678.00

Item	Qty	Description	Sell	Sell Total
		completion Customer Responsible for: - All utility modifications, changes, additions, and final connections to be completed by others to meet new dishmachine specs. (hot and cold water supplies, floor drain, electrical services, exhaust fan CFM with backdraft protection). - Having working shutoffs for all utilities - Contact soap chemical representative for installation of soap equipment onto machine. Note: - Hobart installation includes an additional 6 months warranty on dishmachine Exclusions: - Premium time		
ITEM TOTAL:				\$9,678.00

Total **\$149,293.54**

Manufacturer Summary

Mfr	FOB	ZIP	Class	Weight	Good Until	Terms	Notes
Hobart	Troy	45373-3000					
Hobart 2017							

Note: Dodge County Detention will be supplying both softened hot and cold water lines. (No Hobart Softeners included)

Note: Dodge County Detention to be making all mechanical disconnections, modifications and reconnections for entire project.

Note: Install to be set for approx. 2nd week of July 2017

Note: Tax is **not** included in this offering.

Note: Only the equipment and accessories shown on this quotation may be purchased at the price quoted. Items are limited to the price and quantity shown.

Note: Equipment not shown on this quotation will not be included.

Note: Please compare this quotation to your required equipment specifications.

Note: Specification sheets are available upon request from your local Hobart office.

Note: This quotation is subject to acceptance within thirty (30) days from the date issued or an effective date of a price increase, whichever is earlier.

Note: Unless otherwise indicated, this quotation covers machines of our standard design with standard equipment and does not include plumbing, electrical or other accessories, except when regularly furnished and as standard equipment.

A) Prices on all products are F.O.B. destination within the 48 contiguous states.

B) Local delivery expense or special handling requested by Dealer are not included in the price.

C) Accessories ordered separately and not shipped with machines are F.O.B. factory.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$149,293.54

STREICH Equipment Co., Inc.



Quote

02/15/2017

To:
 Dodge County Detention Facility
 Russ Freber
 216 W. Center Street
 Juneau, WI 53039
 920-386-3665 (Contact)
 rfreber@co.dodge.wi.us

Project:
 Dodge County Detention Facility
 216 W Center St
 Juneau, WI 53039

From:
 Streich Equipment Co., Inc.
 Steve Streich
 833 S 3rd Ave
 Wausau, WI 54401-6043
 715-842-0531
 715-842-0531 (Contact)
 715-842-0534 (Fax)
 steves@streichequipment.com

Below is your quote, as you have requested.

Item	Qty	Description	Sell	Sell Total
1	1 ea	DISHWASHER, FLIGHT TYPE Hobart Model No. FT1000+ENERGY Flight type dish machine, 58 gallons of final rinse consumption per hour, with dual rinse, hinged & insulated doors, sliding wash arms without caps, & microprocessor controls with AutoClean, AutoDelime, Energy Recovery, 16" round flange & Automatic Soil Removal system (ASR)	\$144,889.00	\$144,889.00
	1 ea	All FT1000 models are to be quoted by Hobart's internal quotation group		
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	26 ea	Service Labor Hours for Energy Recovery- Note- If the customer location is beyond 50 miles of the local Hobart Office, please contact the Branch Manager or Agent for more specific quote. Any additional training required by the General Contractor or Customer for Flight-Type assembly will be at an additional charge to the Customer		
	1 ea	FT1000-ASRYES Automatic Soil Removal Included (ASR)		
	1 ea	FT1000-LPF025 Load Platform 2.5' (Total LOAD length is 2.5' load platform + 2' ASR + 3' prewash = 7'7")		
	1 ea	FT1000-ACLYES With Auto Clean		
	1 ea	FT1000-ADLYES With Auto Delime		
	1 ea	FT1000-DRN-LOD Drain in Load		
	1 ea	FT1000-DRSYES With Dual Rinse		
	1 ea	FT1000-CTRSTD Standard Non-Split 8' Center Joined (Wash/Power Rinse/Dual Rinse)		
	1 ea	FT1000-UNL009 9' Unload Section Joined Pack (4.5 + 4.5)		
	1 ea	FT1000TLG25.916 TLG - Total Length of load, center & unload section is:		

Item	Qty	Description	Sell	Sell Total
		25.916 feet		
1 ea		FT1000-DRYYES With Blower Dryer		
4 ea		Service Labor Hours for Blower Dryer- Note- If the customer location is beyond 50 miles of the local Hobart Office, please contact the Branch Manager or Agent for more specific quote. Any additional training required by the General Contractor or Customer for Flight-Type assembly will be at an additional charge to the Customer		
1 ea		FT1000HGTSTD Standard Height		
1 ea		FT1000-EGRYES With Energy Recovery System Included		
2 ea		Service Labor Hours for Removal & Reinstall for Energy Recovery Shipped Loose- Note- If the customer location is beyond 50 miles of the local Hobart Office, please contact the Branch Manager or Agent for more specific quote. Any additional training required by the General Contractor or Customer for Flight-Type assembly will be at an additional charge to the Customer		
1 ea		FT1000-AERONO Without Advansys Energy Recovery (Ventless Technology)		
1 ea		FT1000-HTEELE Electric Heat		
1 ea		FT1000-ELE0CD 480v/60/3-ph (HV)		
1 ea		FT1000-CBRYES With Circuit Breaker		
1 ea		FT1000-CBREHW EHW - With Circuit Breaker, Electric, High Voltage, for machines With Blower Dryer		
1 ea		FT1000-BST018 18 kW Electric Booster		
1 ea		FT1000-PIPSTD Standard Piping		
1 ea		FT1000-DIR0RL Right to left operation		
1 ea		FT1000-DORHNG Hinge doors, all sections		
1 ea		FT1000-SECMAX Max Security = includes security screws, lockable control box & locking doors, lockable cover over controls, hook mounted curtains, lockable ASR basket PLUS enclosure panels lock downs PLUS undergrid		
1 ea		FT1000-CNVTIV TIVOLI II,III		
1 ea		FT1000-ROD3TV With Cross Rods every 3rd row, Tivoli only (for 25.916 ' machine)		
1 ea		FT1000-SEF0NO Without SEF Options		
1 ea		DWTFT-1000 Drain water tempering kit - NGFT	\$1,205.40	\$1,205.40
			ITEM TOTAL:	\$146,094.40

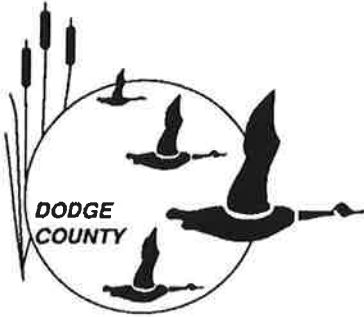
Item	Qty	Description	Sell	Sell Total
2	1 ea	INSTALLATION Custom Hobart Installation of work: - Removal and disposal of existing FT900W from facility - Receive FT1000 Advansys Unit at local Hobart office - Uncrate and deliver on agreed date and time - Place new dish machine into position - Assemble new dish machine in desired location - Start-up new machine - Operator training provided by Hobart at time of installation completion Customer responsible for: - All utility modifications, changes, additions and final connections to be completed by others to meet new dishmachine specs. (hot and cold water supplies, floor drain, electrical services, exhaust fan CFM with back draft protection). - Having working shutoffs for all utilities - Contact soap chemical representative for installation of soap equipment onto machine. Note: Hobart installation includes an additional 6 month warranty on dishmachine Exclusions: premium time - work is to be done during normal working hours.	\$9,678.00	\$9,678.00
			ITEM TOTAL:	\$9,678.00
			Total	\$155,772.40

Prices Good Until: 01/31/2018

Unless otherwise noted, above pricing includes delivery to your location, only.
If not listed separately, please add appropriate sales tax if applicable.

Thank you for requesting our quote. Please feel free to contact us with any questions.

Acceptance: _____ Date: _____
 Printed Name: _____
 Project Grand Total: \$155,772.40



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

To: Dodge County Finance Committee

From: Jim Mielke

Date: March 8, 2017

Re: Finance Agenda Item, Number 8, Sales & Use Tax Policy

Background: The intent of agenda item number 8 is to start a discussion regarding whether there is interest in creating a policy to establish spending priorities related to Sales & Use Tax Remittances. The long standing practice has been to utilize Sales & Use Tax Remittances for Dodge County Debt Service and other designated items. Beyond the debt service, remittances have been used to fund Dodge County Capital projects through review and approval of the Five Year Capital Improvement Plan. The rolling Five-Year Capital Improvement Plan is presented to the Dodge County Board of Supervisors annually in September. All projects exceeding \$50,000 are required to be listed; however adoption of the Plan document does not guarantee funding.

The established Finance Committee policy has been to increase the Sales Tax base expenditure budget by 1% annually. The 2017 base budget adopted by Resolution 16-57 is \$4,409,653. The total 2017 projects funded through Sales & Use Tax is \$5,803,548. (page 37 of the adopted 2017 budget)

Discussion:

Numerous County Board Supervisors have indicated a common theme from constituents is “roads not buildings.” An option to address the concern is to create a policy establishing expenditure priorities for Sales and Use Tax Remittances. A potential policy would provide greater detail than past practice of debt service and capital projects.

As an option, Dodge County Sales & Use Tax Remittance Priority Policy:

- Principal Payments: Dodge County Issued Debt
- Highway & Bridge Projects: A minimum of \$1.0 million annually (if available)
- Repair / Maintenance Upgrades, existing Dodge County Buildings
- Capital Items with a single purchase dollar value exceeding \$50,000

Looking Ahead Debt Service:

Sales & Use Tax Base Expenditure Budget

- | | |
|---|-------------------|
| • 2018 Principal Payments: \$ 3,511,667 | 2018: \$4,453,750 |
| • 2019 Principal Payments: \$ 3,511,667 | 2019: \$4,498,287 |
| • 2020 Principal Payments: \$ 2,845,000 | 2020: \$4,543,270 |

Overall Dodge County Debt Service Schedule:

Please review the attached Debt Service Schedule prepared by Finance Director Julie Kolp. The column on the far right itemizes the combined principal and interest payments during the period 2012 – 2031. This is an excellent reference of existing Dodge County debt.

STATEMENT OF THE DODGE COUNTY TREASURER

January 31, 2017

Following is a condensed statement of cash received and disbursed
by Dodge County during the month of JANUARY 2017:

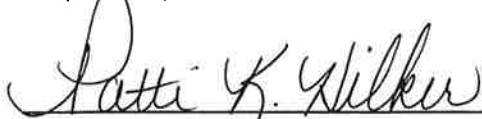
Balance DECEMBER 31, 2016	\$1,430,772.54	
Receipts JANUARY 2017	\$17,080,616.64	
Investments Redeemed	\$3,110,000.00	
Cancelled Checks	\$0.00	
JE Bank credit IRS	\$180.00	
Interest "SWEEP" Account	\$401.20	
JANUARY J.E.	\$531,808.35	
Disbursements JANUARY 2017		\$10,663,224.20
Investments Purchased		\$10,680,000.00
Balance JANUARY 31, 2017		\$742,551.85
JANUARY J.E.		\$68,002.68
	<u>\$22,153,778.73</u>	<u>\$22,153,778.73</u>

Landmark Credit Union # 9001133707 (GENERAL FUND)	\$500,610.06
Landmark Credit Union # 9001133703 (SWEEP)	\$1,113,140.97

Month End Bank Balance	\$1,613,751.03
Less Outstanding Checks	\$871,199.18

Cash Balance JANUARY 2017	<u>\$742,551.85</u>
---------------------------	---------------------

Respectfully Submitted,



Patti K. Hilker
Dodge County Treasurer

**DODGE COUNTY, WISCONSIN
COUNTY INVESTMENTS**

FEBRUARY 2017

INVESTMENT TYPE	BALANCE BEFORE INVESTING	% INVESTED	AVG. YIELD RATE	AMOUNT INVESTING	AMOUNT SOLD	AVG. YIELD RATE	BALANCE AFTER INVESTING	% INVESTED
CERTIFICATES OF DEPOSITS	\$1,000,000.00	2.1%	0.650%	\$0.00	\$0.00	0.650%	\$1,000,000.00	1.8%
STATE INVEST. POOL RAILROAD	\$498,186.35	1.0%	0.530%	\$552.08	\$0.00	0.530%	\$498,738.43	0.9%
STATE INVEST. POOL GENERAL	\$11,661,786.79	24.5%	0.530%	\$10,493,471.02	\$3,230,000.00	0.530%	\$18,925,257.81	34.5%
EHLERS -GENERAL FUNDS	\$8,131,172.49	17.1%	0.090%	\$7,198.99	\$64.50	0.090%	\$8,138,306.98	14.8%
LANDMARK CREDIT UNION GEN FUND INVESTMENTS	\$2,158,070.45	4.5%	0.000%	\$18,560.54	\$2,016.44	0.000%	\$2,174,614.55	4.0%
WELLS FARGO INVESTMENTS	\$1,218,538.01	2.6%	1.693%	\$0.00	\$627.59	1.693%	\$1,217,910.42	2.2%
DODGE CTY DRAINAGE BOARD UNSECURED LOAN	\$0.00	0.00%	3.500%	\$0.00	\$0.00	3.500%	\$0.00	0.0%
FIXED INCOME CUSTODY (DANA)	\$18,284,196.91	38.4%	1.940%	\$0.00	\$16,392.47	1.940%	\$18,267,804.44	33.3%
NEOSHO SHOP - INTERNAL BORROWING	\$2,000,000.00	4.2%	1.000%	\$0.00	\$0.00	1.000%	\$2,000,000.00	3.6%
PIPE PROJECT - INTERNAL BORROWING	\$2,700,000.00	5.7%	1.600%	\$0.00	\$0.00	1.600%	\$2,700,000.00	4.9%
	<u>\$47,651,951.00</u>	<u>100.0%</u>		<u>\$10,519,782.63</u>	<u>\$3,249,101.00</u>		<u>\$54,922,632.63</u>	<u>100.0%</u>

February Yield Rate		
	2016	2017
CD	0.63%	0.65%
State Pool	0.33%	0.53%
Fixed Income	1.76%	1.94%
Wells Fargo Investment	NA	1.69%
Ehlers - General Funds	0.15%	0.09%

INVESTED BY:

DATE

PATTI K. HILKER, DODGE COUNTY TREASURER

INVESTMENTS AUTHORIZED BY:

DATE

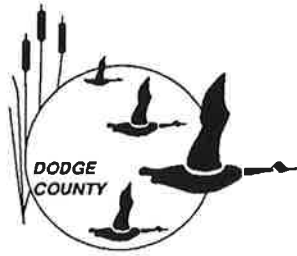
DAVID FROHLING
FINANCE COMM. CHAIRMAN

Dodge County, Wisconsin County Sales Tax Remittances

Remittance Period	Collection Period	2011	2012	2013	2014	2015	2016	2017	Previous Year			
		Remittance	Remittance	Remittance	Remittance	Remittance	Remittance	Remittance	\$ Change	% Change		
Jan	Nov	\$376,228	\$328,944	\$395,130	\$486,170	\$461,907	\$512,301	\$429,376 686,238	(\$82,925)	-16.2%		
Feb	Dec	410,423	491,041	464,668	465,644	419,112	440,663				\$245,575	55.7%
Mar	Jan	351,889	334,316	378,875	346,135	399,718	414,299					
Apr	Feb	347,948	376,618	380,068	433,718	469,683	321,749					
May	Mar	333,146	470,113	481,241	534,851	515,569	407,852					
Jun	Apr	479,438	459,467	399,631	422,574	407,861	638,989					
Jul	May	412,277	339,517	510,392	589,725	524,613	578,159					
Aug	Jun	410,118	525,156	552,835	672,406	500,849	510,100					
Sep	Jul	443,711	402,754	413,028	461,485	486,051	531,127					
Oct	Aug	421,047	457,675	505,310	565,940	580,603	522,952					
Nov	Sep	466,361	502,994	458,782	490,439	417,286	545,035					
Dec	Oct	442,259	387,671	370,028	484,997	548,922	484,606					
		\$4,894,845	\$5,076,266	\$5,309,989	\$5,954,084	\$5,732,174	\$5,907,833	\$1,115,615	\$162,650			
Monthly Average		407,904	423,022	442,499	496,174	477,681	492,319	557,807	81,325			
Highest Monthly Amt		\$479,438	\$525,156	\$552,835	\$672,406	\$580,603	\$638,989	\$686,238	\$245,575			
		June/Apr	Aug/June	Aug/June	Aug/June	Oct/Aug	June/April	Feb/Dec	Feb/Dec			
Lowest Monthly Amt		\$333,146	\$328,944	\$370,028	\$346,135	\$399,718	\$321,749	\$429,376	(\$82,925)			
		May/March	Jan/Nov	Dec/Oct	Mar/Jan	Mar/Jan	Apr/Feb	Jan/Nov	Jan/Nov			
% Of Year Completed								16.7%				
Estimated Year End								\$6,693,688				

2017 Budget	Monthly Budget
\$4,409,653	\$367,471

	Previous Month		\$ Change	% Change
	Jan-17	Feb-17		
State	\$24,050,406	\$34,528,130	\$10,477,724	43.6%
Dodge	\$429,376	\$686,238	\$256,862	59.8%



DODGE COUNTY FINANCE DEPARTMENT

127 E Oak Street, 4th 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
Thomas J. Schaefer
district11@co.dodge.wi.us
Ed Benter
district1@co.dodge.wi.us
Richard Fink
district12@co.dodge.wi.us
David Guckenberger
district11@co.dodge.wi.us

ASSISTANT

FINANCE DIRECTOR

Eileen Lifke
elifke@co.dodge.wi.us

SR ACCOUNTANT

Makenzie Drays
mdrays@co.dodge.wi.us

PROJECT ASSISTANT

Ross Winkbauer Jr.
rwinkbauer@co.dodge.wi.us

PAYROLL COORDINATOR

Carrie Lagerman
carrie.lagerman@co.dodge.wi.us

ADMINISTRATIVE ASSISTANT

Deb Weber
dweber@co.dodge.wi.us

Date: March 7, 2017

To: Dodge County Finance Committee
Jim Mielke, County Administrator

From: Scott Smith, Chief Deputy
Julie Kolp, Finance Director

RE: Accounting Change for Civil Process

Accounting Change for Civil Process

During the year-end analysis of receivable accounts, Finance noticed the Civil Process receivable account has been increasing over the past few years. Upon further investigation, it was determined the New World fee reports were duplicating and triplicating information depending on the sequence of payments received.

When New World was implemented in 2013, Civil Process fees were recorded and charged after services were rendered. After extensive consultation with New World, it was determined that New World cannot produce accurate monthly reports. As a result, the New World reports were run monthly as all-inclusive reports; to include data from the beginning of implementation (September, 2013) to the end of the month being recorded. The Sheriff's office ran the reports and sent them to the Finance department. The Finance department analyzed and compared the current reports to the prior month's reports and calculated the monthly fees, verified deposits and waived or credited fees. This was the best work around, but a tedious and time consuming process, but the only reasonable way, with available resources, to extract the information necessary to record receivables and revenue. The Finance department worked closely with the Sheriff's Office to verify the information on these all-inclusive reports was accurate.

On March 18, 2014, Resolution 13-61 was adopted by the Dodge County Board to increase some Civil Process fees and require payment at the time of services or prior to the Sheriff's Office performing the service. This change in collection process also affected and complicated the recording process in New World. The Sheriff's Office consulted with other municipalities to establish a streamlined process to record the pre-payments. This recording process change caused inaccuracies in the fee reports used by Finance.

After a meeting with the Sheriff's Office, it was determined there was fee duplication from 2014 – 2016 in the amount of \$266,562.86 which caused an over statement of revenues. The current process was also reviewed and it was determined a change in accounting for Civil Process was necessary. The current accrual method to record revenues is no longer required because payments are received at the time of service or prior to service. Beginning January 2017, Civil Process revenue will be recorded as cash and prepaid. For internal control, the Finance department will audit the New World reports and validate the services match the revenue.

As a result of this discovery, processes have been modified to correctly capture Civil Process financial activity and an adjustment of \$266,562.86 was posted to 2016 to correct the over posting of revenues. With implementation of Spillman in 2017, the Finance Department anticipates working closely with the Sheriff's Office regarding Civil Process recording and report printing.

Dodge County, Wisconsin - Debt Schedules

DEBT SERVICE SCHEDULE		
August 4, 2011 TIC = 3.5129%		
16,090,000.00		
DATE	PRINCIPAL	TOTAL P & I
2/1/2012		266,955.33
8/1/2012	805,000.00	1,076,480.00
2/1/2013	263,430.00	263,430.00
8/1/2013	805,000.00	1,068,430.00
2/1/2014	255,380.00	255,380.00
8/1/2014	805,000.00	1,060,380.00
2/1/2015	243,305.00	243,305.00
8/1/2015	805,000.00	1,048,305.00
2/1/2016	231,230.00	231,230.00
8/1/2016	805,000.00	1,036,230.00
2/1/2017	219,155.00	219,155.00
8/1/2017	805,000.00	1,024,155.00
2/1/2018	207,080.00	207,080.00
8/1/2018	805,000.00	1,012,080.00
2/1/2019	195,005.00	195,005.00
8/1/2019	805,000.00	1,000,005.00
2/1/2020	182,930.00	182,930.00
8/1/2020	805,000.00	987,930.00
2/1/2021	170,855.00	170,855.00
8/1/2021	805,000.00	975,855.00
2/1/2022	158,780.00	158,780.00
8/1/2022	805,000.00	963,780.00
2/1/2023	145,900.00	145,900.00
8/1/2023	805,000.00	950,900.00
2/1/2024	129,800.00	129,800.00
8/1/2024	800,000.00	929,800.00
2/1/2025	113,800.00	113,800.00
8/1/2025	800,000.00	913,800.00
2/1/2026	97,800.00	97,800.00
8/1/2026	800,000.00	897,800.00
2/1/2027	81,800.00	81,800.00
8/1/2027	800,000.00	881,800.00
2/1/2028	65,800.00	65,800.00
8/1/2028	815,000.00	880,800.00
2/1/2029	49,500.00	49,500.00
8/1/2029	815,000.00	864,500.00
2/1/2030	33,200.00	33,200.00
8/1/2030	800,000.00	833,200.00
2/1/2031	16,800.00	16,800.00
8/1/2031	800,000.00	816,800.00
16,090,000.00	6,261,535.33	22,351,535.33

DEBT SERVICE SCHEDULE		
October 10, 2012 TIC = 0.7852%		
2,500,000.00		
DATE	PRINCIPAL	TOTAL P & I
3/1/2013		5,385.42
9/1/2013	500,000.00	506,875.00
3/1/2014		6,000.00
9/1/2014	500,000.00	506,000.00
3/1/2015		4,875.00
9/1/2015	500,000.00	504,875.00
3/1/2016		3,625.00
9/1/2016	500,000.00	503,625.00
3/1/2017		2,000.00
9/1/2017	500,000.00	502,000.00
2,500,000.00	45,260.42	2,545,260.42

DEBT SERVICE SCHEDULE		
April 22, 2014 TIC = 2.7932%		
23,565,000.00		
DATE	PRINCIPAL	TOTAL P & I
9/1/2014		257,178.07
3/1/2015	1,500,000.00	1,858,853.12
9/1/2015		343,853.12
3/1/2016	1,500,000.00	1,843,853.12
9/1/2016		328,853.12
3/1/2017	1,500,000.00	1,828,853.12
9/1/2017		306,353.12
3/1/2018	1,500,000.00	1,806,353.12
9/1/2018		276,353.12
3/1/2019	1,500,000.00	1,776,353.12
9/1/2019		253,853.12
3/1/2020	1,500,000.00	1,753,853.12
9/1/2020		231,353.12
3/1/2021	1,500,000.00	1,731,353.12
9/1/2021		208,853.12
3/1/2022	1,500,000.00	1,708,853.12
9/1/2022		178,853.12
3/1/2023	1,460,000.00	1,638,853.12
9/1/2023		156,953.12
3/1/2024	1,455,000.00	1,611,953.12
9/1/2024		135,128.12
3/1/2025	1,450,000.00	1,585,128.12
9/1/2025		113,378.12
3/1/2026	1,450,000.00	1,563,378.12
9/1/2026		91,628.12
3/1/2027	1,440,000.00	1,531,628.12
9/1/2027		70,028.12
3/1/2028	1,445,000.00	1,515,028.00
9/1/2028		47,450.00
3/1/2029	1,435,000.00	1,482,450.00
9/1/2029		24,131.25
3/1/2030	1,430,000.00	1,454,131.25
23,565,000.00	6,150,074.69	29,715,074.69

DEBT SERVICE SCHEDULE		
August 1st, 2016		
2,000,000.00 - Neosho Highway Shop		
DATE	PRINCIPAL	TOTAL P & I
2/1/2017		10,000.00
8/1/2017	666,666.67	676,666.67
2/1/2018		6,666.67
8/1/2018	666,666.66	673,333.33
2/1/2019		3,333.33
8/1/2019	666,666.67	670,000.00
2,000,000.00	40,000.00	2,040,000.00

DEBT SERVICE SCHEDULE		
February 1st, 2017		
\$2,700,000.00 - Detention Facility - Pipe Project		
DATE	PRINCIPAL	TOTAL P & I
2/1/2018	540,000.00	43,200.00
2/1/2019	540,000.00	34,560.00
2/1/2020	540,000.00	25,920.00
2/1/2021	540,000.00	17,280.00
2/1/2022	540,000.00	8,640.00
2,700,000.00	129,600.00	2,829,600.00

COMBINED DEBT SERVICE SCHEDULES			
Year	PRINCIPAL	INTEREST	TOTAL P & I
2012	805,000.00	538,435.33	1,343,435.33
2013	1,305,000.00	539,120.42	1,844,120.42
2014	1,305,000.00	779,938.07	2,084,938.07
2015	2,805,000.00	1,199,066.24	4,004,066.24
2016	2,805,000.00	1,142,416.24	3,947,416.24
2017	3,471,666.67	1,097,516.24	4,569,182.91
2018	3,511,666.66	1,053,399.58	4,565,066.24
2019	3,511,666.67	961,442.96	4,473,109.57
2020	2,845,000.00	876,988.24	3,721,988.24
2021	2,845,000.00	799,196.24	3,644,196.24
2022	2,845,000.00	713,906.24	3,558,906.24
2023	2,265,000.00	627,606.24	2,892,606.24
2024	2,255,000.00	551,681.24	2,806,681.24
2025	2,250,000.00	476,106.24	2,726,106.24
2026	2,250,000.00	400,606.24	2,650,606.24
2027	2,240,000.00	325,256.24	2,565,256.24
2028	2,266,000.00	249,078.00	2,509,078.00
2029	2,250,000.00	170,531.25	2,420,531.25
2030	2,230,000.00	90,531.25	2,320,531.25
2031	800,000.00	33,680.00	833,680.00
46,855,000.00	12,626,470.44	59,481,470.44	



Clearview

Jane E. Hooper
Administrator

198 County Road DF
Juneau, Wisconsin 53039
Telephone: (920) 386-3400
Fax: (920) 386-3405

February 24, 2017

Please see the attached request for budget adjustment to purchase computer equipment. When we moved in to the new building, we had purchased visual display boards for our residents to see daily events, news and items we need to post per regulatory compliance. They have worked out very well.

We had one unit go down, and we need to find a suitable replacement. We have worked with IT and they have provided us with a product which we can adapt to all of the visual display boards throughout the Clearview building. We have had the opportunity to demo the product and it has been a successful product for us to add.

It has been a strong recommendation from our survey team from the Wisconsin Division of Quality Assurance to ensure the visual display board that was down, to be repaired. Most of all, our residents and families depend on those boards for reality orientation and calendar events daily.

Sincerely,



Jane E. Hooper
Administrator



Dodge County, Wisconsin
Finance Department
Intra-Department Fund Transfer Form
Effective Date: January 01, 2016

2/23/2017

Department: Clearview

For Finance Department use only
Doc# _____
Batch# _____
GL Date: _____

Description of Adjustment:

Control boxes that are used for the household display boards are failing. This was noted on a recent state survey. IT has found replacement control boxes that will work with MS Office products. This budget adjustment request is being done to increase the budget line where the capital expense will be posted to and to correspondingly decrease another capital budget line.

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4591	5818		Computer Equipment	9,400

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4591	5819		Moveable Equipment	9,400

Note the increases must balance with the decreases

Department Head Signature

Date:

2-24-17

County Administrator Signature

Date:

2/27/17

Committee of Jurisdiction Chairman
Signature

Date:

Finance Committee Chairman
Signature

Date:

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

Account Number	Address Number	Alpha Name	G/L Date	Explanation Remark	Do Ty	Document Number	Doc Fd	Amount	P C	
100.2122	21400	Ewald's Hartford LLC	12/31/16	2017FORDEXPL 1FM5K8AR1HGB93656	PV	444305	00100	26,995.00	P	
100.2122	21400	Ewald's Hartford LLC	12/31/16	2017 Ford 1FM5K8ARHG93655	PV	444306	00100	26,995.00	P	
100.2122	21400	Ewald's Hartford LLC	12/31/16	2017 Ford 1FM5K8ARHG93653	PV	444307	00100	26,995.00	P	
100.2122	21400	Ewald's Hartford LLC	12/31/16	2017 FORD 1FM5K8ARHG93654	PV	444308	00100	26,995.00	P	
100.2122	21400	Ewald's Hartford LLC	12/31/16	2017 FORD 1FM5K8AR4HG93652	PV	444309	00100	26,995.00	P	
100.2122	21400	Ewald's Hartford LLC	12/31/16	2017 FORD 1FM5K8AR2HG93651	PV	444310	00100	26,995.00	P	
100.2122	21400	Ewald's Hartford LLC	12/31/16	2017 FORD 1FM5K8AR0HG93650	PV	444311	00100	26,995.00	P	
101.5324	15254	Wisconsin Counties Association	02/03/17	2017 Membership for WCA	PV	443749	00100	11,312.00	P	
1101.5819	24112	Leica Geosystems Inc.	01/16/17	Imaging Total Station-Survey	PV	444578	00100	23,024.66	P	
1811.5249	13223	CDW Government Inc.	01/31/17	MS EA true-up	PV	444515	00100	11,737.52	P	
1811.5249	50304	Shi International Corp	02/06/17	MS EA	PV	444720	00100	161,153.83	P	
1811.5818	13223	CDW Government Inc.	02/10/17	Repl laptops/HP Care	PV	444659	00100	18,162.00	P	
1811.5818	20858	Sirius Computer Solutions Inc.	02/08/17	HP Support	PV	444723	00100	17,170.70	P	
1814.5818	25157	Government Finance Officers Association	01/16/17	Computer Equipment	PV	444555	00100	48,925.00	P	
1814.5818	47134	Kronos Inc.	02/10/17	Attestation tool performance	PV	445134	00100	20,625.00	P	
1905.5224	35937	Constellation Energy Services	01/31/17	HDOB Natural Gas Services	PV	444650	00100	10,016.99	P	
1905.5224	35937	Constellation Energy Services	02/22/17	HDOB Natural Gas Services	PV	444682	00100	10,016.99	P	
2021.5811	14366	Motorola Solutions, Inc.	02/28/17	AUTOMOTIVE EQUIPMENT	PV	444444	00100	35,924.00	P	
2031.5249.03	33010	Word Systems Inc.	02/28/17	Maintenance agreement iRecord	PV	444445	00100	22,496.00	P	
2061.5275	22827	Aramark Services, Inc	01/31/17	INMATE MEALS 1/12-18	PV	443756	00100	11,574.45	P	
2061.5275	22827	Aramark Services, Inc	01/31/17	INMATE MEALS 1/19-25	PV	444315	00100	11,643.30	P	
2061.5275	22827	Aramark Services, Inc	02/28/17	INMATE MEALS 1/26-2/1	PV	445081	00100	11,504.07	P	
2061.5275	22827	Aramark Services, Inc	02/28/17	INMATE MEALS 2/2-8	PV	445083	00100	11,520.90	P	
2061.5291.02	50252	Correct Care Solutions, LLC	03/31/17	OUTPATIENT/CLINIC SERV	PV	444316	00100	69,245.92	P	
2061.5822	49735	Elmstar Electric Corporation	01/31/17	BUILDINGS	PV	445085	00100	80,073.00	P	
2501.5211.01	34299	Fond du Lac County Treasurer	02/02/17	AUTOPSY AND FORENSIC TESTING	PV	444166	00100	14,730.00	P	
2901.5222	15074	Juneau Utilities	01/27/17	ELECTRICITY SERVICES	PV	443775	00100	12,216.66	P	
2902.5222	15074	Juneau Utilities	01/27/17	ELECTRICITY SERVICES	PV	443775	00100	18,325.00	P	
2902.5224	35937	Constellation Energy Services	01/31/17	Jail Natural Gas Services	PV	444650	00100	12,117.95	P	
2902.5224	35937	Constellation Energy Services	02/22/17	Jail Natural Gas Services	PV	444682	00100	12,117.95	P	
2902.5822	32858	Maas Brothers Construction Co., Inc	01/26/17	BUILDINGS	PV	443765	00100	122,198.31	P	
2902.5822	32858	Maas Brothers Construction Co., Inc	02/22/17	BUILDINGS	PV	445135	00100	238,474.68	P	
6001.5727	13190	Brownsville Public Library	02/23/17	LIBRARY REIMBURSEMENT	PV	444996	00100	24,170.00	P	
6001.5727	13687	Fox Lake Public Library	02/23/17	LIBRARY REIMBURSEMENT	PV	444997	00100	26,312.00	P	
6001.5727	13815	Jack Russell Memorial Library	02/23/17	LIBRARY REIMBURSEMENT	PV	444998	00100	54,449.00	P	
6001.5727	13890	Horicon Public Library	02/23/17	LIBRARY REIMBURSEMENT	PV	444999	00100	27,933.00	P	
6001.5727	13907	Hustisford Community Library	02/23/17	LIBRARY REIMBURSEMENT	PV	445000	00100	40,601.00	P	
6001.5727	13909	Hutchinson Memorial Library	02/23/17	LIBRARY REIMBURSEMENT	PV	445006	00100	15,122.00	P	
6001.5727	13953	Iron Ridge Public Library	02/23/17	LIBRARY REIMBURSEMENT	PV	445001	00100	11,393.00	P	
6001.5727	14017	Juneau Public Library	02/23/17	LIBRARY REIMBURSEMENT	PV	445002	00100	45,277.00	P	
6001.5727	14163	Lomira Village Public Library	02/23/17	LIBRARY REIMBURSEMENT	PV	445003	00100	12,411.00	P	
6001.5727	14250	Mayville Public Library	02/23/17	LIBRARY REIMBURSEMENT	PV	445005	00100	36,762.00	P	
6001.5727	14468	Oconomowoc Public Library	02/23/17	LIBRARY REIMBURSEMENT	PV	445028	00100	28,468.00	P	
6001.5727	14665	Reeseville Public Library	02/23/17	LIBRARY REIMBURSEMENT	PV	445007	00100	10,910.00	P	
6001.5727	15164	Waupun Public Library	02/23/17	LIBRARY REIMBURSEMENT	PV	445010	00100	39,103.00	P	
6001.5727	15217	Beaver Dam Community Library	02/23/17	LIBRARY REIMBURSEMENT	PV	444995	00100	237,331.00	P	
6001.5727	23138	Columbus Public Library	02/23/17	LIBRARY REIMBURSEMENT	PV	445015	00100	25,212.00	P	
6001.5727	37477	Town Hall Library	02/23/17	LIBRARY REIMBURSEMENT	PV	445027	00100	10,527.00	P	
6001.5727	39070	Watertown Public Library	02/23/17	LIBRARY REIMBURSEMENT	PV	445009	00100	54,243.00	P	
6001.5727	39071	Karl Junginger Memorial Library	02/23/17	LIBRARY REIMBURSEMENT	PV	445035	00100	39,199.00	P	
7852.5299	14367	MSA Professional Services Inc.	01/16/17	GSMT PHASE I	PV	445079	00100	15,003.30	P	
Fund 00100								GENERAL FUND	1,959,698.18	

Account Number	Address Number	Alpha Name	G/L Date	Explanation Remark	Do Ty	Document Number	Doc Fd	Amount	P C	
4807.5219	50314	Seasons Counseling LLC	01/31/17	CCS	PV	445086	00100	19,480.00	P	
4809.5279.468	13459	Daybreak Inc-Waupun	01/31/17	MH	PV	444164	00100	13,272.76	P	
4809.5279.468	31565	Evergreen Manor III	01/31/17	MI-CBRF	PV	444165	00100	18,701.43	P	
4809.5279.468	40455	Evergreen Manor II Inc.	01/31/17	GILBERTSON & STROEDE	PV	444168	00100	11,150.70	P	
4809.5279.468	47633	Whistling Pines, Inc.	01/31/17	KNUTH, MILLER, & WALKOWIAK	PV	444169	00100	11,857.50	P	
4812.5291.428	34580	Fond du Lac County	01/31/17	BETZ	PV	445084	00100	10,989.00	P	
4825.5299	13771	Green Valley Enterprises Inc.	01/31/17	BIRTH TO 3	PV	444351	00100	31,541.67	P	
4846.5299	47338	JusticePoint, Inc.	12/31/16	TAD	PV	443964	00100	12,625.00	P	
4855.5249	48736	NetSMART Technologies	01/31/17	Maintenance 2017	PV	444594	00100	15,288.00	P	
4855.5818	48736	NetSMART Technologies	12/31/16	Maintenance 2016	PV	444594	00100	32,516.00	P	
5010.5273.02	12435	Lad Lake, Inc.	01/31/17	Main Program	PV	444261	00242	11,041.58	P	
5010.5273.02	12436	Northwest Passage, LTD	01/31/17	PrairieView (Girls)	PV	444262	00242	11,387.85	P	
5010.5273.02	12445	Norris Adolescent Center	01/31/17	Residential	PV	444264	00242	11,258.89	P	
5010.5273.02	19821	Clinicare Corporation	01/31/17	Residential	PV	444266	00242	10,919.13	P	
5010.5273.02	19821	Clinicare Corporation	01/31/17	Residential	PV	444266	00242	10,919.13	P	
5010.5273.02	24982	Oconomowoc Developmental Training Center	01/31/17	Main Program	PV	444269	00242	11,287.41	P	
5010.5273.02	24982	Oconomowoc Developmental Training Center	01/31/17	Main Program	PV	444269	00242	11,287.41	P	
5010.5273.02	24982	Oconomowoc Developmental Training Center	01/31/17	Cheryl House Intensive	PV	444269	00242	13,619.54	P	
5010.5273.02	42556	Lutheran Social Services-Waukesha	01/31/17	JourneyQuest	PV	444278	00242	13,454.93	P	
5010.5273.02	46121	St. Rose Youth & Family Center, Inc.	01/31/17	Youth & Family Ctr (RCC)	PV	444282	00242	11,023.60	P	
5010.5273.02	50352	Youth Villages Inc	01/31/17	RCC - Out-of-State	PV	444294	00242	17,050.00	P	
5010.5273.02	50352	Youth Villages Inc	01/31/17	RCC - Out-of-State	PV	444294	00242	12,090.00	P	
5011.5279.01	42967	Foundations Counseling Center Inc.	01/31/17	IN HOME THERAPY - YOUTH AIDS	PV	444352	00100	11,497.50	P	
Fund 00242								HEALTH & HUMAN SERVICES FUND	334,259.12	

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

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Pd	Amount	P C	
645.1349	38544	Care Wisconsin	02/28/17	REFUND DUPLICATE PYMT-BE	PV	444644	00100	13,222.88	P	
645.2141.02	42205	Bond Trust Services Corporation	01/31/17	\$16,090,000 GO BOND INT PYMT	PV	444162	00100	141,492.50	P	
645.2141.04	42205	Bond Trust Services Corporation	02/28/17	\$23,565,000 GO BOND PYMT	PV	445088	00100	328,853.13	P	
645.2914.04	42205	Bond Trust Services Corporation	02/28/17	\$23,565,000 GO BOND PYMT	PV	445088	00100	1,500,000.00	P	
4520.5211.30	39490	Achieve Solutions	01/31/17	MED A/MED B/PVT THERAPY JAN 17	PV	443949	00100	11,243.48	P	
4520.5211.32	39490	Achieve Solutions	01/31/17	MED A/MED B/PVT THERAPY JAN 17	PV	443949	00100	10,613.12	P	
4520.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	02/28/17	CLV MA BED LICENSES FEB 2017	PV	443946	00100	23,800.00	P	
4521.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	02/28/17	IID MA BED LICENSES FEB 2017	PV	443948	00100	41,860.00	P	
4528.5211.11	39490	Achieve Solutions	01/31/17	CBIC THERAPY CHGS JAN 2017	PV	443950	00100	30,400.45	P	
4528.5211.13	39490	Achieve Solutions	01/31/17	CBIC THERAPY CHGS JAN 2017	PV	443950	00100	30,853.65	P	
4528.5211.15	39490	Achieve Solutions	01/31/17	CBIC THERAPY CHGS JAN 2017	PV	443950	00100	29,303.50	P	
4556.5222	15074	Juneau Utilities	01/31/17	CLV ELECT 12/15/16-1/15/17	PV	443945	00100	22,297.10	P	
Fund 00645								CLEARVIEW LTC & REHAB	2,183,939.81	

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Pd	Amount	P C	
730.2644	19256	Madison Truck Sales	02/10/17	Credit Note Reimbursement	PA	444161	00730	16,500.00	P	
Fund 00730								HIGHWAY AND AIRPORT FUND	16,500.00	

Grand Total 4,494,397.11

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Pd	Amount	P C	
730.2121	13769	Green Bay Highway Products LLC	02/13/17	Other Highway Payables	PV	444345	00730	39,353.60	P	
730.2121	14439	Compass Minerals	02/01/17	MS001	PV	443815	00730	33,310.36	P	
730.2121	14439	Compass Minerals	02/03/17	MS001	PV	444095	00730	75,514.57	P	
730.2121	14439	Compass Minerals	02/06/17	MS001	PV	444096	00730	64,082.01	P	
730.2121	14439	Compass Minerals	02/06/17	MS001	PV	444097	00730	111,252.13	P	
730.2121	14439	Compass Minerals	02/07/17	MS001	PV	444098	00730	90,587.65	P	
730.2121	14439	Compass Minerals	02/09/17	MS001	PV	444176	00730	48,017.31	P	
730.2121	36251	Town of Ashippun	03/02/17	Matching Grant Contributions	PV	444428	00730	173,987.95	P	
730.2121	50272	EnviroTech Services, Inc	01/24/17	Materials, Jnlis & Vchrs	PV	443730	00730	12,377.75	P	
Fund 00730								HIGHWAY AND AIRPORT FUND	648,483.33	

Grand Total 648,483.33



Volume 9
March 1st, 2017

Reporting Period
February 1st – 28th, 2017

ERP Project Publication

New ERP Intranet Site

On Wednesday March 1st the ERP Project implemented a new Dodge County Intranet Site. The Intranet Site and related link provides an option to logging onto Basecamp to look for ERP information. Important documents like the Project Charter are on the Intranet site and more will be added as necessary. The ERP Project forms which include the Issue, Change, Risk, and Assumption forms are on the Intranet site. Additional information regarding these are found below. The new ERP Intranet site also has the current and historic ERP Project Publications. Please follow the below link to access the new Dodge County ERP Intranet Site.

<http://dodgenet/ERP.html>

ERP Project Forms Now Available

There are three ERP Project forms outlined in the ERP Project Charter and a fourth Assumption Form that has been identified. The four forms are now available to the ERP Project Stakeholders on the new Dodge County ERP Intranet Site. The forms include the Project Issue Form, Change Request Form, Risk Management Control Form, and the Assumption Form. The descriptions are:

- ⇒ Project Issue Form: Any project team member may raise project issues with a pre-designed authorized Project Issue form.
- ⇒ Change Request Form: Change requests must be submitted to the Project Director for review and assessment.
- ⇒ Risk Management Control Form: Any project team member may identify “new” or additional risks at any time using the Risk Management Control form.
- ⇒ Assumption Form: Project stakeholders may document an Assumption that will be validated in order to determine whether the assumption will impact the project

The Tyler Munis Project Plan Timeline

The proposed timeline below represents the high-level project plan from Tyler. Upon contract approval by the Dodge County Board of Supervisors (anticipated in April or May) the project plan schedule would begin. As shown, project implementation consists of three phases over twenty months. Phase 1 includes the financial modules and is estimated to take twelve months. Phase 2 will begin after the completion of Phase 1 and will include work orders, fleet & facilities modules and will take approximately six months. Phase 3 is the post live support and this phase is scheduled for a two month period. As Tyler supplies updated and more detailed timelines, they will be provided.

Phase	Module	Duration (Months)	Project Plan in Months																						
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
1	Financials	12	█																						
2	Work Orders, Fleet & Facilities	6													█										
3	Post Live Support	2																					█		

Please contact Julie Kolp, the ERP Project Director, regarding project related questions. Julie can be reached at extension: 3287

ERP Team Lead of the Month: Kevin Nakielski

Kevin Nakielski, ERP IT Team Lead, has been working at Dodge County for 4.5 years. He manages multiple County software implementation projects, maintains the County software applications, and provides suggestions and recommendations on process change management.

Part of Kevin's role has him maintaining the current financial system, JD. Edwards (JDE), on the technical side. Since starting with the County, he has always said JDE is ancient and needs to be replaced with a system that runs on a newer, more advanced platform along with new server hardware. The fact that Tyler uses a Structured Query Language (SQL) database and runs on a Windows operating system has Kevin excited to support a system that is compliant with IT's initiative to host a standard array of system platforms.

Through Kevin's experience working in the Information Technology field for the last 16 years, he has embraced the fact that learning is a good thing that will never come to an end for any of us. The Enterprise Resource Planning (ERP) project proves to be an example of this as the project team continues to learn more about the County department's workflows as well as daily details and exceptions in the "grey" areas in these workflows.

When Kevin is not busy working on the ERP project or putting out technical "fires" in the County, he enjoys spending his spare time relaxing on an inner-tube, floating down the Wisconsin River. Recently engaged, Kevin knows his spare time will be limited due to wedding planning with his fiancé, Renee, scheduled for August 2018.



PROJECT PROGRESS AND STATUS REPORT

February 1 – February 28, 2017

A - General information	
Project Name	Dodge County Munis ERP Software Implementation
Report Prepared by	GFOA
Project Director:	Julie Kolp
Date	Tuesday, 28 February, 2017
Reporting Period	From 1-February to 28-February 2017

B - Executive Summary				
Overall Status				
	Controlled	Caution	Critical	Reason for Deviation (Comments)
Project Planning:	☑			
Business Process Improvement	☑			
Contract Negotiations:	☑			
Project Oversight/ Implementation	☑			



PROJECT PROGRESS AND STATUS REPORT

February 1 – February 28, 2017

C – Scheduled Milestones / Deliverables			
Milestone / Deliverable	Expected On	Actual On	Status
Project Planning Documents	June 7, 2016	June 7, 2016	COMPLETED
Initial Project Plan	June 14, 2016	June 14, 2016	COMPLETED
Project Governance Structure	August 2, 2016	December 6, 2016	COMPLETED
Project Charter Development	August 2, 2016	December 6, 2016	COMPLETED
Contract Review	TBD		IN PROGRESS
Complete Project Plan Development	TBD		Not Started
Current Process Documentation and Analysis	September 12, 2016	October 14, 2016	COMPLETED
To Be Processes	October 10, 2016	November 1, 2016	COMPLETED
Functional Requirements	October 18, 2016	January 6, 2017	COMPLETED
Training Planning	TBD		Not Started
Training Development Assistance	TBD		Not Started
Phase Closure Review	TBD		Not Started
Monthly Status Reports (10 Months)	Monthly		IN PROGRESS

D – Open Action Items				
#	Title	Expected Delivery	Owner / Approver	Status
1	Update Status Report Template	July 29, 2016	GFOA	COMPLETED
2	County to review Project Charter	August 31, 2016	County	COMPLETED
3	County to review Project Timeline	August 31, 2016	County	IN PROGRESS
4	Basecamp Homework	Ongoing	County	IN PROGRESS
5	Contract with Tyler	April 2017	GFOA/County	IN PROGRESS



PROJECT PROGRESS AND STATUS REPORT

February 1 – February 28, 2017

E - Issues, Risks, Challenges and discussion items				
#	Title	Description	Owner	Status
1	Manage Department Head expectations	Department Directors wanted more information about meeting objectives and monthly plans	GFOA	IN PROGRESS
2	Software Budget	IT needs to define software scope for IT budget request	County	OPEN
3	Software Budget	GFOA to work with Tyler on identifying price for software and implementation	GFOA	OPEN
4	JD Edwards Retirement	Need to define how historical data will be handled. Impacts IT budget request	GFOA	OPEN
5	Kronos	Interface to reports, particularly since HR/Payroll is out of scope	County	IN PROGRESS
6	US Bank	Interface to bank from Munis	County	OPEN
7	Highway	Reporting to State	GFOA	COMPLETED
8	Project Charter	Project Charter and related governance issues need to be completed	County	COMPLETED
9	Communication	Lack of effective communication dramatically increases the risks this project will face and the likelihood that the project will fall short of the project's vision. The Steering committee, leads, GFOA and others will continue to promote good communication.	County/GFOA	IN PROGRESS

*Note: "Project Considerations" list (which includes project risks) are on Basecamp under "To Do" List.



PROJECT PROGRESS AND STATUS REPORT

February 1 – February 28, 2017

F - Accomplishments / Plans

Accomplishments during *this Reporting Period* : 2/01/2017 – 2/28/2017

- Chart of Accounts
 - GFOA and the County continue to work on chart of account concept
 - County completed clean-up of future revenues and expenditures and began work on project account review
 - County cleaning up organizational structures (i.e., future business units and cost centers)
 - County identified list of questions regarding “funds” for the future accounts. Questions will be used as outline for future conference call with GFOA Technical Services Center (Accounting Experts)
 - GFOA reviewing account clean-up process
- Policies and Procedures
 - GFOA reviewed a sample policy and procedure document from the Administrative Office of the Courts – State of California. Format will be used to document policies and procedures for Dodge ERP
 - GFOA/County reviewed purchasing policy sample document and compared it to the County’s future process map
 - Decided to put future processes into policy and procedure format to facilitate review by ESC
 - County ERP Team completed first draft. GFOA reviewing draft document.
- Contract Negotiations
 - Tyler received set of functional requirements and business process maps, including conceptual diagram for interfaces.
 - County received cost proposal and responses to functional requirements
 - GFOA worked with Tyler and County to schedule on-site meeting to discuss proposal and future scope of system. Meeting is March 8-9.
- Implementation Readiness
 - Meeting with Project Team twice per month (First on-site; second via conference call two weeks later)
 - GFOA and PMO participate in a weekly conference call to discuss weekly activities and assignments.



PROJECT PROGRESS AND STATUS REPORT

February 1 – February 28, 2017

F - Accomplishments / Plans

Plans during the *next Reporting Period* : 03/01/2017 – 03/31/2017

- Continue work on future state Chart of Accounts
 - Focus on balance sheet accounts
 - Work on funds
- On-Site Meeting with Tyler and Kronos
 - Scope and cost meeting scheduled for March 8
 - Interface discussion between Tyler and Kronos scheduled for March 9
- Work on Accounts Payable Policies and Procedures document
- Finalize systems inventory
- Work with process improvement teams on details supporting business process concepts
- Discussion with GFOA regarding Funds and Purchasing workflows (Procurement)
- Conference call with GFOA Technical Services Center to discuss fund accounting requirements
- Contract negotiations/statement of work development with Tyler

G – Budget GFOA / Tyler

Name	Budget Amount	Invoiced Amount	Percent Invoiced	Invoices Paid	Variance Over/Under	Budget Status
GFOA	\$308,125	\$129,725	42%	\$129,725	\$0.00	On Target
Tyler	NA	NA	NA	NA	NA	Not Started

H - Project Status Report / Signatures

I have reviewed the information contained in this Project Progress And Status Report and agree:

Name / Title	Company	Approved	Date
Julie Kolp	Dodge County		
Rob Roque	GFOA		February 28, 2017



PROJECT PROGRESS AND STATUS REPORT

February 1 – February 28, 2017

ERP Program Portfolio

Mapping	Business Improvement	Design	Negotiations	Change Management
<ul style="list-style-type: none"> • As-Is Map Validation • As-Is Notes Validation • Department Notes Validation 	<ul style="list-style-type: none"> • Highway Report Requirements • Cost Report Requirements • Form A Requirements • Documentation of Purchasing Policies • Budget Preparation Process Design • Fleet Mileage data collection 	<ul style="list-style-type: none"> • Chart of Account Design • Fund Analysis 	<ul style="list-style-type: none"> • Functional/Technical Requirements 	<ul style="list-style-type: none"> • Department Visits • Policies/Procedures

Note: Please review To Do items in Basecamp for status and monthly plan