

JOINT MEETING OF THE DODGE COUNTY FINANCE COMMITTEE AND THE JUDICIAL AND PUBLIC PROTECTION COMMITTEE

February 8, 2019, 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: Caine, Frohling, Guckenberger, and Schaefer.

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

Others present: Finance Director Julie Kolp; County Administrator Jim Mielke; Deputy County Clerk Christine Kjornes; Corporation Counsel Kimberly Nass; Physical Facilities Director Russ Freber; Information Technology Director Justin Reynolds; Dodge County Clerk of Circuit Court Lynn Hron; District Attorney Managing Attorney Robert Barrington; Human Services and Health Department Director Becky Bell; Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper; Human Resources Director Sarah Hinze; Dodge County Clerk Karen Gibson; Dodge County Deputy Sheriff Scott Mittelstadt; Clearview Executive Director Deanna Wilson; Clearview Director of Financial Services Bill Wiley; ERP Project Director Ross Winklbauer; Dodge County Treasurer Patti Hilker; Land Resources and Parks Director Bill Ehlenbeck; County Board Chairman Russell Kottke; County Board Supervisor MaryAnn Miller; County Board Supervisor Eugene Wurtz; County Board Supervisor Larry Schraufnagel; County Board Supervisor Thomas Nickel; County Board Supervisor Donna Maly; County Board Supervisor Joe Marsik; County Board Supervisor Dennis Schmidt; County Board Supervisor Kira Sheahan-Malloy; County Board Supervisor Jeff Schmitt; Beaver Dam Daily Citizen Reporter Ken Thomas; Watertown Daily Times Reporter Ed Zagorski; and WBEV Radio Reporter Kevin Haugen.

Supervisor Frohling announced that a sign-in sheet was being distributed, and any Non-Committee Member County Board Supervisor can indicate on the sign-in sheet if requesting payment for attending the meeting – Donna Maly; Joe Marsik; Dennis Schmidt; Jeff Schmitt; and Kira Sheahan-Malloy.

There was no public comment.

Motion by Caine, seconded by Schaefer to approve the January 14, 2019 minutes, as presented. Motion carried.

The joint Finance Committee and Judicial and Public Protection Committee meeting was called to order by Judicial and Public Protection Committee Chair, MaryAnn Miller, at 8:02 a.m.

Members present from the Judicial and Public Protection Committee: Miller, Nickels, Schraufnagel, and Wurtz.

Member(s) absent from the Judicial and Public Protection Committee: Hilbert (Excused).

Supervisor Frohling reported that the discussion on the Resolution Authorizing a General Fund Transfer for the Sheriff's Office Revenue Shortfall will be limited to how the shortfall will be

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funded. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$496,597. Finance Director Julie Kolp reported that the packet materials included a lengthy document entitled *Dodge County, Wisconsin, Revenue and Expenditure Report, For Sheriff Office Business Units, For the Twelve Months Ending December 31, 2018*, and this document has since been updated. Ms. Kolp further reported that each Business Unit is reviewed and analyzed to determine if funds need to be returned or carried over to the next year. Ms. Kolp reported that as of February 5, 2019, the shortfall amount is \$496,597. Ms. Kolp further reported that she and County Administrator Jim Mielke consulted with Johnson Block regarding the shortfall, and it was recommended by Johnson Block to document the deficit, in the amount of \$496,597, in the general ledger to comply with Wisconsin State Statutes. Supervisor Guckenberger voiced his concerns with the urgency with covering the shortfall, and why does the shortfall have to come from the General Fund. Corporation Counsel Kimberly Nass commented that from a timing standpoint, adjustments and carry overs are typically a February County Board action, to close the previous year's financial statements. Supervisor Frohling commented that historical data will be analyzed in the future, but currently we need to address this shortfall. Supervisor Guckenberger asked what other sources the County has to fund the shortfall. Ms. Nass responded that the options would be the General Fund, and the county could borrow, or use Sales Tax, but borrowing or sales tax are not a preferred method. Supervisor Frohling commented that it would cost more to borrow than take from the General Fund. Ms. Kolp provided a power point of the analysis of the General Fund as of January 2019. Ms. Kolp commented that it is anticipated that what is being returned to the General Fund is more than what is applied. Motion by Finance Committee Member Caine, seconded by Finance Committee Member Schaefer to approve the Budget Impact in the amount of \$496,597, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Board for consideration at the February 19, 2019 meeting. Motion carried 3-1. Guckenberger opposed. Motion by Judicial and Public Protection Committee Member Nickel, seconded by Judicial and Public Protection Committee Member Schraufnagel to approve the Budget Impact in the amount of \$496,597, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Board for consideration at the February 19, 2019 meeting. Motion carried.

Motion by Nickel, seconded by Schraufnagel to adjourn the Judicial and Public Protection Committee meeting. Motion carried. The joint meeting adjourned at 8:30 a.m.

The Finance Committee meeting continued with the rest of their agenda items.

Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper provided an oral report to the Committee regarding a Resolution Authorizing the Purchase of a new 2019 Starcraft Bus. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$0. Ms. Monica Hooper reported that the Resolution is being presented to the Finance Committee because it is a purchase of more than \$50,000. Ms. Monica Hooper further reported that the purchase of the new 2019 Starcraft Bus, in the amount of \$56,872, is to replace

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the mini-bus that was deemed a total loss in an accident that occurred on or about September 6, 2018. Supervisor Frohling reported that the purchase is not included in the 2019 Human Services and Health Department Budget, but is fully funded by Dodge County's insurance carrier. Motion by Guckenberger, seconded by Caine to approve the Budget Impact in the amount of \$0, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Land Resources and Parks Director Bill Ehlenbeck provided an oral report to the Committee regarding a Resolution Authorizing the Purchase of a Tractor with Accessories. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$0. Mr. Ehlenbeck reported that the Resolution is being presented to the Finance Committee because it is a purchase of more than \$50,000. Mr. Ehlenbeck further reported the current tractor is aged, and is not capable of maintaining the shoulders of the trails properly. Mr. Ehlenbeck stated that the purchase is included in the 2019 Land Resources and Parks Budget. Motion by Caine, seconded by Guckenberger to approve the Budget Impact in the amount of \$0, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Ms. Kolp provided an oral report to the Committee regarding a Resolution for a General Fund Transfer and to Abolish the Central Services Department. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$33,739 (General Fund to cover 2018 shortfall). Ms. Kolp reported that the Resolution is to abolish the Central Services Department, and finalize the 2018 Central Services Budget with a General Fund Transfer to cover the shortfall in the amount of \$33,739. Motion by Schaefer, seconded by Caine to approve the Budget Impact in the amount of \$33,739 (General Fund to cover 2018 shortfall), authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Board for consideration at the February 19, 2019 meeting. Motion carried.

Clearview Director of Financial Services Bill Wiley provided an oral report to the Committee regarding a Resolution amending the Clearview 2018 Dodge County Budget. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$0. Mr. Wiley reported some areas saw more revenue than others, therefore, the Clearview 2018 Dodge County Budget needs to be adjusted to reflect the actual amount of revenue and expenses. Motion by Schaefer, seconded by Caine to approve the Budget Impact in the amount of \$0, authorize and direct the Finance Committee Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Physical Facilities Director Russ Freber provided an oral report to the Committee regarding a Resolution to Authorize the Sheriff's Office HVAC Upgrade Project and Fund Project with Sales Tax. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$170,000.

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Mr. Freber reported that bids were received for the purchase and installation of a Heating, Ventilation, Air Conditioning (HVAC) system that had failed in the Sheriff's Office in November of 2018. Mr. Freber further reported that the total budget cost is \$170,000, which includes a contingency in the amount of \$18,725. The project will start in late April 2019-early May 2019, and will take at least three (3) weeks to complete. Motion by Guckenberger, seconded by Caine to approve the Budget Impact in the amount of \$170,000, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Board for consideration at the February 19, 2019 meeting. Motion carried.

Ms. Monica Hooper provided an oral report to the Committee regarding a Resolution to Carry Over Funds from Budget Year 2018 to Budget Year 2019 in the Dodge County Human Services and Health Department, for a different purpose. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$171,000. Ms. Monica Hooper reported that the Human Services and Health Department is requesting to carry over unexpended funds, for a different purpose, in the amount of \$171,000, to cover costs of continued child residential placement. Ms. Monica Hooper further reported that it was anticipated that a youth in placement was to be released, but the placement has been extended through the year 2019. Motion by Schaefer, seconded by Frohling to approve the Budget Impact in the amount of \$171,000, for a different purpose, authorize and direct the Finance Committee Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Mr. Freber provided an oral report to the Committee regarding a Resolution to Carry Over Funds from Budget Year 2018 to Budget Year 2019 in the Dodge County Physical Facilities Department, for a different purpose. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$71,000. Mr. Freber reported that the Dodge County Physical Facilities Department is requesting to carry over unexpended funds, for a different purpose, in the amount of \$71,000, for the following projects:

- Replacement of carpet at the Dodge County Justice Facility - \$12,000;
- Replacement of roofs at the Dodge County Sheriff's Office - \$25,000;
- Replacement of exterior doors at the Henry Dodge Office Building - \$12,000;
- Repair of sprinkler pipes at the Dodge County Sheriff's Office - \$22,000.

Mr. Freber further reported that carpet was budgeted in 2018, but was not installed, and the Physical Facilities Department had an employee quit, therefore, monies were available in wages. Motion by Caine, seconded by Guckenberger to approve the Budget Impact in the amount of \$71,000, for a different purpose, authorize and direct the Finance Committee Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

The Committee had a discussion on a Resolution to Carry Over Funds from Budget Year 2018 to Budget Year 2019, for the Same Purpose, from various County Departments. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$1,874,459. After Committee discussion, it was determined that the request by the Human Resources Department to carry over

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\$10,000, for Health Insurance Consultant Services, is to be used for a different purpose, not the same purpose, therefore, it will be removed from the Resolution. The amended Budget Impact is \$1,864,459. Ms. Nass will remove Number 3 - Dodge County Human Resources Department, from the Resolution, and provide a separate Resolution for the Human Resources Department to Carry Over Funds from Budget Year 2018 to Budget Year 2019, for a different purpose. The following County Departments are requesting carry over amounts, for the same purpose:

- District Attorney - \$6,500;
- Circuit Courts - \$38,287;
- Information Technology Department - \$1,567,000;
- Land and Water Conservation Department - \$7,725;
- Land Resources and Parks Department - \$147,842;
- Physical Facilities Department - \$15,000;
- Sheriff's Office - \$82,105.

Motion by Caine, seconded by Guckenberger to approve the Resolution, with the deletion of Number 3 - Dodge County Human Resources Department, approve the Budget Impact in the amount of \$1,864,459, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward the Resolution to the County Board for consideration at the February 19, 2019 meeting. Motion carried.

ERP Project Director Ross Winklbauer provided an oral update to the Committee regarding the ERP Project. Mr. Winklbauer reported that there are two (2) updates: End User and Processing Sessions. Mr. Winklbauer further reported the following:

- On February 6, 2019, the ERP Project Team met with Department Heads, and the Department Heads were provided spreadsheets to identify end users and their roles.
- There will be two (2) Processing Sessions. The first session will be for the ERP Core Team, and the session will be used to create user guides. The second session will be for the ERP Core Team, and the Power Users.
- The Power Users will have prerequisites to complete prior to attending the Power Sessions, and will be given homework to complete using the user guides.
- The ERP Project Publication provided in the packet materials included information on a Fixed Asset Policy Change.

Supervisor Guckenberger asked for an ERP status report. Mr. Winklbauer commented that Tyler Munis Financials Project Manager Lindsey Fulton provides the status report, but she was unable to provide an updated status report for today's meeting. Mr. Mielke commented the goal is to have Ms. Fulton provide updates at future Finance Committee meetings.

Dodge County Clerk Karen Gibson provided an oral report to the Committee regarding a Contingency Fund Transfer Request. Ms. Gibson reported that she is requesting a contingency fund transfer, in the amount of \$14,000.00, to cover the following: additional unbudgeted election costs from special elections for State Assembly District 42 that occurred in May and June of 2018; costs associated with the wireless modems in the election equipment; and

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additional costs for absentee envelopes. Ms. Gibson further reported her 2018 budget had a decrease in marriage license revenue. Motion by Caine, seconded by Schaefer to authorize the Contingency Fund Transfer request. Motion carried.

Supervisor Frohling reported there was information provided in the packet regarding Contingency Fund Transfer Requests to cover a shortfall in the 2018 County Board Budget in the amount of \$2,900, and in the 2018 County Library System Budget in the amount of \$1,663. There was no Committee discussion. Motion by Schaefer, seconded by Caine to approve the Contingency Fund Transfer requests. Motion carried.

Mr. Mielke provided an oral report to the Committee regarding the January 22, 2019 Fraud Presentation. Mr. Mielke reported that the Fraud Presentation was held at the Management Council Meeting on January 22, 2019, and was provided by Johnson Block, US Bank, and Dodge County Detective Mike Reissmann. Mr. Mielke further reported that the presentation was well received, and he thanked the outside agencies that provided the presentation.

Ms. Kolp provided an oral report to the Committee regarding the 2018 Financial Statement Audit. Ms. Kolp reported that preliminary fieldwork began on January 22, 2019, and the audit is intended to be finalized at the end of April 2019. Ms. Kolp further reported Form A will be filed with the State of Wisconsin, and a presentation by Johnson Block of the 2018 Financial Statement is tentatively scheduled for July of 2019. Ms. Kolp reported that there is a new Governmental Accounting Standards Board (GASB) Rule regarding the Post Retirement Benefit Program, and she is working with Ms. Nass on a contract for an actuary study to determine liability.

Mr. Freber provided an oral report to the Committee regarding the use of Jail Improvement Funds. Mr. Freber reported that the heat exchanger for the dishwasher, located at the Dodge County Detention Facility, froze and broke, during the extreme cold weather which occurred the week of January 28, 2019. Mr. Freber further reported that he is requesting the use of Jail Improvement Funds, in the amount of \$2,137.01, to cover the costs of replacing the heat exchanger. Motion by Caine, seconded by Schaefer to authorize the use of Jail Improvement Funds to cover the costs of replacing the heat exchanger, located at the Dodge County Detention Facility, and authorize the payment of vouchers. Motion carried.

Dodge County Chief Deputy Scott Mittelstadt provided an oral report to the Committee regarding the use of Jail Improvement Funds. Mr. Mittelstadt reported that a metal detector was originally intended to be installed at J-Pod, but since J-Pod closed, the metal detector will be installed in H-Pod, located in the Dodge County Detention Facility. Mr. Mittelstadt further reported the purchase of the metal detector is included in the Sheriff's Office 2019 budget. Supervisor Caine asked if bids were received. Mr. Mittelstadt responded he did not have that information. Motion by Schaefer, seconded by Caine to authorize the use of Jail Improvement Funds to purchase a metal detector from Metrasens, in the amount of \$11,495, and authorize the payment of vouchers. Motion carried.

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Ms. Kolp provided an oral report to the Committee regarding a preliminary 2018 Year-End Budget Summary. Ms. Kolp provided a document entitled *Preliminary 2018 Budget to Actual Analysis, Initial estimate of 2018 returns to General Fund*. Ms. Kolp reviewed the document. Ms. Kolp reported that the spreadsheet is based on preliminary figures, and shows the estimated amount to be returned to the General Fund will be \$2.7 million, and the Resolution Authorizing a General Fund Transfer for the Sheriff's Office Revenue Shortfall, and the Resolution to cover the shortfall in the 2018 Central Services Department Budget, will affect this amount. Supervisor Guckenberger asked why sales tax funds are being used, rather than monies returned to the General Fund, to fund the HVAC project at the Sheriff's Office. Supervisor Frohling responded that sales tax funds are used for capital items, and the replacement of the HVAC system is a capital item. Mr. Mielke thanked Ms. Kolp and her staff for the time and effort spent on developing the spreadsheet, and thanked the Department Heads for monitoring their budgets, and being fiscally responsible.

Ms. Kolp reported that the Intra-Department Fund Transfer Requests and Unbudgeted/Excess Revenue Appropriation Requests are for Committee review only. The Committee reviewed the following Intra-Department Fund Transfer Requests and Unbudgeted/Excess Revenue Appropriation Requests. There were no discussions on the following requests:

- i. Maintenance and Repair – Corrections Building - Physical Facilities
- ii. Maintenance and Repair – Corrections Building – Physical Facilities
- iii. Maintenance and Repair – Corrections Building – Physical Facilities
- iv. Contractual Services – Human Services and Health Department
- v. Changemaker Health Grant – Human Services and Health Department
- vi. Communicable Disease Control & Prevention Grant – Human Services and Health Department

There were no discussions on the Statement of the Dodge County Treasurer, County Investments, or the County Sales and Use Tax Report.

There were no discussions on the Dodge County Vouchers \$10,000 and more Report.

The next regular meeting is scheduled for March 12, 2019, at 8:00 a.m., in Rooms H & I, located on the first floor of the Administration Building.

It was a consensus of the Committee to meet before the February 19, 2019 County Board meeting, to approve the Resolution to Carry over funds from Budget Year 2018 to Budget Year 2019 in the Dodge County Human Resources Department, for a different purpose.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:03 a.m.

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Ed Benter,
Secretary

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

DODGE COUNTY FINANCE COMMITTEE

FEBRUARY 19, 2019, 6:30 P.M.

FOURTH FLOOR – ROOM 4A

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 6:30 p.m.

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

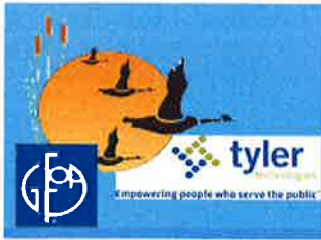
Member(s) absent from the Finance Committee: Benter.

Others present: Finance Director Julie Kolp; County Administrator Jim Mielke; County Clerk Karen Gibson; Human Resources Director Sarah Hinze, County Board Supervisor Mary Bobholz, Citizen Mark Bobholz.

It was the consensus of the committee that no per diem would be taken for this meeting.

A Resolution to Carry Over Funds from Budget Year 2018 to Budget Year 2019 in the Dodge County Human Resources Department was presented to the Finance Committee for its review and approval of the Fiscal Note only. The Fiscal Note set forth a Budget Impact of zero (0). A motion was made by Supervisor Schaefer and seconded by Supervisor Caine to approve the Budget Impact and authorize and direct the Finance Committee Chairman to sign the Fiscal Note. Motion Carried. Supervisor Frohling signed the fiscal note as presented.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 6:33 p.m.



Enterprise Resource Planning (ERP) Project Publication

Volume #32

Newsletter Date: March 5, 2019

Quick Guides

The Munis Quick Guides are created with the assistance of the Government Finance Officers Association (GFOA). The Quick Guides will be tested by the Power Users during the processing sessions scheduled in March and April. The Dodge County End-Users will use the reviewed Quick Guides during the training sessions and after go-live to complete their tasks in Munis.

An example of the quick guide “Logging Into Munis” can be found on pages 2 - 5.

MARCH 2019

Mon	Tue	Wed	Thu	Fri
4	5 Accounts Receivable Processing Session	6 Employee Expense Processing Session	7 Activity Accounting Processing Session	8 Open Lab with Mary (AM)
11 Open Lab with Mary (PM)	12 Project and Grant Processing Session	13 Capital Assets Processing Session	14 Actual and Budget Proofing	15 Actual and Budget Proofing (AM)
18	19 Workflow and Securities Training	20 Workflow and Securities Training	21 Workflow and Securities Training	22 Cash Management Processing Session with Power Users (AM)
25	26	27	28	29



Desktop Reference Guide

Tyler Munis ERP Solution

Guide 1.1 Logging Into Munis Training Environment and Setting up your HUB

Objectives:

- How to Sign into the Tyler Munis Training Environment
- Set up your Munis Home Menu

Pre-Requisites:

You must have the Google Chrome browser loaded onto your computer.

Process



Instructions

1. Open Google Chrome Browser and enter the following URL in the web address:
<https://hubtrain.co.dodge.wi.us>
2. Sign into your Tyler Munis Account
(Your User name and password are the same as your computer log in – First Initial, Last Name)



Sign in with your Tyler Account

Remember My Sign-in

SIGN IN

3. When prompted to save the password select never (A good security practice)

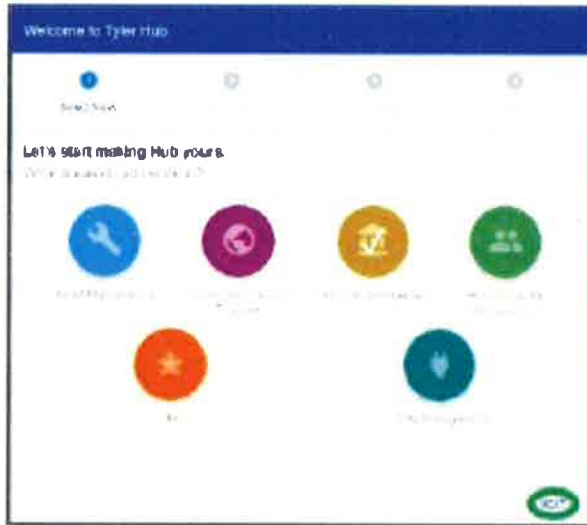
Dodge County ERP Office
 Email:
 Phone:

Quick Guide Version 1.0
 Updated 2/10/19
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Desktop Reference Guide

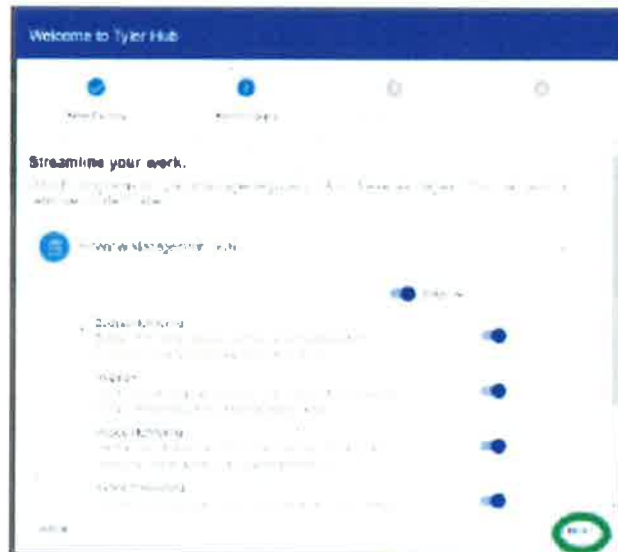
Tyler Munis ERP Solution



4. **Select Areas** is the first screen for assembling the HUB [Select Financials](#) and [Click Next](#)

Please Note: Steps 4 – 6 are only required the first time you sign into Munis.

5. The next screen is **Select** pages [Click Next](#)



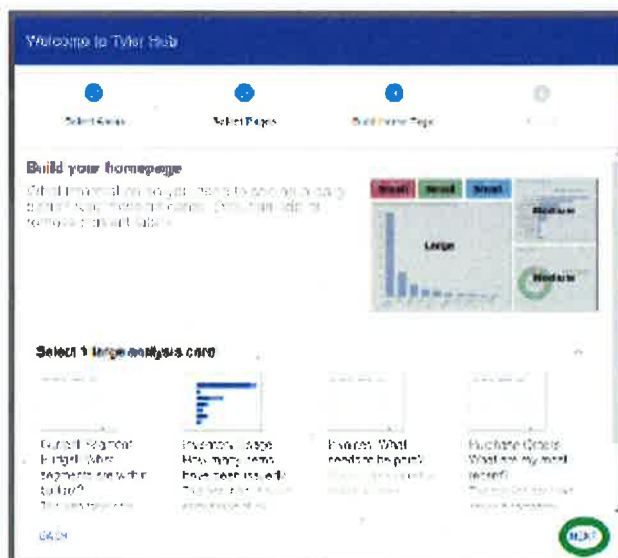


Desktop Reference Guide

Tyler Munis ERP Solution

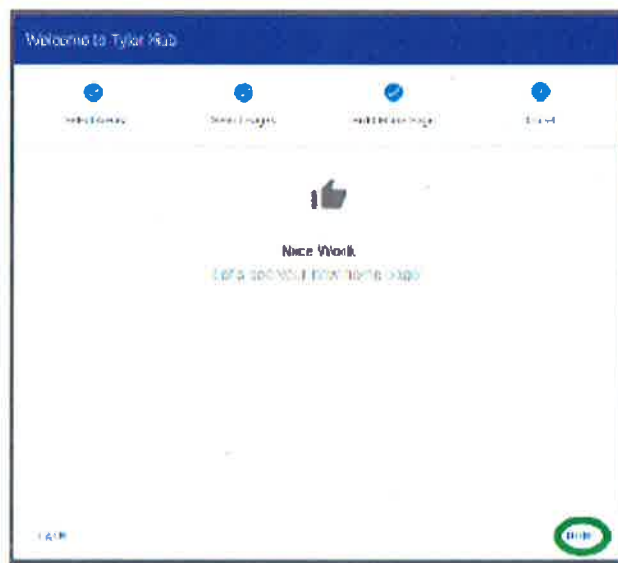
6. Build Home Page is the next screen

[Click Next](#)



7. You are done

[Click Done](#)





Desktop Reference Guide

Tyler Munis ERP Solution

8. You are now signed into the Tyler Munis Training Environment
Below is what your Tyler Munis HUB will look like in the Training Environment.



9. To Sign Out of the HUB when you are done [Click on your initial](#) in the upper right hand corner of the screen



10. [Click Sign Out](#)



Frequently Asked Questions (FAQ)

Q. What is the HUB?

A. A Hub page can be assembled to focus on a specific process such as requisitions or asset management. (Similar to a dashboard, landing page, or home page)

Q. Why do I have to use Chrome?

A. Tyler recommends using the Chrome Browser when using Tyler Munis.

Q. Should I customize the HUB now?

A. Not needed at this time. The HUB is customizable for each individual users experience and will be designed at a later date.

Dodge County ERP Office
Email:
Phone:

Quick Guide Version 1.0
Updated 2/10/19
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Dodge County, WI FINANCIAL Status Report
OverdueTasks

3/5/2019

Phase	(All)
Past Due	Y
Conversions	
Display	TASK

Task Owner	Task Name	ID#	% Comp	Due Date
Client Accounts Payable Functional Lead	Complete Recurring Invoice Templates in PROD	5930	0%	2/28/19
	Complete Employee Expense Strings Table in PROD	7020	50%	1/23/19
	Complete Expense Claim Templates in PROD	7050	75%	2/12/19
	Compile list of users for invoice entry, invoice approvals	1850	50%	6/21/18
Client Accounts Receivable Functional Lead	Compile list of users for Payment Entry, Payment Approvals	2840	50%	11/1/18
Client Budget Functional Lead	Compile list of users for Next Year Budget Entry, Next Year Budget Approvals, Budget Transfer and Amendment Entry, Budget Transfer and Amendment Approvals	1330	50%	5/10/18
Client Capital Assets Functional Lead	Compile list of Capital Assets users	2660	50%	6/27/18
	Complete Sub Class Codes in PROD	6540	75%	2/26/19
Client Contract Management Functional Lead	Compile list of users for Contract Entry, Contract Approvals, Change Orders, Change Order Approvals	2160	50%	6/20/18
Client Dashboard Functional Lead	Set up dashboard templates	5020	50%	11/1/18
Client General Ledger Functional Lead	Compile list of users for Journal Entry and Journal Approval	1170	50%	5/9/18



Dodge County, WI FINANCIAL Status Report
OverdueTasks

3/5/2019

Phase	(All)
Past Due	Y
Conversions	
Display	TASK

Task Owner	Task Name	ID#	% Comp	Due Date
Client General Ledger	Provide file layouts for any Imports or exports from third party systems	4490	75%	5/9/18
	Create Recurring Journal templates In PROD	5380	25%	2/19/19
Client Project Manager	Client Sign off on Final Accounts Payable Proof; authorization to load on client's server	9980	0%	12/28/18
	Client Sign off on Final Purchase Order Proof; authorization to load on client's server	10030	75%	12/18/18
Client Purchasing Functional Lead	Compile list of users for Requisition Entry, Requisition Approvals, Purchase Order Entry, Purchase Order Approvals, Change Orders, Purchase Order Receiving	1680	50%	6/19/18
Client TCM Functional Lead	Configure TCM Enabler mappings in Prod	5100	50%	10/17/18
	Install TCM Client on PC's and/or Laptops	5110	50%	11/7/18
	Synchronize Users in TRAIN and Prod	5120	50%	11/7/18
	Test TCM for all users at their workstations	5140	50%	11/7/18
Functional Leads	Provide file layouts and sample files for all required imports and exports	4540	75%	5/10/18
Project and Grant Accounting Functional Lead	Compile list of users for Project Accounting	1480	50%	6/8/18
	Complete Project Table in PROD (if not converting)	5610	42%	3/4/19
	Map Projects to GL accounts (if using Project Ledger)	5640	50%	2/5/19



Dodge County, WI FINANCIAL Status Report
OverdueTasks

3/5/2019

Phase	(All)
Past Due	Y
Conversions	
Display	TASK

Task Owner	Task Name	ID#	% Comp	Due Date
Tyler Forms Design Specialist	Tyler Forms Loads Accounts Payable Forms on Server	9990	0%	1/7/19
	Tyler Forms Loads Purchase Order Forms on Server	10040	0%	12/26/18
Tyler Project Manager	Update project plan with tasks for each required import and export	4550	75%	5/17/18



Dodge County, WI FINANCIAL Status Report
Overdue Conversion Tasks

3/5/2019

Phase	(All)
Past Due	Y
Conversions	Y
Display	TASK

Task Owner	Task Name	ID#	% Comp	Max of Due Date
Client Capital Assets Functional Lead	Capital Asset Standard conversion: Run and save proofing reports for first pass data	4320	0%	2/27/19
Client Conversion Specialist	Capital Asset Standard conversion: First pass crosswalks, file maps and legacy data due to Tyler	4310	50%	2/26/19



Dodge County, WI FINANCIAL Status Report
Issues and Actions

3/5/2019

Phase	(All)
Filter	(All)
Status	(All)

Category	Issue/Action (Title)	Due Date	Priority	Notes
Consulting/Analysis	Weighted Average Overtime	11/1/2018	High	Kevin to provide specifics 03/12/2018 - Kevin still exploring possibilities in Kronos. 10/22/2018 - This will cause a discrepancy between payroll in kronos and work order charge in Tyler. How are we supposed to calculate this given that there will always be rounding discrepancies.
	Analysis Documents	10/1/2019	Normal	12/18/2018 - The Analysis Documents will be updated when changes are made.
Conversion	Chart of Accounts Conversion	12/7/2018	Normal	03/12/2018 - COA segment tables and Object code table due on 03/22/2018 11/16/2018 - Mary received 2nd pass error report with Team. Lindsey reviewed Form A Code issue via GTM. Team to have final pass by 11/21/2018. 11/30/2018 - County considering rewrite of Object Code Table. Could lead to further issues with current project schedule. Steering Committee meeting being held 12/03/2018 to further discuss. 12/03/2018 - 3rd Pass of COA loaded to Kiteworks



Dodge County, WI FINANCIAL Status Report
Issues and Actions

3/5/2019

Filter	(All)
Status	(All)

Conversion	Actuals/Budget Conversion	11/21/2018	Normal	<p>10/29/2018 - Kevin posted Actuals/Budgets for FY 17 to SharePoint</p> <p>11/13/2018 - Lindsey ran account look up against file</p> <p>11/14/2018 - Lindsey had call Lori regarding company 00730 codes and "Job" Accounts. Job Account are duplicate of AA Accounts. Job Account removed from file, leaving 261 Account Kick Outs. Lindsey posted list of kickout to SharePoint and sent email to team. Kick outs will need to be addressed by 11/21/2018.</p>
	Vendor Registration via VSS	11/30/2018	Normal	<p>11/02/2018 - Letter to vendors instructing them on how to register via VSS has been drafted and will be sent on 11/09/2018. Lindsey to monitor and check with team during week of 11/25/2018</p> <p>11/19/2018 - For those vendors who will not be registering via VSS, what is the best method for getting these vendors in; import, convert, manually key? There are about 1000 vendors. Mary to research the best option and get back to team.</p>
Imports/Exports	GL Account Set Up in 3rd Parties	4/13/2018	Normal	<p>03/08/2018 - In the various 3rd Party systems throughout the County JDE gl accounts are used in mapping to pull data from the 3rd Party into JDE. We will need to determine who, when, and how the JDE accounts will be replaced with the new Tyler GL Accounts at GO LIVE. First step is to identify the 3rd Party systems that will need to be updated with the new Tyler COA.</p>
	AP Check Recon File	(blank)	Normal	<p>08/17/2018 - AP Recon file to test - Format 80</p>



Dodge County, WI FINANCIAL Status Report
Issues and Actions

3/5/2019

Filter (All)
 Status (All)

Imports/Exports	AP Positive Pay File	4/1/2019	Normal	08/17/2018 - Postive Pay File to test is USP. 02/15/2019 -Positive Pay File to test US1 - US BANK CHECK ISSUE FILE CSV FORMAT per email from Kevin from US Bank
	Payroll Vendor AP Invoice Import	9/21/2018	Normal	09/11/2018 - Payroll Vendor AP Invoices will be imported into the Tyler AP Invoice Entry Program. Follow up with Team to make sure that manual entry will be the way to go.
	Wiscawis AP Invoice Import	1/25/2019	Normal	11/19/2018 - Lindsey has import file that Monroe County WI used for Wisacwis. Need to schedule time to review with Kevin and et al. 01/16/2019 - eWisacis import file loaded to SharePoint for Team review. Lindsey to follow up if phone call or GTM is needed.
	FuelMaster Import	11/30/2018	Normal	Lori provided FuelMaster import layout and example file on 11/26 - Sid to import during week of 11/26. Will need to determine whether fuel will apply to a fuel work order, an equipment specific work order, or just come in as an issue of QOH fuel inventory.
	TriMin - Register of Deeds	1/11/2019	Normal	12/13/2018 - Ross sent GL Extract information from TriMin for Registry of Deeds. Is this an import that will need to be done or is this reference for a Turn Over report for Tyler Cashiering. 12/27/2018 - Trimin is daily financial information for Registry of Deeds that needs to be imported. Import should be a Journal Entry Import Template.
Support Incident/Work Ticket	Vendors added via VSS not in all Caps	2/11/2019	Normal	01/28/2019 -Case 6777418 - Lindsey to follow up with Dev on this issue.



Dodge County, WI FINANCIAL Status Report
Issues and Actions

3/5/2019

Filter (All)
Status (All)

Tyler Forms	Accounts Receivable/General Billing	1/18/2019	Normal	<p>09/17/2018 - Accounts Receivable/General Billing Kits sent to Tyler Forms. Waiting on 09/25/2018 System Validation Testing for data files</p> <p>11/20/2018 - GB Invoice Datafiles loaded to Kiteworks 11/27/2018 - GB Invoice Receipt Datafiles loaded to Kiteworks. Still need Misc Cash Receipt datafiles. Lindsey following up with Mary.</p> <p>12/06/2018 - All datafiles have been submitted. Proof date due back on 01/07/2019 01/07/2019 - Proofs sent back to county. Waiting for proofing from County</p>
	Purchase Order Forms	11/16/2018	Normal	<p>09/17/2018 - Forms Kits submitted to Tyler Forms 09/21/2018 - PO Data Files Submitted to Tyler Forms 10/17/2018 - Forms delivered to Dodge for review. 10/24/2018 - Kevin sent signoff sheet back requesting new proof. 11/08/2019 - new PO Forms sent with correction to verbiage on T&C. Team to review. 01/22/2019 - PO Edits request sent to Cassandra. Will also need new datafiles with information that has been added in LIVE and refreshed to Train.</p>



Dodge County, WI FINANCIAL Status Report
Issues and Actions

3/5/2019

Filter (All)
 Status (All)

Tyler Forms	Account Payable AP Checks	1/31/2019	Normal	09/17/2018 - AP Kits submitted to Tyler Forms 09/21/2018 - AP Data Files sent to Tyler Forms 10/17/2018 - Forms delivered to Dodge for review. 01/22/2019 - Edit requests made by Dodge for the * on both ends of check amount. Also will need new datafiles based on data in LIVE that has been copied to Train.
	Accounting Activity Forms	1/1/2019	Normal	09/17/2018 - Accounting Activity Forms submitted to Tyler Forms. 09/21/2018 - Accounting Activity data files submitted to Tyler Forms. 10/17/2018 - Forms delivered to Dodge for review. 11/27/2018 - Forms were not assigned to designer. Amy Lakari reviewing and will follow up with team if more is needed. 02/22/2019 - Waiting on excel file from Monica. Need to review with Mary prior to completion.
	Tyler Form Printer Setup	5/1/2019	Normal	Complete and test printer queue setup for all Tyler Forms
	Review and Update Tyler Forms As Needed	7/1/2019	Normal	Dodge has reviewed the Financial Forms and will continue to review and update when necessary.



Dodge County, WI FINANCIAL Status Report Issues and Actions

3/5/2019

Filter (All)
Status (All)

Training	Case 6670491 - Customer Records - Department Code	12/28/2018	Normal	<p>12/04/2018 - Dodge is updating their department codes. Code 3310 is changing to 3110. Makenzie cannot delete 3310 as it is being used on customer records. There are 544 records that need updating. Ross provided listing of customers with 3310. Lindsey request script from Munis Imp Analyst</p> <p>12/20/2018 - Munis Imp Analyst completed script in Prod to remove department code from GB Customer Records.</p>
	Small Checkbook Reconciliation and Transaction Tracking	12/31/2018	Normal	<p>12/07/2018 - question on how to track transactions for the small checkbooks. Need to have a GTM to outline the accounting entries and to provide guidance on how to be entered in Tyler.</p>
	Order TCM Document Scanners	4/1/2019	Low	<p>12/17/2018 - Should the County need to order TCM Document Scanners, they will need to be ordered by 04/01/2019</p>
	Install Scanners on PCs	4/15/2019	Low	<p>12/17/2018 - Should Dodge County purchase Document Scanners, then the scanners will need to be installed on PC's by 04/15/2019</p>



Dodge County, WI FINANCIAL Status Report
Risk Register

3/5/2019

Status (Multiple Items)

Risk Status	Category	Title	Description of Impact	Risk Owner	Response Plan
High	Personnel	Employee Turnover	Key employees retiring or leaving current position. Can impact schedule and budget depending on timing.	Client PM and Dept heads	Will have discussions with key employees entering retirement age to determine their plans. Will adjust key project representatives as needed.
		Decision Making	Inability to make timely decisions can delay progress and adversely affect schedule.	Client PM	Identify, plan, and follow-up; escalate early to Project Impl team.
	Modifications	Changes, upgrades, patches during implementation.	Loss of work, delayed progress, project shut down, required changes to work already completed.	Tyler Technical	Communication to Tyler PM for support escalation.
Critical	Project Management	Not Meeting Project Goals	Not meeting the project goals outlined in the Project Charter and delaying the project.	Client PM	Monitor project progress to be sure that tasks are completed and goals are met.



Dodge County, WI FINANCIAL Status Report
Risk Register

3/5/2019

Status (Multiple Items)

Risk Status	Category	Title	Description of Impact	Risk Owner	Response Plan
Critical	Modifications	Other systems that integrate with Munis	The functional requirements will not be met.	(blank)	(blank)



Dodge County, WI FINANCIAL Status Report
Upcoming Tasks

3/5/2019

Phase	(All)
Conversions	
Upcoming 4 weeks	Y
Display	TASK

Task Owner	Task Name	ID#	% Comp	Max of Due Date2
Client Budget Functional Lead	Practice Budget processing tasks in TRAIN	5510	0%	3/12/19
Project and Grant Accounting Functional Lead	Complete Grant Table in PROD (if applicable)	5560	37%	3/7/19
	Complete Project Segment Codes in PROD(if not converting)	5590	37%	3/7/19
	Complete Project and Grant Accounting processing training prerequisites (see agenda)	5650	0%	3/12/19
	Finalize any outstanding Project and Grant Accounting processing decisions	5670	0%	3/26/19
Client Purchasing Functional Lead	Complete Bill to/Ship To Table in PROD	5730	4%	3/29/19
	Complete Departments Table in PROD	5740	7%	3/27/19
	Complete PO Settings in PROD	5750	9%	3/22/19
	Complete Standard Notes Table in PROD	5760	9%	3/22/19
	Finalize any Purchasing outstanding set-up decisions	5770	4%	3/29/19
Client Accounts Payable Functional Lead	Practice Accounts Payable topics in TRAIN	5940	0%	3/14/19
	Complete Employee Expense Reimbursement processing training prerequisites (see agenda)	7080	0%	3/6/19
	Finalize any outstanding Employee Expense Reimbursement decisions	7100	0%	3/20/19
Client Contract Management Functional Lead	Practice Contract processing topics in TRAIN	6170	0%	3/13/19



Dodge County, WI FINANCIAL Status Report
Upcoming Tasks

3/5/2019

Phase	(All)
Conversions	
Upcoming 4 weeks	Y
Display	TASK

Task Owner	Task Name	ID#	% Comp	Max of Due Date2
Client Cash Management Functional Lead	Complete Cash Management processing training prerequisites (see agenda)	6280	0%	3/22/19
Client Capital Assets Functional Lead	Finalize any outstanding Capital Assets processing decisions	6580	0%	3/27/19
Client Accounts Receivable Functional Lead	Complete Accounts Receivable processing training prerequisites (see agenda)	6690	0%	3/5/19
	Finalize any outstanding Accounts Receivable processing decisions	6710	0%	3/19/19
Client Student Activity Functional Lead	Complete Student Activity Accounting processing training prerequisites (see agenda)	7380	0%	3/7/19
	Finalize any outstanding Student Activity Accounting decisions	7400	0%	3/21/19



Dodge County, WI FINANCIAL Status Report Upcoming Conversion Tasks

3/5/2019

Phase	(All)
Conversions	Y
Upcoming 4 weeks	Y

Task Owner	Task Name	ID#	% Comp	Due Date	
Tyler Implementation Consultant	General Ledger Actuals Conversion: Imports, posting and proofing assistance	7680	0%	3/15/19	
	General Ledger Actuals Conversion: Set GL Settings to first year of history converted	7690	0%	3/15/19	
	General Ledger Actuals Conversion: Import first year actuals journal and post to period 12 in TRAIN or TEST	7700	0%	3/14/19	
	General Ledger Actuals Conversion: Make adjusting entries to beginning balances as needed for first year data	7720	0%	3/14/19	
	General Ledger Actuals Conversion: Repeat imports, posting and proofing for each year converted on first year	7730	5%	3/27/19	
	Budget Conversion: Import first year budget amendment journal and post to period 12 in TRAIN or TEST	7840	0%	3/18/19	
	Budget Conversion: Close period 12 in TRAIN or TEST	7850	0%	3/19/19	
	Budget Conversion: Close year in TRAIN or TEST	7860	0%	3/20/19	
	Budget Conversion: Review first year budget projection/s in NY Budget Entry and post in TRAIN or TEST	7870	0%	3/21/19	
	Budget Conversion: Repeat imports, posting and proofing for each year converted for first year	7880	0%	3/22/19	
	Tyler Data Conversion Expert	General Ledger Actuals (up to 3 years) First Year Due to Client	7670	1%	3/11/19
		Budget (up to 3 years) First Year Due to Client	7830	1%	3/12/19
	Client General Ledger Functional Lead	General Ledger Actuals Conversion: Review first year data in GL Account Inquiry,	7710	0%	3/15/19
		YTD Budget Report and reconcile to legacy system			



Dodge County, WI FINANCIAL Status Report
Upcoming Conversion Tasks

3/5/2019

Upcoming 4 weeks Y

Task Owner	Task Name	ID#	% Comp	Due Date
Client Budget Functional Lead	Budget Conversion: Proof first year in TRAIN or TEST	7890	0%	3/29/19



Dodge County, WI FINANCIAL Status Report
Upcoming Calendar

3/5/2019

Phase	(All)
Display	CAL
Upcoming 4 weeks	Y

Task Owner	Task Name	Required Attendees	From
Tyler Implementation Consultant	Role-based Security Configuration Training Session	Tyler Implementation Consultant, Client Client Technical Support, Client Security Functional Lead, Client Financials Functional Leads	3/19/19
	Project and Grant Processing Training Session	Tyler Implementation Consultant, Client Project and Grant Accounting Functional Lead, Project and Grant Accounting Power Users	3/12/19
	Cash Management processing and review training session	Tyler Implementation Consultant, Client General Ledger Functional Lead, Cash Management Functional Lead, Cash Management Power Users	3/22/19
	Capital Assets Processing Training Session	Tyler Implementation Consultant, Client Fixed Assets Functional Lead, Fixed Asset Power Users	3/13/19



Dodge County, WI FINANCIAL Status Report
Upcoming Calendar

3/5/2019

Phase	(All)
Display	CAL
Upcoming 4 weeks	Y

Task Owner	Task Name	Required Attendees	From
Tyler Implementation Consultant	Accounts Receivable processing training session	Tyler Implementation Consultant, Client Accounts Receivable Functional Lead, Accounts Receivable Power Users	3/5/19
	Employee Expense Reimbursement processing training session	Tyler Implementation Consultant, Client Accounts Payable Functional Lead, Accounts Payable Power Users	3/6/19
	Student Activity Accounting processing training session	Tyler Implementation Consultant, Client Student Activity Functional Lead, Student Activity Power Users	3/7/19
	General Ledger Actuals Conversion: Imports, posting and proofing assistance	Tyler Implementation Consultant, Client General Ledger Functional Lead, General Ledger Subject Matter Experts	3/14/19
	Workflow Training Session	Tyler Implementation Consultant, Client Financials Functional Leads	3/19/19
	Open Lab	Tyler Implementation Consultant	3/8/19

3 **Create Position of *Certified Community Based Residential Facility Assistant***
4

5 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
6

7 **WHEREAS**, the Dodge County Health Facilities Committee has studied and analyzed the
8 staffing needs at Clearview; and,
9

10 **WHEREAS**, as a result of these studies and analyses, the Health Facilities Committee
11 recommends that the Dodge County Board of Supervisors create the following position at Clearview,
12 effective March 20, 2019:
13

14 *Certified Community Based Residential Facility Assistant;*

15 **WHEREAS**, a job description for the proposed position of *Certified Community Based*
16 *Residential Facility Assistant* has been marked for identification as Exhibit "A", and has been attached
17 hereto; and,
18

19 **WHEREAS**, there is no fiscal impact on the 2019 Budget of Clearview, and the 2019 Dodge
20 County Budget contains sufficient funds to pay wages and fringe benefits for the proposed position of
21 *Certified Community Based Residential Facility Assistant* during calendar year 2019;
22
23

24 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors
25 hereby creates the following position in Clearview, effective March 20, 2019:
26

27 *Certified Community Based Residential Facility Assistant.*


All of which is respectfully submitted this 19th day of March, 2019.

Dodge County Health Facilities Committee:


Larry Bischoff


Dan Hilbert


Thomas Schaefer


William Hoekstra


Lisa Derr

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: X Yes ___ No ___ N/A.

Budget Impact: \$0.00. Finance Committee review date: March 12, 2019. Chair initials: ____.

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create the position of *Certified Community Based Residential Facility Assistant*.

JOB TITLE: CBRF Assistant	FLSA STATUS: Non-Exempt
DEPARTMENT: Assisted Living	REPORTS TO: Assisted Living Supervisor
LOCATION: Northview Heights (CBRF)	DATE: DRAFT
LABOR GRADE: Dodge County Two (2)	Revised:

OVERALL PURPOSE/SUMMARY:
 Under the supervision of the Assisted Living Supervisor, assists individuals with rehabilitative needs with personal cares, in all areas of daily living and gaining access to the community. Provides training to new staff.

- PRINCIPAL DUTIES AND RESPONSIBILITIES:**
1. Assist with implementing each individual's service plan, therapeutic physical/ psychological care and increasing independent vocational and leisure skills.
 2. Assist with carrying out restorative plans.
 3. Maintaining accurate documentation of data collection and behavioral symptoms.
 4. Assist and promote independence with; cares (including personal hygiene); ambulating in the home and accessing the community; preparation of meals; doing personal laundry and doing household tasks.
 5. Functions as an integral member of the team providing appropriate interventions during medical, behavioral, and/or facility emergencies.
 6. Report any changes in functional abilities to Assisted Living Supervisor
 7. Aid with preparation of menu's and providing leisure activities in the home.
 8. Assist with formulation of service treatment plan.
 9. Annually completes required 15 hours of facility and/or regulated in service and/or training required for the position.
 10. Transport individuals to appointments, vocational or leisure activities.
 11. Perform household tasks as required during each specified shift.
 12. Represents Clearview in a positive and professional manner at all times
 13. Performs other related duties as may be required or assigned.
 14. Regular attendance and punctuality required.

JOB SPECIFICATION:

KNOWLEDGE, SKILLS, AND ABILITIES
 Knowledge of Assisted Living guidelines.
 Knowledge and principles of behavior management and principles of rehabilitative services.
 Have the confidence and knowledge to work independently.
 Observe all house policies, rules, regulations and in service training requirements.
 Ability to recognize physical and psychological changes of the resident.
 Knowledge of and respect for resident rights.
 Knowledge of and ability to comply with policies and procedures.
 Knowledge of state and applicable federal codes.
 Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE
 High School Diploma or GED equivalent preferred with nursing assistant certification required. Must be 18 years of age. Successful completion of nursing assistant training program and become registered in Wisconsin as a C.N.A within twelve (12) months of hire. CBRF certifications required. Experience working with brain injured or rehabilitative services preferred.

WORKING CONDITIONS:
 Program care conditions with exposure to infectious agents and potentially aggressive residents. Must be able to work in an environment where specialized programs are implemented.

PHYSICAL DEMANDS: (See Physical Demands Worksheet)
 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.

APPROVALS:	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.

1 RESOLUTION NO. _____
2

3 **2019 Dodge County Clearview Budget Amendment**
4

5 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
6

7 **WHEREAS**, the Dodge County Board of Supervisors adopted the 2019 Dodge County Budget on
8 November 13, 2018; and,
9

10 **WHEREAS**, due to events which have taken place and circumstances which have changed since the
11 Dodge County Board of Supervisors adopted the 2019 Dodge County Budget, it is now necessary to change the
12 amounts of some of the various revenues and expenses that were stated in the 2019 Dodge County Budget for
13 Clearview at the time it was adopted; and,
14

15 **WHEREAS**, to provide adequate coverage during p.m., night, and weekend shifts, it has become
16 necessary to increase wage differentials and offer a weekend-only schedule for certified nursing assistant positions
17 for those shifts ("incentives"); and,
18

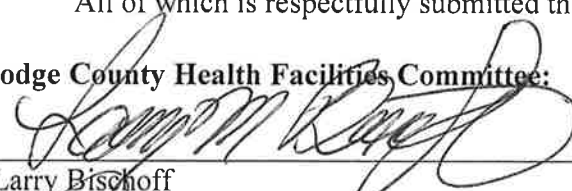
19 **WHEREAS**, the increase in expenses caused by the incentives will be offset by increases in Medicaid
20 rates and application of Clearview fund balance; and,
21

22 **WHEREAS**, the Dodge County Health Facilities Committee hereby recommends to the Dodge County
23 Board of Supervisors, that the Dodge County Board of Supervisors authorize and direct the Dodge County
24 Finance Director to change the amounts of those revenues and expenses, as specified in the attached document
25 entitled *Unbudgeted/Excess Revenue Appropriation Revenue and Expenditure Adjustment Form*, attached
26 hereto and incorporated herein as Exhibit "A";
27

28 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors
29 approves the budget amendment with adjustments to revenues and expenditures in the 2019 Clearview Budget,
30 as reflected on Exhibit "A", and hereby authorizes and directs the Dodge County Finance Director to change
31 the amounts of those appropriations, as specified in Exhibit "A".

All of which is respectfully submitted this 19th day of March, 2019.


Dodge County Health Facilities Committee:



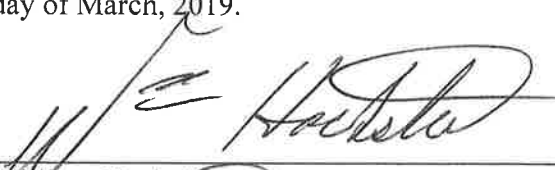
Larry Bischoff



Dan Hilbert



Thomas J. Schaefer



William Hoekstra



Lisa Derr

FISCAL NOTE:

The revenue/expenditure is contained in the 2019 budget: ___ Yes ___ X ___ No ___ N/A.

Budget Impact: \$356,908. *Finance Committee review date:* March 12, 2019. *Chair initials:* ____.

Vote Required: Two-thirds (2/3) of members elect.

Resolution Summary: Resolution amending the 2019 Dodge County Clearview Budget.



Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form

Doc = BX
 Ledger = BA

Effective January 1st, 2016

Date: 2/27/19

Department: Clearview

Budget Year: 2019

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

Description of Adjustment:

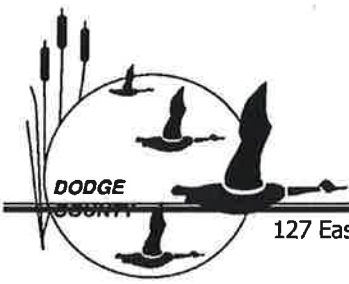
In order to meet staffing needs Clearview is increasing its shift differentials. The cost of this added expense is estimated to be \$356,908. In it's 2019 budget Clearview planned to add \$396,633 to it's fund balance. To account for the increased expense of the new shift differentials, Clearview would like to reduce the amount applied to it's fund balance by \$35,535 and apply that amount to the various business units and objects along with recognizing increases in it's Medicaid daily rates. This increase in expense will also cover the added costs of 12 hours shift changes.

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
REVENUES				
Increases				
4520	4631	_____	Medicaid-SNF	199,783
4521	4631	_____	Medicaid-SNF	60,493
4528	4631	_____	Medicaid-SNF	61,097
4599	4931	_____	Fund Balance Applied	35,535
EXPENSES				
Increases				
4520	5121	_____	Productive Pay	129,437
4520	5122	_____	Overtime	29,512
4521	5121	_____	Productive Pay	50,049
4521	5122	_____	Overtime	11,411
4524	5121	_____	Productive Pay	14,039
4524	5122	_____	Overtime	7,271
4525	5121	_____	Productive Pay	42,570
4525	5122	_____	Overtime	9,706
4526	5121	_____	Productive Pay	2,960
4526	5122	_____	Overtime	1,533
4527	5121	_____	Productive Pay	2,960
4527	5122	_____	Overtime	1,533
4528	5121	_____	Productive Pay	25,312
4528	5122	_____	Overtime	5,771
4541	5121	_____	Productive Pay	19,821
4541	5122	_____	Overtime	906
4544	5121	_____	Productive Pay	1,829
4544	5122	_____	Overtime	288

Note the total Budget Adjustment must balance

FINANCE COMMITTEE



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

Dodge County Budget Monitoring Process Effective January 1, 2015

In Wisconsin, municipal budgets are governed by Wisconsin Statute 65.90. As a governmental unit, Dodge County is obligated to comply with statutory requirements. The budget monitoring process as outlined below meets the obligations of Statute 65.90. For a point of reference, Dodge County establishes budgetary control at the business unit level.

1. Department heads shall monitor their respective operations, revenues, expenditures, obligations and overall budgets throughout the year. The Finance Department shall update and make available monthly Revenue & Expenditure reports for each operational area.
 - a. Upon such monthly review, Department Head notifies County Administrator and Finance Director if it is determined a specific business unit is projected to be over budget. The notification shall include:
 - the projected date or month that the business unit may be overdrawn
 - the contributing factor(s) related to the projected overdraw
 - proposed action to mitigate the amount of overage and proposed recovery plan
 - the projected amount of the overage
 - availability to transfer funds from another business unit(s)
 - Department head presentation to the Finance Committee

2. Finance Director in consultation with the County Administrator recommends to the Finance Committee specific action within the Finance Committee's authority to fund the business unit(s) that are likely to be overdrawn. Such recommendations shall include:
 - Finance Committee transfers funds from the contingent fund to the one or more business units that will likely be overdrawn;

3. Finance Director in consultation with the County Administrator recommends to the Finance Committee specific action to fund the business unit(s) that are likely to be overdrawn and sponsor a resolution to the County Board. Such recommendations shall include:

- A. Transfer Funds from Unassigned General Fund
- B. Appropriate Grant Award and Transfer Funds From the Unassigned General Fund for the Required Local Match Amount
- C. Appropriate fund balance
- D. Appropriate Funds Received From State of Wisconsin
- E. Appropriate Funds Received from the United States of America
- F. Transfer Funds from One or More Business Units within a Department to Another Business Unit
- G. Appropriate Excess Revenues

4. The Finance Director shall coordinate a report document(s) summarizing the level of revenues and expenditures in each business unit in the county budget at the conclusion of each calendar year quarter. The document will be presented and reviewed by the Finance Committee. The summary to the Finance Committee shall include:

- Prior Year – Business unit total actual revenues and expenditure for the year to date quarter and total annual budget
- Current Year – Business unit total actual revenues and expenditure for the year to date quarter, total annual budget, budget balance and percentage of budget

Finance Director and or County Administrator shall report known unusual budgetary issues to the Finance Committee throughout the year;

5. County Administrator will monitor capital outlay to ensure legislative intent of the adopted budget is compliant;
6. The Budget Monitoring Process shall apply to all county funds;
7. The Dodge County Finance Director will examine all vouchers over \$10,000 prior to payment.



DODGE COUNTY FINANCE DEPARTMENT

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FINANCE DIRECTOR

Julie Kolp
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To: Finance Committee
From: Julie Kolp – Finance Director
Date: April 9, 2015

DODGE COUNTY FINANCE COMMITTEE

David Frohling, Chair
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Re: Budget Monitoring – Dodge County's 1st Quarter 2015 Financial Reports

A component of the Dodge County Budget Monitoring Process adopted by the Finance Committee is:

The Finance Director shall coordinate a report document(s) summarizing the level of revenues and expenditures in each business unit in the county budget at the conclusion of each calendar year quarter. The document will be presented and reviewed by the Finance Committee. The summary to the Finance Committee shall include:

- Prior Year – Business unit total actual revenues and expenditure for the year to date quarter and total annual budget
- Current Year - Business unit total actual revenues and expenditure for the year to date quarter, total annual budget, budget balance and percentage of budget
-

Finance Director and or County Administrator shall report known unusual budgetary issues to the Finance Committee throughout the year;

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Separate reports were prepared:

<u>Fund Name</u>	<u># of Departments</u>	<u># of Business Units</u>
General Fund	24	165
Health & Human Services	5	110
Clearview	1	24
Highway	1	27

The reports, meeting the above criteria, are included in the packets for Finance Committee consideration are differentiated as:

- General Fund – White Paper
- Health & Human Services – Pink Paper
- Clearview – Yellow Paper
- Highway – Blue Paper

For your consideration, two additional reports are included for Clearview – Yellow Paper - reports. The purpose for the additional reports is to show further levels of detail. However, as the detail is expanded so is the amount of information and paper.

My thoughts are to have the committee review the highest summarized reports and from this information, determine which funds, departments and /or business units you would like to see additional information. The additional information can be presented at the subsequent Finance Committee meeting as one of the additional reports referred to above. Please give this consideration and I look forward to hearing your thoughts at the April Finance Committee meeting.

Preliminary 2020 BUDGET TIMELINE:
Draft 3-4-19

Issuance – 2019 Year End Projection Salary, Wage & Fringe Benefits	June 17
Return to Finance – 2019 Year End Projection Salary, Wage & Fringe Benefits	June 21
Worksheet Issuance – Excluding Salary, Wage & Fringe Benefits	July 15
Budget Instruction Summary	July 15
Issuance – 2020 Estimated Salary, Wage & Fringe Benefit	July 19
Return to Finance – 2020 Estimated Salary, Wage & Fringe Benefit	July 29
Department Budget Review Meetings	August
Deadline for Submitting 2020 Budget	August 23
County Administrator Completion	August 30
County Capital Improvement Program (County Board)	September 17
Finance Committee Review with Individual Departments (4:00 p.m.)	September 18 - 19
Budget Printing and Assembly-Completion	October 4
Budget Distributed to County Board	October 15
Publish Budget Hearing Notice	October 15
Finance Committee – Budget Review (6:00 p.m.)	October 22
County Board Budget Public Hearing	November 12
County Board Budget Adoption	November 12
County Board Budget Adoption (if necessary)	November 13
County Apportionment of Taxes to Districts	November 14

2019-21 STATE BIENNIAL BUDGET SUMMARY

Governor Tony Evers introduced the 2019-21 State Biennial Budget on February 28, 2019.

County-related highlights of the Governor's proposed two-year spending plan include:

- **Child Welfare:** The Governor's budget allocates an additional \$15 million annually in the Children and Families Aids allocation beginning in CY20.
- **Juvenile Corrections:** The Governor's budget provides additional funding for SRCCCYs and returns 17 year-olds to the juvenile justice system. The budget creates a sum sufficient appropriation to reimburse counties for costs associated with this policy change.
- **County Transportation:** The Governor's budget increases county general transportation aids and general transit aids by 10 percent. The budget also increases funding for the local road improvement program by 4 percent and allocates an additional \$3 million annually for the seniors and individuals with disabilities specialized transportation aids program.
- **Shared Revenue:** The Governor's budget increases county shared revenue by 2 percent beginning in 2020. This is the first proposed increase in over a decade.
- **Property Taxes:** The Governor's budget allows counties to increase their property tax levies by the greater of the percentage change in equalized value due to net new construction or 2 percent. The budget also amends assessment practices by incorporating language from last session's dark store and *Walgreens v. City of Madison* reversal legislation.
- **County Conservation:** The Governor's budget allocates \$10.4 million annually for county land conservation staffing and cost-sharing grants, the highest funding amount in over a decade.
- **Broadband Expansion:** The Governor's budget increases the broadband expansion grant program to \$39.3 million in each year of the upcoming biennium. This is an increase of nearly five-fold over current funding levels.

The WCA Government Affairs staff has prepared the following summary of county-related provisions in the Governor's budget. Please contact the WCA Government Affairs team with any questions and please visit the WCA website at www.wicounties.org as the summary will be updated as additional information is obtained.

Historically, the statutory language of the state budget bill has been released the night of the state budget address. However, the bill has not yet been released. Therefore, an updated summary will be provided in the next few days after WCA staff has reviewed the legislation.

AGRICULTURE, ENVIRONMENT AND LAND USE

Stewardship Reauthorization: The Governor's budget extends the Warren Knowles-Gaylord Nelson Stewardship 2000 program until fiscal year 2021-22 at current funding levels using authorized unobligated bonding authority. The extension of the program will allow the department and stakeholders to identify future options for the program.

Water Quality and Environmental Protection: The Governor's budget recommends increasing position authority to provide 4.0 FTE project positions to facilitate implementation of water quality restoration and improvement plans. The Governor's budget also recommends providing additional conservation fund-supported general obligation bonding authority of \$4 million to provide grants that facilitate implementation of water quality restoration and improvement plans. The Governor's budget further recommends increasing expenditure authority by \$76,600 SEG and position authority by 1.0 FTE SEG position in each fiscal year to implement the water quality grant program. Finally, the Governor recommends increasing expenditure authority by \$1,457,900 SEG in each year of the biennium to fund river and lake protection grants.

State Park Funding: The Governor's budget recommends increasing funding to the state park system to reflect the greater costs associated with increased park system attendance. The total funding increase is approximately \$2.8 million in the biennium.

Wisconsin Forestry Practices Study: The Governor's budget provides \$450,000 in funding for the implementation of the recommendations made in the Wisconsin Forestry Practices Study.

Forest Fire Protection Grants: The Governor's budget increases funding for the Forest Fire Protection Grant Program to enable the department to provide more grants to local fire departments.

Targeted Runoff Conservation Activities: The Governor's budget provides \$6.5 million in environmental fund-supported general obligation bonding authority for nonpoint source pollution abatement - targeted runoff management infrastructure projects. The Governor also recommends providing \$400,000 SEG in each year for nonpoint source pollution abatement -targeted runoff management grants.

Soil and Water Resource Management Bond Authority and Cost Share Grants: The Governor's budget provides \$10 million in SEG-supported general obligation bonds for grants to counties for implementation of land and water resource management plans, including cost-share grants to landowners. This funding level is an increase of \$3 million from the previous biennium.

Urban Nonpoint: The Governor's budget provides \$4 million in environmental fund-supported general obligation bonding authority for urban nonpoint source cost-sharing.

Contaminated Sediment Bonding: The Governor's budget provides \$25 million in environmental fund-supported general obligation bonding authority for contaminated sediment removal for sites in the Great Lakes or its tributaries that are on Wisconsin's impaired waters list.

Dam Repair and Removal: The Governor's budget provides \$4 million in GPR-supported general obligation bonds for grants to be used for dam repair, reconstruction and removal projects.

Nonpoint Source Pollution Funding Adjustments: The Governor's budget increases expenditure authority by \$1,500,000 SEG in each year for nutrient management cost-sharing. The Governor also recommends increasing the amount the department may allocate for producer-led watershed grants to \$750,000 in each year

Permitting of Concentrated Animal Feeding Operations (CAFO): The Governor's budget provides expenditure and position authority in the amount of \$425,000 in each year of the biennium to oversee the permitting, inspection and enforcement of concentrated animal feeding operations (CAFO) in Wisconsin. The Governor's budget also recommends increasing the annual fee assessed to operators of CAFOs and establishing an application and renewal fee for the operation of a CAFO.

County Conservation Staffing and Cost Sharing Grants: The Governor's budget provides a \$1.4 million annual increase in grant funding to counties for county conservation staff to support land and water conservation activities. The annual base funding allocation for the program will increase from \$8.96 million annually in the 2017-19 biennium to \$10.396 million annually in both years of the 2019-21 biennium.

Industrial Hemp Program: The Governor's budget provides expenditure and project position authority to assist in the licensing, registration and testing of industrial hemp.

Replacement of Lead Service Lines: The Governor's budget authorizes \$40 million in GPR-supported bonding for the replacement of up to 50 percent of the cost to replace lead service lines through the Safe Drinking Water Loan Program. It is estimated that there are 170,000 lead service lines in Wisconsin. The lead service line program would be structured as a forgivable loan.

Private On-site Wastewater Treatment System Replacement or Rehabilitation Program (Wisconsin Fund): The Governor's budget eliminates the sunset date (June 30, 2021) for the Private On-Site Wastewater Treatment System Replacement or Rehabilitation Program. The

program will continue to assist residence owners and small commercial establishments meeting certain income and eligibility criteria to repair or replace eligible failing private on-site wastewater treatment systems.

COUNTY ORGANIZATION AND PERSONNEL

Broadband Expansion: The Governor's budget includes several initiatives to aid in the expansion of broadband across Wisconsin. First, the Governor's budget recommends an increase in expenditure authority for the Public Service Commission (PSC) broadband expansion grant

program to \$39.3 million in each year of the biennium. This allocation includes a minimum of \$2 million annually from the universal service fund, a transfer of \$6.9 million in FY20 and \$17.3 million in FY21 from the Department of Administration e-rate funds, and an allocation of \$30.4 million in GPR in the first year of the biennium and \$20 million in the second year.

The Governor's budget also recommends the modification of current law to provide a goal for the state to provide all homes and businesses within the state access to high-speed broadband with a minimum download speed of at least 3 megabits per second by the year 2025. The Governor's budget also includes a modification to current law to adjust the definition of broadband "underserved" as an area that lacks access to service of download speeds of at least 25 megabits per second and upload speeds of at least 3 megabits per second and "unserved" as an area that lacks access to service of download speeds of at least 10 megabits per second and upload speeds of at least 1 megabit per second. Finally, the Governor's budget would modify state statutes that in any way discourages municipalities from providing broadband service to residents in broadband "unserved" and "underserved" areas.

Elections: The Governor's budget modifies current law regarding voting requirements that were included in 2017 Wisconsin Act 369. This includes provisions related to student identification cards used for voting, identification card receipts and in-person absentee voting.

The Governor's budget recommends that the Wisconsin Elections Commission work with the Department of Transportation to facilitate automatic voter registration, and that the Commission implement the initial registration of all eligible voters in a timely fashion.

Redistricting: The Governor's budget directs the Legislative Reference Bureau to redraw legislative and congressional redistricting maps and appropriate \$10,000 biennially for that purpose.

UW-Extension: The Governor's budget provides funding of \$1.5 million in each year of the biennium and 20 new county-based UW-Extension agricultural positions.

Veterans: The Governor's budget recommends that County Veterans Service Officer Grants appropriations be consolidated into a single appropriation. No additional funds were included in the Governor's budget for this grant program.

Minimum Wage: The Governor's budget includes an increase in the state's minimum wage. Minimum wage would be increased by \$1 on January 1, 2020 and by \$0.75 in each year beginning January 1, 2021 for three years. Thereafter, the minimum wage would increase based on the consumer price index yearly.

Prevailing Wage: The Governor's budget reinstates Wisconsin's prevailing wage law.

The Governor's budget also repeals the prohibition on contracts between labor unions and employers that specify the employer may only hire unionized workers. Further, the Governor's budget repeals the following as a condition of obtaining or continuing employment: refraining or resigning from membership or affiliation with a labor organization; becoming or remaining a member of a labor organization; paying dues to a labor organization; or paying a third party amounts in place of dues to a labor organization.

The Governor's budget also repeals 2017 Wisconsin Act 3 which prohibited agreements (collective bargaining, project labor agreements or community workforce agreements) between governments and labor organizations on public works projects.

HEALTH AND HUMAN SERVICES

Department of Health Services (DHS)

Medicaid Expansion: The Governor's budget expands Medicaid under the federal Affordable Care Act by covering all low-income Wisconsin residents who earn incomes between 0 and 138 percent of the federal poverty level. An additional 82,000 Wisconsinites will receive healthcare coverage through Medicaid. The Governor's budget anticipates \$320 million in GPR savings through this initiative.

Childless Adult Demonstration Project: The Governor's budget repeals the childless adult demonstration project to remove work requirements, premiums, copayments and health risk assessments for enrollees, as well as the requirement that individuals be in compliance with child support orders or cooperate in the paternity determination of a child.

FoodShare Work Requirements: The Governor's budget repeals the drug screening and testing requirements for able-bodied adults seeking to participate in the FoodShare program. The Governor's budget repeals the work requirement on able-bodied adults with dependents age 6 to 18; repeals the FoodShare eligibility requirement that requires individuals be in compliance with child support orders or cooperate in the paternity determination of a child; repeals the pay for performance incentive for FoodShare Employment and Training program vendors.

Medicaid Waivers: The Governor's budget repeals 2017 Wisconsin Act 370 to preserve the constitutional authority of the executive branch to submit federal waivers and state plan amendments under the Medicaid program.

Medicaid Community Health Benefit: The Governor's budget creates a Medicaid community health benefit that invests \$45 million for non-medical services to reduce and prevent health disparities that result from economic and social determinants of health. Services include but are not limited to housing referral services, stress management, and nutritional counseling.

Income Maintenance Administration Allocation: The Governor's budget provides no increase in the income maintenance administration allocation.

FoodShare Employment and Training: The Governor's budget reduces funding for the FoodShare Employment and Training program to reflect changes in work requirements.

Medicaid Dental Access: The Governor's budget:

- Increases Medicaid reimbursement rates for dental providers who provide services to Medicaid and BadgerCare Plus patients to increase access to dental services under the Medical Assistance program.
- Ends the dental reimbursement pilot project.
- Creates a dental therapist training program.

- Increases the maximum award under the rural provider loan payment program.
- Increases expenditure authority for the Seal-A-Smile program.
- Increases funding for low-income dental clinics to expand services and deliver better access.
- Increases payments to dental providers that serve Medicaid recipients with physical and intellectual disabilities.

Childhood Lead Poisoning: The Governor's budget:

- Increases blood lead testing.
- Creates a health service initiative to provide funding to abate lead hazards in homes where Children's Health Insurance Program (CHIP) participants reside (this initiative will receive federal funds at the enhanced FMAP rate).
- Provides a grant for lead abatement in non-CHIP eligible homes (\$1 million GPR).
- Provides 1.14 FTE positions to administer the health service initiative.
- Expands Birth to 3 services to children that are lead poisoned. Eligibility criteria will be lowered from a blood lead level of 10 mcg/dL to 5 mcg/dL to allow more children to receive services. The Governor also recommends utilizing surplus Community Options Program high-cost funds to provide a funding increase to the Birth-to-3 program (\$1.55 million in FY20 and \$7,600,000 in FY21).

These initiatives are funded with \$24,996,000 in FY20 and \$27,158,700 in FY21.

Children's Long-Term Support: The Governor's budget provides additional funding to eliminate the waiting list for the Children's Long-Term Support program. Base funding for the program was \$81.4 million in FY19. The budget increases that amount to \$117.3 million in FY20 and \$119.9 million in FY21. As of July 2018, there were 2,054 children on a waiting list for services. This provision creates parity between long-term care eligibility for children and adults.

The Governor's budget also recommends streamlining the intake, application, and screening functions for children's long-term care programs by implementing a statewide contract to administer all Katie Beckett Medicaid screens and all initial screens for the CLTS program and the Children's Community Options Program.

As part of a statewide contract, the governor recommends providing for children's services navigators (five) and children's disability resource specialists (two) to help direct families towards available community resources, programs, and services. The Governor also recommends providing for children's disability ombudsmen (two) to provide advocacy services for children with long-term support needs.

Children with Disabilities: The Governor's budget provides \$2.1 million in FY20 and \$2.4 million in FY21 to reduce bureaucracy and help families of children with disabilities identify available services and supports in the community that will meet their needs.

Mental Health Services:

Crisis Intervention Services: The Governor's budget recommends the state begin to pay for a portion of the nonfederal share of Medicaid Crisis Intervention services. The Governor's budget proposes to begin sharing the costs of crisis intervention services between the state and the counties. Moving forward, counties will provide a 75 percent maintenance of effort payment based on CY17 expenditures, which will give counties freedom to provide services to additional individuals and expand the services they offer.

Crisis Stabilization Facilities: The Governor's budget creates a new grant program to establish five regional crisis stabilization facilities. These facilities are designed to help individuals in crisis and reduce involuntary commitments at state-run institutions.

Definition of Crisis: The Governor's budget expands the definition of crisis to include substance abuse and dementia related crises.

Crisis Program Enhancement Grant: The Governor's budget allows the Crisis Program Enhancement Grant to be used to establish or expand a crisis program.

The Governor's budget funds these initiatives with \$9,210,100 in FY20 and \$30,547,900 in FY21.

Mental Health Services Under BadgerCare Plus: The Governor's budget recommends increasing noninstitutional rates for physicians and medical clinics that provide mental health, behavioral health, and psychiatric services. The \$69 million investment will provide more services for Medicaid recipients who seek mental health and behavioral health care.

Peer Run Respite Centers for Veterans: The Governor's budget fully funds the peer run respite center for veterans. The facility will provide peer support services and hospital diversion services at no cost to veterans struggling with a mental health or substance abuse disorder.

Youth Crisis Stabilization Facility: The Governor's budget fully funds a youth crisis stabilization facility. The facility will provide residential mental health services to children whose needs are greater than what is available in their community but not severe enough to warrant commitment to an institution.

Substance Use Disorder: The Governor's budget provides \$898,800 in FY21 to develop a Hub-and-Spoke treatment model utilizing the Medicaid Home Health Benefit to provide care coordination for individuals at three opioid treatment centers across the state. The Governor's budget allows methadone as an appropriate treatment at these clinics. The Hub-and-Spoke model relies on regional hubs to support an individual's initial treatment and spokes to provide maintenance treatment in local communities.

Healthy Women, Health Babies Initiative: The Governor's budget:

- Increases funding for the Women's Health Block Grant by \$193,600 GPR and removes the restrictions on which organizations Title V and X funding can be supplied.
- Allocates 5.0 FTE positions to create an Infant Mortality Prevention Program to address disparities in birth outcomes in our state.

- Expands postpartum eligibility for women in the Medicaid program up to 300 percent of the FPL from 60 days to 12 months by providing \$22,988,000 in FY21 (requires a Medicaid waiver).
- Provides an additional \$1,012,500 TANF in FY20 and \$2,175,000 TANF in FY21 to expand home visiting to support expecting mothers and mothers with infants and small children.

Tobacco Cessation: The Governor's budget provides an additional \$3.3 million GPR annually for tobacco cessation activities.

Healthy Aging Programs: The Governor's budget creates a \$250,000 GPR grant to provide healthy aging programs (falls prevention and chronic disease management).

Dementia Care Specialists: The Governor's budget provides \$2.8 million annually to expand the dementia care specialists program to all aging and disability resource centers in the state. That equates to 27 positions for non-tribal ADRCs and 3 tribal positions.

Nursing Home Rate Increases: The Governor's budget provides \$8.7 million in FY20 and \$17.8 million in FY21 for a 2.5 percent general rate increase for nursing homes with a 1.5 percent increase targeted to direct care workforce and 1.0 percent for acuity.

Workforce Shortages: The Governor's budget:

- Provides \$14.8 million in each year to increase the direct care and services portion of the capitation rates DHS provides to long-term care managed care organizations in recognition of the direct caregiver workforce challenges facing the state.
- Provides \$3.3 million in FY20 and \$13.4 million in FY21 to fund rate increases for personal care direct care services (1.5 percent increase year over year).

Department of Children and Families (DCF)

Children and Family Aids: The Governor's budget increases funding for Children and Family Aids by \$15 million GPR beginning in CY20, as well as funding the costs related to the 2.5 percent foster care rate increase included in the 2017-19 biennial budget.

Child Support: The Governor's budget increases funding for county child support agencies by \$750,000 GPR in FY20 and \$1,500,000 in FY21.

The Governor's budget also ends the birth cost recovery program.

The Governor's budget increases the custodial parent child support filing fee from \$25 to \$35 to bring Wisconsin in compliance with federal regulations.

Children First: The Governor's budget provides \$1,140,000 TANF in each fiscal year to increase the capitated payment from \$400 to \$800 in the Children First program to ensure noncustodial parents who are in arrears in meeting their child support are receiving adequate services to help them meet their child support obligations.

Foster Care Rate Increase: The Governor's budget provides \$258,300 GPR/FED in FY20 and \$777,900 GPR/FED in FY21 for a 2 percent increase in foster care rates in each calendar year (2% increase in CY20 and an additional 2% in CY21).

The Governor's budget also recommends authorizing foster care payments for children living with their parents when the parents are seeking treatment in a residential alcohol or drug abuse treatment facility. This is required by the recently enacted federal Family First Prevention Services Act.

Kinship Care Rate Increase: The Governor's budget provides \$247,200 TANF in FY20 and \$770,500 TANF in FY21 for a 2 percent increase in kinship care rates.

Drivers Licenses for Foster Care Youth: The Governor's budget creates a program that will help youth in foster care be able to drive by covering the cost of drivers education classes, license costs and insurance. The program is allocated \$89,700 GPR in FY20 and \$289,200 GPR in FY21.

Runaway and Homeless Youth Shelters: The Governor's budget increases funding for runaway and homeless youth shelters by \$250,000 GPR in each fiscal year to expand services in rural areas.

Juvenile Justice

17-Year-Olds: The Governor's budget reverts jurisdiction of 17-year-old offenders from adult court to juvenile court for acts committed on or after January 1, 2021, and provides sum sufficient funding to Wisconsin counties to cover eligible costs associated with returning these youth to the juvenile justice system. The sum-sufficient appropriation will start with a base of \$5 million GPR in FY21 and will be used to reimburse counties for the increased costs associated with raising the age that a circuit court or municipal court exercises adult court jurisdiction from 17 to 18. Expenses eligible for reimbursement will be determined by the Department of Children and Families in consultation with representatives of the counties.

Lincoln Hills/Copper Lake: The Governor's budget removes the January 1, 2021 closure date for Lincoln Hills/Copper Lake and commits to transferring youth out of the facilities as soon as a Type 1 or SRCCCY facility that meets the needs of the youth is available. The intention is to close Lincoln Hills as soon as it is possible to ensure a safe and appropriate placement for all youth.

The Governor's budget includes funding for building up to three new Type 1 facilities at a total cost of \$115 million.

The Governor's budget requires DHS approval for a county to place a juvenile at MJTC, allows DHS to directly bill counties for juveniles placed at MJTC and eliminates JFC approval of the MJTC expansion.

SRCCCYs: The Governor's budget provides \$100 million for SRCCCY grants to counties, and allows counties to apply for Youth Aids for start-up costs.

The Governor's budget changes the deadline for counties to submit SRCCCY grants from March 31, 2019 to July 1, 2019, and changes the date that the Juvenile Corrections Grant Committee must submit SRCCCY recommendations to JCF from July 1, 2019 to October 1, 2019. The budget also allows counties to submit grants prior to the deadline and allows the committee to forward early applicants to JCF prior to the deadline under 14-day passive review to ensure that counties that are ready to move forward are able to do so without delay.

The budget also requires legislative minority representation on the Juvenile Corrections Grant Committee.

The Governor's budget provides \$3.5 million GPR in FY21 to reimburse one-time start-up costs for counties that create SRCCCYs. Expenses eligible for reimbursement will be determined by the Department of Children and Families in consultation with representatives of the counties.

MJTC: The Governor's budget increases treatment capacity and improves mental health treatment services to juveniles who need services by providing 50.5 FTE positions and \$3.1 million in FY21 for a 14-bed expansion at the Mendota Juvenile Treatment Center.

Youth Aids: The Governor's budget proposes nonstatutory language directing the Department of Children and Families and counties to examine potential modifications to the overall youth aids formula.

Youth Justice System: The Governor's budget recommends adding an additional position and increasing expenditure authority to provide training, performance monitoring, data collection and analysis to set standards of practice for the youth justice system.

JCI Rates: The Governor's budget increases the daily rates for placements at Lincoln Hills/Copper Lake:

\$501	FY20
\$513	July 1, 2020 to December 2020
\$588	January 1, 2021 – June 30, 2021

Other:

Homelessness: The Governor's budget increases funding for the following homeless prevention programs:

- \$500,000 GPR in each year for the Homelessness Prevention Program and \$300,000 GPR in each year for the creation of a new diversion program.
- \$500,000 GPR in each year for the State Shelter Subsidy Grant.
- \$900,000 GPR in each year for the Housing Assistance Program.
- \$500,000 TANF in each year for the Homeless Case Management Services Grant.
- \$250,000 GPR in each year for the Skills Enhancement Grant at DCF.
- \$500,000 GPR in each year to create a new Housing Quality Standards grant.
- \$300,000 GPR in each year to create a grant for housing navigation.

The Governor's budget repurposes funding from the Employment Services Grant program to support 1.0 FTE position within DOA's Division of Energy, Housing and Community Resources to support the expanded programs and convert 1.0 federal FTE position to program revenue service funded with TANF.

Elderly and Disabled Transportation Aids: The Governor's budget increases elderly and disabled transportation aids by \$6 million over the biennium (\$3 million in each year of the budget).

JUDICIAL AND PUBLIC SAFETY

Decriminalization of Marijuana: The Governor's budget recommends the decriminalization of marijuana in amounts of 25 grams or fewer. Further, the Governor recommends creating an expungement process for those convicted of possessing, manufacturing, or distributing less than 25 grams of marijuana and have completed their sentence or probation. Finally, the Governor is recommending a process be established for individuals to petition for the dismissal of their conviction for small amounts of marijuana.

State Public Defender: The Governor's budget recommends that the private bar rate be increased to \$70 per hour (currently rate is set statutorily at \$40 per hour) by January 1, 2020 by providing \$8.6 million in FY20 and \$16.6 million in FY21. The Governor's budget does not provide any additional funds to counties to offset the Supreme Court Rule to increase the county court appointed attorney rate from \$70 per hour to \$100 per hour starting January 1, 2020.

Treatment Alternatives and Diversion (TAD) Program Expansion: The Governor's budget provides \$1 million in both years of the biennium as a one-time increase for TAD. Of the \$1 million, \$500,000 would be used for expansion of existing programs and the other \$500,000 for new programs.

Opening Avenues to Reentry Success (OARS): The Governor's budget provides one position and expenditure authority for the expansion of the OARS program. OARS is currently available in 44 counties and supports the prison to community transition of inmates living with a serious and persistent mental illness who are medium-to-high-risk of reoffending.

Dispatcher Assisted Cardiopulmonary Resuscitation (CPR): The Governor's budget provides additional monies to support the ongoing cost of the Dispatcher Assisted CPR program established in 2017 Wisconsin Act 296.

Office of Emergency Communications: The Governor's budget recommends transferring the Interoperability Council, the Wisconsin Interoperable System for Communications program, the 9-1-1 Subcommittee, the Next Generation 9-1-1 program, the public safety broadband program and the land mobile radio program to the Department of Transportation from the Department of Military Affairs. The 2017-19 state budget moved the aforementioned programs from multiple state departments to be housed under one department, the Department of Military Affairs within the Office of Emergency Communications.

District Attorneys: The Governor's budget recommends 19.6 new assistant district attorney positions, as well as funding and position authority to increase part-time assistant district attorney positions to full-time (6.90 positions). The Governor's budget also recommends one-time funding (\$307,300 in FY20 and \$918,000 in FY21) for pay progression for assistant district attorneys and deputy district attorneys.

TAXATION AND FINANCE

Shared Revenue: The Governor's budget increases funding for the County and Municipal Aid Program (shared revenue) by 2 percent starting in 2020.

Levy Limits: The Governor's budget modifies the current levy limit program by allowing county property tax levies to increase by the greater of the percentage change in equalized value due to net new constructions or 2 percent beginning with levies set in 2019.

Levy Limits – Covered Services: The Governor's budget eliminates the requirement that local governments make a negative levy adjustment based on fees generated from certain municipal services.

Levy Limits – Transit Services: The Governor's budget creates a levy limit exemption for cross-municipality transit routes where the counties and municipalities meet a number of criteria. The criteria includes that the counties and municipalities claiming the exclusion must be adjacent, must have entered an intergovernmental cooperation agreement to provide new or enhanced transit services across county boundaries, and that each participating county or municipality must pass a referendum approving the agreement.

Dark Stores / Property Assessments: The Governor's budget amends assessment practices by incorporating the statutory language from last legislative session's dark store and *Walgreens v. City of Madison* reversal legislation (2017 Assembly Bills 386 and 387).

Property Tax Transparency: The Governor's budget requires local property tax bills to include information containing the gross reduction in state aid as a result of private school choice programs.

Property Tax Credits: The Governor's budget repeals the school levy tax credit and the first dollar credit. The Governor's budget converts the school levy and first dollar credits into general equalization aids to schools beginning in fiscal year 2021.

General Fund Transfer: The Governor's budget repeals the 0.25 percent general fund tax transfer to the transportation fund.

Homestead Tax Credit: The Governor's budget restores indexing for the Homestead Credit beginning in tax year 2020.

Tax Incremental Financing (TIF): The Governor's budget limits the percentage of a TIF district's project costs that can go toward cash grants for developers to 20 percent. The Governor's budget also requires TIF project plans to contain "stress tests" in their financial projections so that local governments better understand the risks of TIF utilization.

Sales and Use Tax: The Governor's budget includes language explicitly requiring internet marketplace providers to collect and remit sales and use tax on taxable sales that they facilitate on their websites on behalf of third parties.

Sales Tax Exemptions: The Governor's budget eliminates the sales tax exemptions for the sale of live game birds and clay pigeons and eliminates the sales tax exemption for the sale of farm-raised deer.

Real Estate Transfer Fee Exemption: The Governor's budget modifies two current law exemptions to the real estate transfer fee. The first change clarifies that the exemption for transfers from a subsidiary corporation to its parent corporation does not apply in cases where a noncorporate entity owns a majority of shares in the corporation. The second change would modify the exemption to transfers for the purposes of providing security for debt or other obligations to specify that the exemption does not apply to conveyances between different owners.

TRANSPORTATION AND PUBLIC WORKS

Segregated Transportation Fund: The Governor's budget funds the state's infrastructure with approximately \$6.6 billion, up from \$6.1 billion in the current biennium. New transportation revenues are generated by an eight-cent increase in the gas tax (\$485 million), elimination of the minimum markup on motor fuel, an increase in the heavy vehicle registration fee (\$36 million), an increase in the title fee (\$36 million) and by a proposed activation of the hybrid vehicle surcharge fee (\$9.7 million). In total, the increase in revenue for the Segregated Transportation Fund is approximately \$566 million in the biennium. The budget also reinstates indexing of the gas tax rate to the consumer price index.

General Transportation Aids: The Governor's budget increases county general transportation aids (GTA) from \$111,093,800 in the 2017-19 budget cycle to \$122,203,200 by calendar year 2020.

Routine Maintenance Agreements: The Governor's budget maintains funding and preserves recent increases for Routine Maintenance of the State Trunk Highway System (STH) performed by counties.

General Transit Aids: The Governor's budget increases annual funding for General Transit Aids by 10 percent or \$11,073,800 by the second year of the biennium.

Transit Capitol Assistance: The Governor's budget establishes a Transit Capitol Assistance Program to aid in the replacement of buses for eligible applicants. A total of \$10 million is allocated in the second year of the biennium to establish the program.

Paratransit Aids: The Governor's budget increases funding for Paratransit Aids by 10 percent or by \$275,000 in FY 2020 and again in FY 2021. This is a total funding increase of \$550,000 over the biennium.

Local Bridge Improvement Assistance: The Governor's budget maintains level funding for the Local Bridge Improvement Program, resulting in \$22.9 million in both years of the biennium.

Local Road Improvement Program (LRIP): The Governor's budget increases the funding for the Local Road Improvement Program (LRIP) by 4 percent in the 2019-21 biennium. A total of \$1,288,000 will be added to the overall program. Funding for the county component of LRIP, the

County Highway Improvement Program (CHIP), (Discretionary Program funding) will be funded at \$5,569,400 in FY 2020 and \$5,688,400 in FY 2021.

Majors Projects: The Governor's budget provides \$558 million in total funding for the Major Highway Development Program in the 2019-21 biennium. The total funding level for the program was \$669 million in the 2017-19 biennium. This is a funding decrease for the program of approximately \$111 million.

Southeast Mega Projects Program: The Governor's budget increases funding for the Southeast Mega Projects Program from \$122 million in the 2017-19 biennium to \$332 million in the program. This is a proposed funding increase of approximately \$210 million for the upcoming budget cycle.

State Highway Rehabilitation Funding: The Governor's budget provides an increase in the program from approximately \$1.7 billion in 2017-19 to \$1.9 billion. This is a funding increase of approximately \$176 million over the previous budget cycle.

Seniors and Individuals with Disabilities Specialized Transportation Aids: The Governor's budget increases funding for the program by \$3 million in each year of the biennium. This amounts to a \$6 million, or approximately 24% increase, in funding in the 2019-21 biennium.

Passenger Rail Bonding: The Governor's budget provides \$45,000,000 in general fund supported general obligation bonding for passenger rail improvements for travel between Milwaukee and Chicago.

Harbor Assistance Program: The Governor's budget increases funding of the Harbor Assistance Program by \$13,200,000 in FY20. In addition, the Governor's budget recommends giving priority to municipalities in which a shipbuilder in the state is conducting operations. Finally, the Governor's budget recommends providing \$39,000,000 in transportation fund-supported general obligation bonding for the program.

Freight Rail Preservation Program: The Governor's budget provides \$30,000,000 in transportation fund supported general obligation bonding for the freight rail preservation program.

Volkswagen Settlement: The Governor's budget allocates 60 percent of the remaining \$25 million in Volkswagen emissions settlement funds to be dedicated to the replacement of public transit vehicles and 40 percent towards electric vehicle charging stations. Additionally, the budget modifies current law by reducing the percentage of the total grant award returned to the state through a shared revenue reduction by the Milwaukee County and city of Madison public transit systems from 75 to 20 percent.

Railroad Crossing and Repair: The Governor's budget increases funding for railroad crossing and repair by \$465,000 in each year of the biennium to address a backlog of projects. The total funding increase for the program in the 2019-21 biennium is \$930,000.

Next Generation Air Traffic Control Systems: The Governor's budget increases state funding by \$1 million in each year of the biennium to aid local airports in the conversion to Next Generation Air Traffic Control System.

Project Labor Agreements (PLA): The Governor's budget restores a local unit of government's ability to require that a bidder enter into a Project Labor Agreement (PLA).

State Prevailing Wage Requirements: The Governor's budget restores Prevailing Wage requirements for projects using state dollars.

Local Government Use of Eminent Domain Authority for Bicycle and Pedestrian Facilities: The Governor's budget restores the ability of local governments to use eminent domain authority for the installation of bike and pedestrian paths.



DODGE COUNTY SHERIFF'S OFFICE

Dale J Schmidt Sheriff Scott Mittelstadt Chief Deputy

February 26, 2019

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

From: Scott Mittelstadt, Chief Deputy

RE: Use of FY2019 Budgeted Funds BU 1326_Jail Assessment

Dodge County Sheriff's Office, FY 2019, has budgeted for purchase of an AED (defibrillator) pads for the Dodge County Detention Facility. This was originally budgeted in BU2061 but we are requesting the use of funds from BU 1326_Jail Assessment due to changes in the statute. Please see attached copy of Wisconsin Statute 302.46(2) which allows for the use of funds from Jail Assessment to go for medical services to inmates.

The Dodge County Detention Facility has 14 AEDs in various locations around the facility and in our transport vehicles. The AED pads expire every two years therefore we try to replace approximately half each year on a rotating basis.

We utilized the Dodge County Purchasing Agent who coordinated the purchase with Dodge County Emergency Management to receive a better price. Per the attached quote, I am requesting \$266.28 be assessed to the Jail Assessment Fund.

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

Thanks you,

Scott Mittelstadt

Encl: Stat-padz II HPV quote



Please be advised that shipping has not been added to this quote.

This quote is valid until 3/19/19

Prices changes subject to new NAFTA

Volume discount will be considered

Last Updated: 2/19/19

Quantity	Aoss Item #	Description	UOM	Price	Extended Price
1	9730-002	Pediatric Defibrillation Pads, Two Year Shelf Life, 1set/pk	PK	\$89.85	\$89.85
1	9131-001	Defibrillator Electrode Pak 1 set/pk	PK	\$39.65	\$39.65
7	8900-0802-01	Stat-padz® II HVP, Multi-Function Adult Electrodes	PR	\$38.04	\$266.28
				Total	\$395.78

**DODGE COUNTY, WISCONSIN
COUNTY INVESTMENTS**

JANUARY 2019

INVESTMENT TYPE	BALANCE BEFORE			AMOUNT			BALANCE AFTER		
	INVESTING	% INVESTED	AVG. YIELD RATE	INVESTING	AMOUNT SOLD	AVG. YIELD RATE	INVESTING	% INVESTED	
CERTIFICATES OF DEPOSITS	\$0.00	0.0%	0.000%	\$0.00	\$0.00	0.000%	\$0.00	0.0%	
STATE INVEST. POOL RAILROAD	\$866,464.18	1.6%	2.370%	\$6,543.28	\$225,000.00	2.370%	\$448,007.46	0.9%	
STATE INVEST. POOL GENERAL	\$8,146,808.96	19.8%	2.370%	\$13,138,083.61	\$4,730,201.21	2.370%	\$16,554,691.36	33.6%	
STATE INVEST. POOL HSN PROJECT	\$0.00	0.0%	0.000%	\$0.00	\$0.00	0.000%	\$0.00	0.0%	
EHLERS -GENERAL FUNDS	\$5,875,661.66	14.3%	2.339%	\$17,663.76	\$188,645.25	2.339%	\$5,704,680.17	11.6%	
EHLERS -TREASURY ACCT	\$0.00	0.0%	0.000%	\$0.00	\$0.00	0.000%	\$0.00	0.0%	
MISC TREAS INVESTED	\$1,114,404.41	2.7%	2.348%	\$1,372.98	\$0.00	2.348%	\$1,115,777.39	2.3%	
LANDMARK CREDIT UNION GEN FUND INVESTMENTS	\$2,939,122.15	7.2%	0.000%	\$0.00	\$0.00	0.000%	\$2,939,122.15	6.0%	
WELLS FARGO INVESTMENTS	\$1,252,456.14	3.0%	2.575%	\$847.20	\$0.00	2.575%	\$1,253,303.34	2.5%	
4-H LEADERS ASSOCIATION NOTE	\$0.00	0.0%	0.000%	\$0.00	\$0.00	0.000%	\$0.00	0.0%	
DODGE CTY DRAINAGE BOARD UNSECURED LOAN	\$0.00	0.0%	3.500%	\$0.00	\$0.00	3.500%	\$0.00	0.0%	
FIXED INCOME CUSTODY (DANA)	\$17,071,469.93	41.5%	3.050%	\$78,229.45	\$0.00	3.050%	\$17,149,699.38	34.9%	
INFORMATION TECHNOLOGY - INTERNAL BORROWING	\$1,285,000.00	3.1%	1.900%	\$0.00	\$0.00		\$1,285,000.00	2.6%	
NEOSHO SHOP - INTERNAL BORROWING	\$593,091.00	1.4%	1.000%	\$0.00	\$0.00	1.000%	\$593,091.00	1.2%	
PIPE PROJECT - INTERNAL BORROWING	\$2,160,000.00	5.3%	1.600%	\$0.00	\$0.00	1.600%	\$2,160,000.00	4.4%	
	<u>\$41,104,478.43</u>	<u>100.0%</u>		<u>\$13,242,740.28</u>	<u>\$5,143,846.46</u>		<u>\$49,203,372.25</u>	<u>100.0%</u>	

January Yield Rates		
	2019	2018
CD	N/A	0.650%
State Pool / EWCRC	2.370%	1.210%
Fixed Income (DANA)	3.050%	1.940%
Misc Treas Invested	2.348%	N/A
Wells Fargo Investments	2.575%	1.603%
Ehlers-General Funds	2.339%	-0.090%
Pipe Project-Internal	1.600%	1.600%
Neosho Shop-Internal	1.000%	1.000%

INVESTED BY:

DATE

PATTI K. HILKER, DODGE COUNTY TREASURER

INVESTMENTS AUTHORIZED BY:

DATE

DAVID FROHLING
FINANCE COMM. CHAIRMAN

**DODGE COUNTY, WISCONSIN
COUNTY INVESTMENTS**

FEBRUARY 2019

INVESTMENT TYPE	BALANCE		AVG. YIELD RATE	AMOUNT		AVG. YIELD RATE	BALANCE	
	BEFORE INVESTING	% INVESTED		INVESTING	SOLD		AFTER INVESTING	% INVESTED
CERTIFICATES OF DEPOSITS	\$0.00	0.0%	0.000%	\$0.00	\$0.00	0.000%	\$0.00	0.0%
STATE INVEST. POOL RAILROAD	\$448,007.46	0.9%	2.470%	\$960.36	\$0.00	2.470%	\$448,967.82	0.8%
STATE INVEST. POOL GENERAL	\$16,554,691.36	33.6%	2.470%	\$9,900,819.70	\$5,015,000.00	2.470%	\$21,440,511.06	39.6%
STATE INVEST. POOL HSN PROJECT	\$0.00	0.0%	0.000%	\$0.00	\$0.00	0.000%	\$0.00	0.0%
EHLERS -GENERAL FUNDS	\$5,704,680.17	11.6%	2.037%	\$11,494.34	\$0.00	2.037%	\$5,716,174.51	10.6%
EHLERS -TREASURY ACCT	\$0.00	0.0%	0.000%	\$0.00	\$0.00	0.000%	\$0.00	0.0%
MISC TREAS INVESTED	\$1,115,777.39	2.3%	2.375%	\$6,334.82	\$0.00	2.375%	\$1,122,112.21	2.1%
LANDMARK CREDIT UNION GEN FUND INVESTMENTS	\$2,939,122.15	6.0%	0.000%	\$0.00	\$0.00	0.000%	\$2,939,122.15	5.4%
WELLS FARGO INVESTMENTS	\$1,253,303.34	2.5%	2.575%	\$0.00	\$807.38	2.575%	\$1,252,495.96	2.3%
4-H LEADERS ASSOCIATION NOTE	\$0.00	0.00%	0.000%	\$0.00	\$0.00	0.000%	\$0.00	0.0%
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)	\$17,149,699.38	34.9%	3.000%	\$40,269.26	\$55,104.02	3.000%	\$17,134,864.62	31.7%
INFORMATION TECHNOLOGY - INTERNAL BORROWING	\$1,285,000.00	2.6%	1.900%	\$0.00	\$0.00		\$1,285,000.00	2.4%
NEOSHO SHOP - INTERNAL BORROWING	\$593,091.00	1.2%	1.000%	\$0.00	\$0.00	1.000%	\$593,091.00	1.1%
PIPE PROJECT - INTERNAL BORROWING	\$2,160,000.00	4.4%	1.600%	\$0.00	\$0.00	1.600%	\$2,160,000.00	4.0%
	<u>\$49,203,372.25</u>	<u>100.0%</u>		<u>\$9,959,878.48</u>	<u>\$5,070,911.40</u>		<u>\$54,092,339.33</u>	<u>100.0%</u>

February Yield Rates		
	2019	2018
CD	N/A	0.650%
State Pool / EWCRC	2.470%	1.350%
Fixed Income (DANA)	3.000%	1.940%
Misc Treas Invested	2.375%	N/A
Wells Fargo Investments	2.575%	1.603%
Ehlers-General Funds	2.037%	0.030%
Pipe Project-Internal	1.600%	1.600%
Neosho Shop-Internal	1.000%	1.000%

INVESTED BY:

DATE

PATTI K. HILKER, DODGE COUNTY TREASURER

INVESTMENTS AUTHORIZED BY:

DATE

DAVID FROHLING
FINANCE COMM. CHAIRMAN

**Dodge County, Wisconsin
County Sales and Use Tax Revenue**

Remittance Period	Collection Period	2013	2014	2015	2016	2017	2018	2019	Previous Year	
		Remittance	Remittance	Remittance	Remittance	Remittance	Remittance	Remittance	\$ Change	% Change
Jan	Nov	\$395,130	\$486,170	\$461,907	\$512,301	\$429,376	\$392,621	\$579,474	\$186,853	47.6%
Feb	Dec	464,668	465,644	419,112	440,663	686,238	720,097	600,995	(\$119,102)	-16.5%
Mar	Jan	378,875	346,135	399,718	414,299	497,670	453,560			
Apr	Feb	380,068	433,718	469,683	321,749	396,375	401,653			
May	Mar	481,241	534,851	515,569	407,852	522,150	625,667			
Jun	Apr	399,631	422,574	407,861	638,989	587,195	635,147			
Jul	May	510,392	589,725	524,613	578,159	470,957	545,288			
Aug	Jun	552,835	672,406	500,849	510,100	717,294	745,510			
Sep	Jul	413,028	461,485	486,051	531,127	622,065	491,180			
Oct	Aug	505,310	565,940	580,603	522,952	524,810	606,792			
Nov	Sep	458,782	490,439	417,286	545,035	648,274	698,710			
Dec	Oct	370,028	484,997	548,922	484,606	518,044	530,674			
		\$5,309,989	\$5,954,084	\$5,732,174	\$5,907,833	\$6,620,448	\$6,846,899	\$1,180,469	\$67,751	
Monthly Average		\$442,499	\$496,174	\$477,681	\$492,319	\$551,704	\$570,575	\$590,234	\$33,875	
Highest Monthly Amt		\$552,835 Aug/June	\$672,406 Aug/June	\$580,603 Oct/Aug	\$638,989 June/April	\$717,294 Aug/June	\$745,510 Aug/June	\$600,995 Feb/Dec	\$186,853 Jan/Nov	
Lowest Monthly Amt		\$370,028 Dec/Oct	\$346,135 Mar/Jan	\$399,718 Mar/Jan	\$321,749 Apr/Feb	\$396,375 Apr/Feb	\$392,621 Jan/Nov	\$579,474 Jan/Nov	(\$119,102) Feb/Dec	
% Of Year Completed								16.7%		
Estimated Year End								\$7,082,811		

2019 Budget	Monthly Budget
\$4,518,090	\$376,508

	Jan-19		Previous Month	
	\$	%	\$ Change	% Change
State	\$36,763,272	39,945,716	\$3,182,444	8.7%
Dodge	\$579,474	600,995	\$21,521	3.7%



Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form
 Effective January 1st, 2016

Doc = BX
 Ledger = BA

Date: 1/22/2019

Department: _____ Land and Water Conservation Department

Budget Year: 2019

Description of Adjustment:

DATCP Farmer Led Grant Budget

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

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
6823	4227		Conservation and Dev. Grant	39,050.00
6823	5121		Wages-Permanent-Regular	4,000.00
6823	5219		Other Professional Services	11,937.00
6823	5332		Automobile Allowance	1,416.00
6823	5349		Other Operating Supplies	697.00
6823	5796		Grants to Individuals	21,000.00

Note the total Budget Adjustment must balance

Department Head Signature *Tom Byland* Date: 22 Jan 19

County Administrator Signature *Janis Mielke* Date: 1/22/19

Committee of Jurisdiction Chairman Signature *Tom Byland* Date: 2/4/19

Finance Committee Chairman Signature _____ Date: _____



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

Doc = BX
 Ledger = BA

Date: 1/11/19

Department: Human Services and Health Department

Budget Year: 2019

Description of Adjustment:

Upon closer review of the 2019 budget, a social service aide position was budgeted for in the incorrect business unit. This adjustment is needed to put the expense of the position in the correct business unit.

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

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5002	5121		Wages Permanent - Regular	29,858
5002	5141		Social Security/Medicare	2,284
5002	5142		WI Retirement - Employer	1,956
5002	5144		Health Insurance	16,020
5002	5145		Life Insurance	20
5002	5146		Worker's Compensation	471
5002	5149		Dental Insurance	1,056

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5001	5121		Wages Permanent - Regular	29,858
5001	5141		Social Security/Medicare	2,284
5001	5142		WI Retirement - Employer	1,956
5001	5144		Health Insurance	16,020
5001	5145		Life Insurance	20
5001	5146		Worker's Compensation	471
5001	5149		Dental Insurance	1,056

Note the increases must balance with the decreases

Department Head Signature Beverly Bell Date: 2/5/19

County Administrator Signature Jana Mielke Date: 2/6/19

Committee of Jurisdiction Chairman Signature Mary Bohrer Date: 2/6/19

Finance Committee Chairman _____ Date: _____



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

Doc = BX
 Ledger = BA

Date: January 31, 2019

Department: Multiple

Budget Year: 2019

Description of Adjustment:

Resolution 18-69 abolished the Central Services Department. Transfer budgeted amounts for interdepartmental charges to Services

Add object account 5256 and eliminate object .5473

101.5256	Printing Services	2,000
101.5473	Co. Reproduction Services	(2,000)
301.5256	Printing Services	3,600
301.5473	Co. Reproduction Services	(3,600)
401.5256	Printing Services	800
401.5473	Co. Reproduction Services	(800)
601.5256	Printing Services	100
601.5473	Co. Reproduction Services	(100)
701.5256	Printing Services	3,500
701.5473	Co. Reproduction Services	(3,500)
801.5256	Printing Services	200
801.5473	Co. Reproduction Services	(200)
811.5256	Printing Services	50
811.5473	Co. Reproduction Services	(50)
901.5256	Printing Services	300
901.5473	Co. Reproduction Services	(300)
913.5256	Printing Services	200
913.5473	Co. Reproduction Services	(200)
915.5256	Printing Services	120
915.5473	Co. Reproduction Services	(120)
1001.5256	Printing Services	400
1001.5473	Co. Reproduction Services	(400)
1004.5256	Printing Services	150
1004.5473	Co. Reproduction Services	(150)
1201.5256	Printing Services	1,200
1201.5473	Co. Reproduction Services	(1,200)
1204.5256	Printing Services	400
1204.5473	Co. Reproduction Services	(400)
1301.5256	Printing Services	600
1301.5473	Co. Reproduction Services	(600)
1401.5256	Printing Services	300
1401.5473	Co. Reproduction Services	(300)
1601.5256	Printing Services	2,000

For Finance Department use only

Doc# _____

Batch# _____

GL Date: _____

1601.5473	Co. Reproduction Services	(2,000)
1612.5256	Printing Services	250
1612.5473	Co. Reproduction Services	(250)
1701.5256	Printing Services	3,000
1701.5473	Co. Reproduction Services	(3,000)
1801.5256	Printing Services	150
1801.5473	Co. Reproduction Services	(150)
1901.5256	Printing Services	350
1901.5473	Co. Reproduction Services	(350)
2001.5256	Printing Services	1,200
2001.5473	Co. Reproduction Services	(1,200)
2021.5256	Printing Services	2,000
2021.5473	Co. Reproduction Services	(2,000)
2031.5256	Printing Services	350
2031.5473	Co. Reproduction Services	(350)
2056.5256	Printing Services	400
2056.5473	Co. Reproduction Services	(400)
2061.5256	Printing Services	13,000
2061.5473	Co. Reproduction Services	(13,000)
2501.5256	Printing Services	150
2501.5473	Co. Reproduction Services	(150)
2811.5256	Printing Services	200
2811.5473	Co. Reproduction Services	(200)
2821.5256	Printing Services	300
2821.5473	Co. Reproduction Services	(300)
2902.5256	Printing Services	50
2902.5473	Co. Reproduction Services	(50)
3111.5256	Printing Services	2,500
3111.5473	Co. Reproduction Services	(2,500)
4001.5256	Printing Services	1,000
4001.5473	Co. Reproduction Services	(1,000)
4005.5256	Printing Services	200
4005.5473	Co. Reproduction Services	(200)
4040.5256	Printing Services	100
4040.5473	Co. Reproduction Services	(100)
4047.5256	Printing Services	700
4047.5473	Co. Reproduction Services	(700)
4049.5256	Printing Services	100
4049.5473	Co. Reproduction Services	(100)
4569.5256	Printing Services	7,049
4569.5473	Co. Reproduction Services	(7,049)
4855.5256	Printing Services	2,900
4855.5473	Co. Reproduction Services	(2,900)
4881.5256	Printing Services	2,500
4881.5473	Co. Reproduction Services	(2,500)
5035.5256	Printing Services	11,000
5035.5473	Co. Reproduction Services	(11,000)
5047.5256	Printing Services	100
5047.5473	Co. Reproduction Services	(100)
5055.5256	Printing Services	100
5055.5473	Co. Reproduction Services	(100)

5101.5256	Printing Services	7,500
5101.5473	Co. Reproduction Services	(7,500)
5201.5256	Printing Services	1,000
5201.5473	Co. Reproduction Services	(1,000)
5302.5256	Printing Services	500
5302.5473	Co. Reproduction Services	(500)
5604.5256	Printing Services	50
5604.5473	Co. Reproduction Services	(50)
5731.5256	Printing Services	500
5731.5473	Co. Reproduction Services	(500)
6862.5256	Printing Services	300
6862.5473	Co. Reproduction Services	(300)
7001.5256	Printing Services	1,000
7001.5473	Co. Reproduction Services	(1,000)
7801.5256	Printing Services	3,000
7801.5473	Co. Reproduction Services	(3,000)
7802.5256	Printing Services	50
7802.5473	Co. Reproduction Services	(50)
7860.5256	Printing Services	1,400
7860.5473	Co. Reproduction Services	(1,400)
6801.5256.6816	Printing Services	1,000
6801.5256.6817	Co. Reproduction Services	3,000
6801.5473.6816	Printing Services	(1,000)
6801.5473.6817	Co. Reproduction Services	(3,000)
6812.5256.32	Printing Services	250
6812.5473.32	Co. Reproduction Services	(250)
6812.5256.6818	Printing Services	700
6812.5473.6818	Co. Reproduction Services	(700)
6812.5256.6819	Printing Services	20
6812.5473.6819	Co. Reproduction Services	(20)
6812.5256.6820	Printing Services	100
6812.5473.6820	Co. Reproduction Services	(100)
6812.5256.6821	Printing Services	900
6812.5473.6821	Co. Reproduction Services	(900)
6812.5256.6822	Printing Services	50
6812.5473.6822	Co. Reproduction Services	(50)
		-

Note the increases must balance with the decreases

Department Head Signature Julia A. Zajac - Finance Director Date: 2/19/19

County Administrator Signature James Muelhe Date: 2/19/19

Committee of Jurisdiction Chairman Signature NA 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	Do Ty	Document Number	Doc Fd	Amount	P C	
100.1112.01	53146	US Bank WI N.A.	02/22/19	FV	480435	00100	9,000,000.00	P	
100.1661.092	43954	Dean Health Plan	02/25/19	FV	480493	00100	711,985.51	P	
100.2122	50062	Tyler Technologies, Inc	12/31/18	FV	480097	00100	88,426.80	P	
100.2122	50252	Correct Care Solutions, LLC	12/31/18	FV	479563	00100	10,453.66	P	
100.2153.04	53204	Employee Benefits Corporation	02/22/19	FV	480436	00100	13,892.14	P	
100.2158.04	53204	Employee Benefits Corporation	02/08/19	FV	479477	00100	13,901.37	P	
100.2421.145	22845	Wisconsin Dept. of Revenue	02/11/19	FV	479529	00100	10,729.96	P	
131.5728	16165	East Wisc Counties Railroad Consortium	02/18/19	FV	480395	00100	25,000.00	P	
301.5819	53056	Professional Audio Designs Inc	02/21/19	FV	480802	00100	21,229.80	P	
805.5511	14362	M3 Insurance Solutions, Inc.	01/01/19	FV	480358	00100	11,550.00	P	
1811.5818	13042	Baycom, Inc.	01/29/19	FV	479523	00100	38,790.00	P	
1811.5818	13754	Gordon Flesch Co., Inc.	12/31/18	FV	480036	00100	10,766.00	P	
2001.5219	53327	Matrix Consulting Group	02/28/19	FV	480430	00100	19,792.00	P	
2061.5275	22827	Aramark Chicago Lockbox	01/31/19	FV	479526	00100	12,167.14	P	
2061.5275	22827	Aramark Chicago Lockbox	01/31/19	FV	479527	00100	12,230.21	P	
2061.5275	22827	Aramark Chicago Lockbox	01/31/19	FV	479528	00100	11,869.53	P	
2061.5275	22827	Aramark Chicago Lockbox	02/28/19	FV	480425	00100	11,600.34	P	
2811.5727	33620	Ox-Bo Marine LLC	01/28/19	FV	479387	00100	29,062.65	P	
2902.5222	15074	Juneau Utilities	01/31/19	FV	480359	00100	13,796.78	P	
2902.5224	35937	Constellation Energy Services	01/31/19	FV	480426	00100	10,022.40	P	
6001.5727	13190	Brownsville Public Library	02/12/19	FV	479590	00100	25,653.00	P	
6001.5727	13687	Fox Lake Public Library	02/12/19	FV	479592	00100	36,792.00	P	
6001.5727	13815	Jack Russell Memorial Library	02/12/19	FV	479593	00100	59,268.00	P	
6001.5727	13890	Horicon Public Library	02/12/19	FV	479594	00100	40,934.00	P	
6001.5727	13907	Hustisford Community Library	02/12/19	FV	479595	00100	53,949.00	P	
6001.5727	13909	Hutchinson Memorial Library	02/12/19	FV	479602	00100	18,192.00	P	
6001.5727	13953	Iron Ridge Public Library	02/12/19	FV	479596	00100	12,465.00	P	
6001.5727	14017	Juneau Public Library	02/12/19	FV	479598	00100	46,340.00	P	
6001.5727	14163	Lomira Village Public Library	02/12/19	FV	479599	00100	15,782.00	P	
6001.5727	14250	Mayville Public Library	02/12/19	FV	479601	00100	51,204.00	P	
6001.5727	14468	Oconomowoc Public Library	02/12/19	FV	479627	00100	36,941.00	P	
6001.5727	14665	Reeseville Public Library	02/12/19	FV	479603	00100	14,314.00	P	
6001.5727	15164	Waupun Public Library	02/12/19	FV	479606	00100	41,209.00	P	
6001.5727	15217	Beaver Dam Community Library	02/12/19	FV	479589	00100	254,342.00	P	
6001.5727	23138	Columbus Public Library	02/12/19	FV	479591	00100	39,920.00	P	
6001.5727	37477	Town Hall Library	02/12/19	FV	479634	00100	12,192.00	P	
6001.5727	39070	Watertown Public Library	02/12/19	FV	479605	00100	63,289.00	P	
6001.5727	39071	Karl Junginger Memorial Library	02/12/19	FV	479620	00100	43,582.00	P	
Fund 00100							GENERAL FUND	10,943,634.29	

DODGE COUNTY, WISCONSIN
DC Paid Vouchers \$10,000 Or More
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Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Fd	Amount	P C	
4805.5299	47338	JusticePoint, Inc.	01/31/19	FV	480522	00100	15,014.00	P	
4807.5219	12426	Lutheran Social Services-WI & Upper MI	01/31/19	FV	480357	00100	52,064.27	P	
4807.5219	29288	Adult Care Consultants, Inc	01/31/19	FV	479578	00100	14,786.70	P	
4807.5219	39482	Family Youth Interaction Zone	01/31/19	FV	479551	00100	62,226.75	P	
4807.5219	48475	Orion Family Services	01/31/19	FV	480409	00100	18,958.50	P	
4807.5219	50222	UnMasked Expressive Therapies	01/31/19	FV	480411	00100	11,385.00	P	
4807.5219	50314	Seasons Counseling LLC	01/31/19	FV	480277	00100	31,657.50	P	
4809.5279.468	39368	Journey Mental Health Center, Inc.	01/31/19	FV	480367	00100	18,450.00	P	
4809.5279.468	40455	Evergreen Manor II Inc.	01/31/19	FV	479553	00100	11,150.70	P	
4825.5299	13771	Green Valley Enterprises Inc.	01/31/19	FV	480801	00100	31,541.67	P	
5010.5273.02	12436	Northwest Passage, LTD	01/31/19	FV	479729	00242	11,935.00	P	
5010.5273.02	12438	Tomorrows Children	01/31/19	FV	479730	00242	10,354.00	P	
5010.5273.02	13296	Chileda Institute Inc	01/31/19	FV	479733	00242	17,257.08	P	
5010.5273.02	19821	Clinicare Corporation	01/31/19	FV	479735	00242	12,041.02	P	
5010.5273.02	24982	Oconomowoc Developmental Training Center	01/31/19	FV	479739	00242	14,561.94	P	
5010.5273.02	24982	Oconomowoc Developmental Training Center	01/31/19	FV	479739	00242	12,502.30	P	
5010.5273.02	52597	Mille Lacs Academy	01/31/19	FV	479800	00242	15,969.03	P	
Fund 00242							HEALTH & HUMAN SERVICES FUND	361,855.46	

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

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Fd	Amount	P C	
645.1864	21274	Dell Marketing L.P.	01/25/19	PV	480022	00100	35,000.00	P	
645.2141.04	42205	Bond Trust Services Corporation	02/28/19	PV	480679	00100	276,353.13	P	
645.2914.04	42205	Bond Trust Services Corporation	02/28/19	PV	480679	00100	1,500,000.00	P	
4520.5211.30	39490	Achieve Solutions	01/31/19	PV	479841	00100	12,311.59	P	
4520.5211.32	39490	Achieve Solutions	01/31/19	PV	479841	00100	15,143.06	P	
4520.5211.39	39490	Achieve Solutions	01/31/19	PV	479841	00100	16,980.78	P	
4520.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	02/28/19	PV	479818	00100	20,400.00	P	
4521.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	02/28/19	PV	479828	00100	41,860.00	P	
4528.5211.11	39490	Achieve Solutions	01/31/19	PV	479835	00100	25,249.42	P	
4528.5211.13	39490	Achieve Solutions	01/31/19	PV	479835	00100	25,814.89	P	
4528.5211.15	39490	Achieve Solutions	01/31/19	PV	479835	00100	25,446.15	P	
4528.5345	44091	Omnicare Inc	01/31/19	PV	480539	00100	10,272.04	P	
4556.5222	15074	Juneau Utilities	01/31/19	PV	480376	00100	16,646.47	P	
4556.5224	35937	Constellation Energy Services	01/31/19	PV	480538	00100	10,900.36	P	
Fund 00645							CLEARVIEW LTC & REHAB	2,032,377.89	
Grand Total								13,337,867.64	

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

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Fd	Amount	P C	
730.2121	14363	Morton Salt	02/01/19	PV	479427	00730	31,115.65	P	
730.2121	14363	Morton Salt	02/04/19	PV	479467	00730	13,316.73	P	
730.2121	14363	Morton Salt	02/06/19	PV	479513	00730	48,051.38	P	
730.2121	14363	Morton Salt	02/07/19	PV	479514	00730	17,478.68	P	
730.2121	14363	Morton Salt	02/11/19	PV	480345	00730	25,010.00	P	
730.2121	14363	Morton Salt	02/14/19	PV	480346	00730	20,628.04	P	
730.2121	14363	Morton Salt	02/15/19	PV	480420	00730	28,899.45	P	
730.2121	14363	Morton Salt	02/20/19	PV	480423	00730	11,560.05	P	
730.2121	14363	Morton Salt	02/21/19	PV	480652	00730	15,796.67	P	
730.2121	14363	Morton Salt	02/22/19	PV	480653	00730	10,092.68	P	
730.2121	15356	E.H. Wolf & Sons Inc.	02/11/19	PV	479815	00730	14,931.28	P	
730.2121	36251	Town of Ashippun	03/07/19	PV	480293	00730	15,850.04	P	
730.2121	42990	Town of Beaver Dam	03/07/19	PV	480294	00730	11,418.06	P	
730.2121	42990	Town of Beaver Dam	03/07/19	PV	480295	00730	12,022.80	P	
730.2121	42990	Town of Beaver Dam	03/07/19	PV	480296	00730	20,314.60	P	
730.2121	50474	Town of Rubicon (DCAP)	03/07/19	PV	480301	00730	35,583.06	P	
Fund 00730							HIGHWAY AND AIRPORT FUND	332,069.17	
Grand Total								332,069.17	