

**COUNTY OF RACINE  
FINANCE & HUMAN RESOURCES COMMITTEE**

Supervisor Q. A. Shakoor, II, Chairman  
Supervisor Robert N. Miller, Vice Chairman  
Supervisor Thomas H. Pringle, Secretary

Supervisor Janet Bernberg  
Supervisor Brett Nielsen  
Supervisor Donnie E. Snow  
Supervisor John A. Wisch

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\*\*\* THIS LOCATION IS HANDICAP ACCESSIBLE. If you have other special needs, please contact the Racine County Board Office, 730 Wisconsin Avenue, Racine, Wisconsin 53403 (262) 636-3571, fax (262) 636-3491 or the TTD/RELAY 1-800-947-3529. \*\*\*

NOTICE OF MEETING OF THE  
FINANCE AND HUMAN RESOURCES COMMITTEE

DATE: **Wednesday July 6, 2016**

TIME: **5:00 P.M.**

PLACE: **IVES GROVE OFFICE COMPLEX  
AUDITORIUM  
14200 WASHINGTON AVENUE  
STURTEVANT, WISCONSIN 53177**

AGENDA –

1. Convene Meeting
2. Chairman Comments – Youth In Governance/Comments
3. Public Comments
4. Approval of Minutes from the June 15, 2016 committee meeting.
5. Approval of Minutes from the Joint Meeting with Government Services from the June 15, 2016 committee meeting.
6. Approval of Minutes from the June 28, 2016 committee meeting.
7. Transfers:
  - a) Human Services Department – Hope Otto – Authorize a change of purpose of capital funds from B&FM Capital Projects – RCSC 3<sup>rd</sup> fl Carpet to ProPhoenix Software for the Detention Center and transfer funds of \$51,924 from B&FM Capital Projects 2016 budget to the 16 Capital Projects budget – 2016 – Resolution – 1<sup>st</sup> Reading at the July 12, 2016 County Board Meeting.
  - b) Human Services Department – Hope Otto – Authorize the transfer of .5 FTE of Accountant Supervisor from Ridgewood 2016 Budget to the Human Services Department 2016 Budget effective August 1, 2016, Transfer of \$14,151 from the Ridgewood Care Center 2016 Budget to the Human Services Department 2016 Budget – 2016 – Resolution – 1<sup>st</sup> Reading at the July 12, 2016 County Board Meeting.

- c) County Treasurer – Jane Nikolai – Transfer of \$1,400 within the County Treasurers 2016 budget to move funds from overtime to temporary help for clerical services in the County Treasurers Office during the busy tax collection season – 2016 – Report.
- 8. Finance – Kris Tapp – Meal Rate for 2017 – County Executive is recommending that the meal rate remains the same – Action of the Finance & Human Resources Committee only.
- 9. Communication Referrals from County Board Meeting:
  - a) United States Bankruptcy Court Eastern District of Wisconsin – Notice of Chapter 13 Bankruptcy Case re: Wanda Patrice Alexander; Sean Rogers; Terrance Riley & Thembeline Barthel;
  - b) United States Bankruptcy Court Eastern District of Wisconsin Order of Discharge re: Hazel D. Jenkins; Wardell & Marilyn Golden;
  - c) United States Bankruptcy Court Eastern District of Wisconsin Order Dismissing Case re: Sandra Faye Echoles;
  - d) United States Bankruptcy Court Eastern District of Wisconsin – Notice and Motion to dismiss – Confirmed Plan re: Kenneth Scott Anderson; Julius A & Alayna M Dentici;
  - e) United States Bankruptcy Court Eastern District of Wisconsin – Notice and Motion to dismiss – Unconfirmed Plan re: Brenity A. Gayton
- 10. Staff Report – No Action Items.
  - a. September 2016 – January 2017 Meeting Calendar
- 11. Adjournment

# FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

**Requestor/Originator** Finance

**Committee/Individual Sponsoring:** Finance & Human Resources Committee

**Date of Committee Meeting:** 7/6/2016

**Signature of Committee Chairperson  
/Designee:** \_\_\_\_\_

**Description:** Minutes from June 15, 2016 Finance & Human Resources Committee

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**Motion:** \_\_\_\_\_  
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**Action:** **County Board Supervisors**  
 Approve  
 Deny

**Youth In Governance**  
 Approve  
 Deny

**FINANCE AND HUMAN RESOURCES COMMITTEE MEETING**  
**June 15, 2016**

IVES GROVE OFFICE COMPLEX  
AUDITORIUM  
14200 WASHINGTON AVENUE  
STURTEVANT, WISCONSIN 53177

Meeting attended by: Chairman Shakoor, Supervisors Bernberg, Miller, Nielsen and Snow, Youth Representative Krishnan and Scholzen, County Board Chairman Clark, Supervisors Buske, Kaprelian-Becker, Maier, County Executive Jonathan Delagrave, Chief of Staff MT Boyle, Finance Director Alex Tillmann, Human Resources Director Karen Galbraith, Finance & Budget Analyst Kris Tapp, Corporation Counsel Jon Lehman, Asst. Corporation Counsel John Serketich, Asst. Corporation Michael Lanzdorf, Information Technology Director John Barrett, Public Works & Development Services Director Julie Anderson, Sheriff Christopher Schmaling, Captain James Weidner, Lieutenant Steve Sikora, Beth Halloway from Racine Zoological Society and Marty Malloy from M3 Insurance.

Excused: County Board Supervisors Pringle and Wisch.

**Agenda Item #1 - Convene Meeting**

Meeting Called to Order at 5:00 pm by Chairman Shakoor.

**Agenda Item #2 – Chairman Shakoor – Youth In Governance/Comments**

Chairman Shakoor read the Youth in Governance statement.

**Agenda Item #3 – Public Comments**

None.

**Agenda Item #4 – Approval of Minutes from the June 1, 2016 Meeting.**

**Action:** Approve the minutes from the June 1, 2016 meeting. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

**Agenda Item #5 - Requests for Transfer**

**5a – Finance Department – Alexandra Tillmann – Transfer of \$2,200 from the Behavioral Health Services 2016 Budget to the Print & Services Division 2016 Budget to cover the cost of a courier stop of \$15 per day due to the move to the Kranz building – 2016 – Resolution - 1<sup>st</sup> Reading at the June 28, 2016 County Board Meeting.**

**Action:** Authorize the transfer of \$2,200 from the Behavioral Health Services 2016 budget to the Print & Services Division 2016 budget to cover the cost of a courier stop of \$15 per day due to the move to the Kranz building - 2016 – Resolution – 1<sup>st</sup> Reading at the June 28, 2016 County Board Meeting. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**5b – Reefpoint Marina – Julie Anderson – Transfer of \$141,500 from the Reefpoint Marina Unreserved funds to the 2016 Capital projects and approval of capital projects – 2016 – Resolution - 1<sup>st</sup> Reading at the June 28, 2016 County Board Meeting.**

**Action:** Authorize the transfer of \$141,500 from the Reefpoint Marina Unreserved funds to the 2016 Capital projects and approval of capital projects - 2016 – Resolution – 1<sup>st</sup> Reading at the June 28, 2016 County Board Meeting. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #6 - County Executive – Jonathan Delagrave – Authorizing the Racine Zoological Society to repurpose grant money previously awarded by Racine County so that the Zoo may be better execute its new strategic capital improvement plan – 2016 – Resolution – 1<sup>st</sup> Reading at the June 28, 2016 County Board Meeting.**

**Action:** Authorize the Racine Zoological Society to repurpose grant money previously awarded by Racine County so that the Zoo may be better execute its new strategic capital improvement plan – 2016 – Resolution – 1<sup>st</sup> Reading at the June 28, 2016 County Board Meeting. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #10 – Finance Department – Alexandra Tillmann – 1<sup>st</sup> Quarter 2016 Investment Report – 2016 Report.**

**Action:** Accept and forward the 1<sup>st</sup> Quarter 2016 Investment Report – 2016 - Report. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #8 – Corporation Counsel – Jon Lehman – Cyber Liability Issues and authorizing a resolution to enter into a contract with AIG Insurance Company to provide cyber liability and computer/funds transfer fraud insurance for Racine County .**

**Action:** Authorize a resolution to enter into a contract with AIG Insurance Company to provide cyber liability and computer/funds transfer fraud insurance for Racine County – 2016 – Resolution – 1<sup>st</sup> & 2<sup>nd</sup> Reading at the June 28, 2016 County Board Meeting. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #9- Communication Referrals from County Board Meeting:**

**Action:** Receive and file items a –e. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #10 – Staff Report – No Action Items**

**Agenda Item #11 - Adjournment**

**Action:** Adjourn the meeting at 5:41 pm. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays.

# FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

**Requestor/Originator** Finance

**Committee/Individual Sponsoring:** Finance & Human Resources Committee

**Date of Committee Meeting:** 7/6/2016

**Signature of Committee Chairperson  
/Designee:** \_\_\_\_\_

**Description:** Minutes from June 15, 2016 Joint Meeting of Government Services Committee and  
Finance & Human Resources Committee  
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**Motion:** \_\_\_\_\_  
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**County Board Supervisors**  
**Action:**  Approve  
 Deny

**Youth In Governance**  
 Approve  
 Deny

**JOINT MEETING GOVERNMENT SERVICES AND  
FINANCE AND HUMAN RESOURCES COMMITTEE AND  
June 15, 2016**

IVES GROVE OFFICE COMPLEX  
AUDITORIUM  
14200 WASHINGTON AVENUE  
STURTEVANT, WISCONSIN 53177

Meeting attended by: Finance & Human Resources Chairman Shakoor, Supervisors Bernberg, Miller, Nielsen, Snow, Government Services Chairman Osterman, Supervisors Buske, Kaprelian-Becker, Maier, Youth Representative Krishnan and Scholzen, County Board Chairman Clark, County Executive Jonathan Delagrave, Chief of Staff MT Boyle, Finance Director Alex Tillmann, Human Resources Director Karen Galbraith, Finance & Budget Analyst Kris Tapp, Information Technology Director John Barrett, Sheriff Christopher Schmaling, Captain James Weidner, Lieutenant Steve Sikora and

Excused: Supervisors Finance & Human Resources Committee Supervisors Pringle and Wisch. Government Services Committee Supervisors Roanhouse, Harden-Johnson and Dawson and Youth Representatives Novak, Marnel and Gorman.

**Agenda Item #1 - Convene Meeting**

Finance & Human Resources Committee Meeting Called to Order at 5:50 pm by Chairman Shakoor.  
Government Services Committee Meeting Called to Order at 5:50 pm by Chairman Osterman.

**Agenda Item #2 – Public Comments**

None.

**Agenda Item #3 – Chairman Shakoor – Youth In Governance/Comments**

Chairman Shakoor read the Youth in Governance statement

**Agenda Item #4 – Sheriff – Sheriff Christopher Schmaling – Authorizing a 5 year Contract with TASER for Body Cameras for the Patrol Deputies and Jail Personnel and transfer of \$246,192 from the GF Tax Stabilization account to the Sheriff's Office 2016 Budget and transfer of \$180,723 from the GF Tax Stabilization Account to the 2016 Capital Projects Budget and authorization for the Body Cam Capital Project – 2016 – Resolution – 1<sup>st</sup> Reading at the June 28, 2016 County Board Meeting .**

**Action:** Authorize a 5 year contract with TASER for body cameras for the Patrol Deputies and Jail Personnel and transfer of \$246,192 from the GF Tax Stabilization account to the Sheriff's Office 2016 Budget and transfer of \$180,723 from the GF Tax Stabilization Account to the 2016 Capital Projects Budget and authorization for the Body Cam Capital Project – 2016 – Resolution – 1<sup>st</sup> Reading at the June 28, 2016 County Board Meeting.

**Finance & Human Resources Committee: Motion Passed.** Moved: Supervisor Snow. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Government Services Committee: Motion Passed.** Moved: Supervisor Buske. Seconded: Supervisor Kaprelian-Becker. Vote: All Ayes No Nays. .

## **Agenda Item #5- Adjournment**

**Finance & Human Resources Committee: Action:** Adjourn the meeting at 6:41 pm. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays.

**Government Services Committee: Action:** Adjourn the meeting at 6:41 pm. **Motion Passed.** Moved: Supervisor Buske. Seconded: Supervisor Maier. Vote: All Ayes No Nays.



# FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

Requestor/Originator Finance

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date of Committee Meeting: 7/6/2016

Signature of Committee Chairperson  
/Designee: \_\_\_\_\_

Description: Minutes from June 28, 2016 Finance & Human Resources Committee

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Motion: \_\_\_\_\_

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Action: **County Board Supervisors**

Approve

Deny

**Youth In Governance**

Approve

Deny

**FINANCE AND HUMAN RESOURCES COMMITTEE MEETING**  
**June 28, 2016**

IVES GROVE OFFICE COMPLEX  
AUDITORIUM  
14200 WASHINGTON AVENUE  
STURTEVANT, WISCONSIN 53177

Meeting attended by: Chairman Shakoor, Supervisors Bernberg, Clark, and Miller, Youth Representative Krishnan and Scholzen, County Board Chairman Supervisors Osterman and Zenner-Richards, County Executive Jonathan Delagrave, Finance Director Alex Tillmann, Finance & Budget Analyst Kris Tapp and Information Technology Director John Barrett.

Excused: County Board Supervisors Nielsen, Pringle and Wisch.

Absent: County Board Supervisor Snow.

**Agenda Item #1 - Convene Meeting**

Meeting Called to Order at 6:02 pm by Chairman Shakoor.

**Agenda Item #2 – Chairman Shakoor – Youth In Governance/Comments**

Chairman Shakoor read the Youth in Governance statement.

**Agenda Item #3 – Information Technology – John Barrett – Authorize a three year contract with Microsoft Office 365 for the County Email, authorizing a change in the capital project to include the Office 365 for Office products such as Word, Excel, etc. and consulting services from CDW-G from State Pricing – Resolution – 1<sup>st</sup> & 2<sup>nd</sup> Reading at the June 28, 2016 County Board Meeting.**

**Action:** Authorize a three year contract with Microsoft Office 365 for the County Email, authorizing a change in the capital project to include the Office 365 for Office products such as Word, Excel, etc. and consulting services from CDW-G from State Pricing – 2016- Resolution – 1<sup>st</sup> Reading at the June 28, 2016 County Board Meeting. **Motion Passed.** Moved: Supervisor Clark. Seconded: Supervisor Miller. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

**Agenda Item #4 - Adjournment**

**Action:** Adjourn the meeting at 6:20 pm. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Clark. Vote: All Ayes No Nays.

YEAR	<u>2016</u>	X	Resolution Request
			Ordinance Request
			Report Request

Requestor/Originator: Hope Otto

Committee/Individual Sponsoring: Finance Committee

Date Considered by Committee: 7/6/2016 Date of County Board Meeting to be Introduced: 7/12/2016

1st Reading:  1st & 2nd Reading:  \*

\* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: \_\_\_\_\_

**TITLE OF RESOLUTION/ORDINANCE/REPORT:**

Authorize a change of purpose of capital funds from B&FM Capital Projects - RCSC 3rd fl Carpet to Prophoenix  
Software for the Detention Center and transfer funds of \$51,924 from B&FM Capital Projects 2016 budget to the  
16 Capital Projects budget

**SUBJECT MATTER:**

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

**The Committee believes that this action furthers the following goals:**

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.



# **Racine County Human Services Department**

*1717 Taylor Avenue, Racine, WI 53403*

July 6, 2016

TO: Q.A. Shakoor  
Chairman, Finance and Human Resources Committee

FROM: Hope Otto  
Human Services Director

RE: Human Services Department Budget  
Repurpose capital flooring to purchase ProPhoenix

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The current jail management software for juvenile detention, ECAPS, is out of date and creates inefficiencies as the majority of the record keeping, incident reporting, and logs are all on paper.

ProPhoenix is software that tracks every aspect of every interaction of staff with juveniles, and juveniles with juveniles. This software is used by the Racine County jail and all other jurisdictions within Racine County.

ProPhoenix has a one-time cost of \$51,924; which includes on-site training and installation. There is an annual maintenance fee of \$6,250 beginning in year two, and will be budgeted for in the annual operating budget.

I propose repurposing \$51,924 of the capital flooring budget to purchase ProPhoenix.

Hope Otto  
Human Services Director



Next Generation Public Safety Software

# ProPhoenix Corporation

502 Pleasant Valley Ave,

Moorestown, NJ 08057

Phone: 609-953-6850

Fax: 609-953-5311

Web: www.prophoenix.com

## Proposal For: Multi-Juris Addition of CMS (Juvenile Facility)

### Racine County Juvenile Detention Center

Attention: Superintendent Edward Kamin

1717 Taylor Ave.

Racine, WI 53403

Phone#

**Proposal# 16-000131**

**Date: 04/25/2016**

**Valid Until: 07/24/2016**

#### Submitted By:

Reit, Jeff

Phone# 609-953-6850 x251

E-Mail: [jeff@prophoenix.com](mailto:jeff@prophoenix.com)

Dear Superintendent Edward Kamin,

On behalf of ProPhoenix Corporation, we are pleased to present this proposal for various components of the Phoenix Public Safety Solution Suite. The attached proposal details the required software modules and associated support services in order to successfully implement the proposed solution. If hardware is being proposed and/or recommended, please take note of the specific operating requirements outlined in the Proposal Notes and/or Terms section.

Phoenix represents a major "paradigm shift" in the value provided to Public Safety agencies throughout the United States. There are several differentiating benefits realized by an agency when implementing Phoenix Software. Highlights include;

- ✓ Deep horizontal and vertical integration throughout the entire software suite
- ✓ Integration of 3rd party tools which are transparent to the end user
- ✓ A complete, end-to-end, Public Safety lifecycle suite deployable throughout the entire agency
- ✓ Complete design, development, deployment, and maintenance conducted by ProPhoenix personnel
- ✓ Fiscal responsibility for both the initial procurement as well as ongoing sustainability
- ✓ An "all-inclusive" module philosophy within the major application offerings, e.g., CAD, RMS, Mobile, Fire, Corrections
- ✓ Continual incorporation of the latest in tools and technology to stay ahead of the technology curve
- ✓ Business Intelligence (B/I) capabilities providing "actionable insight" for enhancing decision making in support of Intelligence Led Policing (ILP) initiatives
- ✓ Adherence to National information sharing standards, e.g. National Information Exchange Model (NIEM) based of Global Justice Extensible Mark-up Language (GJXML)

The Phoenix Public Safety Software Suite embraces our "i3" design philosophy of "Integrated, Intuitive, Innovative". By implementing these tenets, our goal is to maximize an agency's effectiveness and optimize its efficiency through the use of our software. We are confident in our ability to exceed your operational expectations, and are grateful for the opportunity to compete for, and earn your business. Should you have any questions, please do not hesitate to contact us.

**Please have an authorized officer sign below and return a copy to me. Upon execution by both parties, this proposal and its terms and conditions will become a binding agreement**

#### Acceptance:

**By: Racine County Juvenile Detention Center**

**ProPhoenix Corporation**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

ProPhoenix Corporation ("Company") proposal contains information and data, which are privileged, confidential and/or proprietary to the Company. This information and data is commercially sensitive and/or financial in nature and is not made available for public review. This information is submitted on a confidential basis only in response to a specific customer request. The information contained herein is protected, among other things by the Trade Secrets Act, as codified, and any improper use, distribution, or reproduction is specifically prohibited. No license or right of any kind whatsoever is granted to any third party to use the information contained herein unless a written agreement exists between Company and the third party which desires access to the information. The information contained herein is submitted for purposes of review and evaluation in connection with Company's response to the specific request denoted herein. No other use of the information and data contained herein is permitted without the express written permission of the Company. Under no condition should the information contained herein be provided in any manner whatsoever to any third party without first receiving the express written permission from the Company.



**Total Solution Cost:**

<b>Cost</b>	<b>\$86,799</b>
<b>Discount</b>	<b>\$34,875</b>
<b>Final Proposal Amount</b>	<b>\$51,924</b>
<b>Annual Support and Maintenance</b>	<b>\$6,250</b>

**Cost Summary:**

\*A.S.M: Annual Support & Maintenance

Category	Cost	Discount	Total Price	A.S.M*
<b>ProPhoenix Items</b>				
Application Software	62,500.00	21,875.00	<b>40,625.00</b>	6,250.00
Custom Job	5,000.00	5,000.00	<b>0.00</b>	-
Installation	5,000.00	2,500.00	<b>2,500.00</b>	-
Training	5,000.00	1,500.00	<b>3,500.00</b>	-
Project Management	8,000.00	4,000.00	<b>4,000.00</b>	-
	ProPhoenix Items total:		50,625.00	6,250.00
<b>Recommended Third Party Items</b>				
3rd Party Hardware	1,299.00		<b>1,299.00</b>	-
	Recommended Third Party Items total:		1,299.00	0.00
<b>Proposal total</b>	<b>86,799.00</b>	<b>34,875.00</b>	<b>51,924.00</b>	<b>6,250.00</b>

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_



**Item Details:**

Description		Qty
<b><u>Application Software</u></b>		
CMS-LIC-JUV	CMS Server and Clients (Site) Juvenile Facility Multi Juri CMS on the Racine Co System	1
<b><u>Custom Job</u></b>		
CUS-DEV	Program Design & Development Design and implement security measures to protect Juvenile Admission Booking info from non-facility users.	1
<b><u>Installation</u></b>		
PNX-INSTALL	Installation and Setup	1
<b><u>Training</u></b>		
TRN-ONS-SYSADM	Training - On-site System Administration	2
TRN-ONS-TTT	Training - On-Site Train the Trainer	2
TRN-POST-LIVE	Training - On-Site Post Go Live	1
<b><u>Project Management</u></b>		
PM-GEN	Project Management and Professional Services	1
<b><u>3rd Party Hardware</u></b>		
HW-AXIS-214	Axis 214 PTZ Network Camera Cost: \$1,299.00	1





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## Terms & Conditions

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### Application Software

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#### CMS Server and Clients (Site) Juvenile Facility

Minimum system requirements change frequently due to technological improvements by ProPhoenix and other Hardware and Software Manufacturers. Please check with your Sales Representative or Account Manager for the most current requirements.

To use Map functions Google Mapping licensing is required. Onsite will require travel costs that are the responsibility of the customer and will be billed upon completion.

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### Custom Job

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#### Program Design & Development

Price quoted is per hour and does not include onsite travel expenses.

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### Installation

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#### Installation and Setup

Server Hardware and System Software must be installed, configured and available before installation. Customer must provide access with full Administrator privileges to the server. Installing Phoenix Software in new hardware including installation, configuration, creation and verification of the DB. In addition migration to copy the existing training database once and move Live DB when Live with new server. ProPhoenix will make sure interface files and custom reports hve been moved into new server on the migration day.

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### Training

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#### Training - On-Site Post Go Live

Follow up training provided after initial 45 days of live system use. This training is to address set up and user concerns discovered after go live use. If not listed as an item in this proposal travel expenses are additional and the responsibility of the customer. Training to be used within one year of go live.

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### Project Management

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#### Project Management and Professional Services

ProPhoenix has developed a project management methodology based on best practices and on Project Management Institute (PMI) recommendations. All new projects are divided into the following six distinctive project phases.

1. Initiation: Establish initial communication with the customer, set up internal systems, and initiate the planning stage.
2. Planning: Conduct site visit if applicable, finalize project plan, and prepare internal team.
3. Implementation: Install and configure software, conduct system administration training, and execute a sample data conversion (if contracted)
4. User Training: Conduct train the trainer training, assist end user training, and prepare to go live.
5. Go-Live: Go live, conduct post go-live training, and perform data conversion (if contracted).
6. Closing: Conduct final review and project close-out. At completion, transfer project management to technical support staff.

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### 3rd Party Hardware

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#### Axis 214 PTZ Network Camera

For additional details please visit: [www.axis.com](http://www.axis.com) Camera installation is the customers responsibility unless otherwise specified in the proposal. Shipping charges are not included in product price. Hardware purchased through ProPhoenix includes software configuration (not installation) where applicable. If purchased elsewhere configuration services by ProPhoenix will be at additional expense.

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2016</u>	x	Resolution Request
			Ordinance Request
			Report Request

Requestor/Originator: Hope Otto

Committee/Individual Sponsoring: Finance and Human Resource Committee

Date Considered by Committee: 7/6/2016 Date of County Board Meeting to be Introduced: 7/12/2016

1st Reading:  1st & 2nd Reading:  \*

\* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: \_\_\_\_\_

**TITLE OF RESOLUTION/ORDINANCE/REPORT:**

Transfer .5 FTE of Accountant Supervisor from Ridgewood Budget to the Human Services Department Budget effective August 1, 2016, Transfer of \$14,151 from the Ridgewood Care Center 2016 Budget to the Human Services Department 2016 Budget

**SUBJECT MATTER:**

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

**The Committee believes that this action furthers the following goals:**

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.

# *Racine County Human Services Department*

*1717 Taylor Avenue, Racine, WI 53403*

July 6, 2016

TO: Q.A. Shakoor  
Chairman, Finance and Human Resources Committee

FROM: Hope Otto  
Human Services Director

RE: Human Services Department Budget/Ridgewood Care Center Budget  
Move .5 FTE Accountant Supervisor from Ridgewood to Human Services  
Unfund vacant Clerk III in Human Services

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With the release of the Uniform Grant Guidelines, there is a need for additional monitoring and analyzing in the Human Services Fiscal Division.

I propose unfunding a vacant Clerk III position in the Human Services Budget and moving .5 FTE Accountant Supervisor from Ridgewood Care Center budget to Human Services budget, effective August 1, 2016.

This would also add funds to contracted services in the Human Services budget, if needed, due to Uniform Grant Guidelines.

The savings in the Ridgewood Care Center budget would be added to contracted services in the accounting area, to cover consultant costs to keep the accounts receivable current.

Hope Otto  
Human Services Director

\*July 6, 2016\*

FISCAL NOTE RESOLUTION NO:

EXHIBIT "A"

Fiscal Year: 2016

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
<b>RIDGEWOOD CARE CENTER</b>						
REGULAR WAGES	50310.6120	177,617	115,568	(10,156)	167,461	105,412
WORKERS COMP	50340.6210	206,974	24,348	0	206,974	24,348
SOCIAL SECURITY	50340.6220	543,013	345,966	(777)	542,236	345,189
RETIREMENT	50340.6230	590,557	428,050	(813)	589,744	427,237
DISABILITY INSURANCE	50340.6240	27,332	21,002	(40)	27,292	20,962
GROUP INSURANCE	50340.6260	1,258,628	690,200	(2,114)	1,256,514	688,086
LIFE INSURANCE	50340.6270	89,029	78,568	(63)	88,966	78,505
PUBLIC LIABILITY	50410.6912	136,381	81,529	(188)	136,193	81,341
<b>HUMAN SERVICES DEPARTMENT</b>						
REGULAR WAGES	1553990.6120	553,594	306,367	(17,961)	535,633	288,406
WORKERS COMP	1553990.6210	1,938	1,043	(63)	1,875	980
SOCIAL SECURITY	1553990.6220	42,349	24,089	(1,374)	40,975	22,715
RETIREMENT	1553990.6230	44,292	28,180	(1,437)	42,855	26,743
DISABILITY INSURANCE	1553990.6240	2,215	1,362	(72)	2,143	1,290
GROUP INSURANCE	1553990.6260	95,618	47,389	(4,227)	91,391	43,162
LIFE INSURANCE	1553990.6270	3,454	2,112	(112)	3,342	2,000
PUBLIC LIABILITY	1553990.6912	8,856	4,703	(287)	8,569	4,416
					0	0
	<b>TOTAL SOURCES</b>			<b>(39,684)</b>		
<b>RIDGEWOOD CARE CENTER</b>						
CONTRACTED SERVICES	1553990.6320	167,740	113,237	14,151	181,891	127,388
<b>HUMAN SERVICES DEPARTMENT</b>						
REGULAR WAGES	1553990.6120	553,594	306,367	12,067	565,661	318,434
WORKERS COMP	1553990.6210	1,938	1,043	42	1,980	1,085
SOCIAL SECURITY	1553990.6220	42,349	24,089	923	43,272	25,012
RETIREMENT	1553990.6230	44,292	28,180	966	45,258	29,146
DISABILITY INSURANCE	1553990.6240	2,215	1,362	48	2,263	1,410
GROUP INSURANCE	1553990.6260	95,618	47,389	2,114	97,732	49,503
LIFE INSURANCE	1553990.6270	3,454	2,112	75	3,529	2,187
PUBLIC LIABILITY	1553990.6912	8,856	4,703	223	9,079	4,926
CONTRACTED SERVICES	1553990.6320	167,740	113,237	9,075	176,815	122,312
	<b>TOTAL USES</b>			<b>39,684</b>		
				<b>0</b>		



JULY-6- 2016

FISCAL NOTE RESOLUTION NO:

EXHIBIT "B"

Fiscal Year: 2016

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
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The transfer of the position will be August 1, 2016

**RIDGEWOOD CARE CENTER**

-0.500	ACCOUNTANT SUPERVISOR	6	(10,156)	(3,995)		(14,151)
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**HUMAN SERVICES**

0.500	ACCOUNTANT SUPERVISOR	6	12,067	4,391		16,458
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<u>0.000</u>	<b>Total for DEPARTMENT NAME</b>		<u>1,911</u>	<u>396</u>		<u>2,307</u>
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As of August 1, 2016 the Accountant Supervisor will be given a step increase and August 1 will become her new anniversary date for any future steps/merrit increases.

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2016</u>		Resolution Request
			Ordinance Request
		x	Report Request

Requestor/Originator: Jane Nikolai - County Treasurer

Committee/Individual Sponsoring: Finance and Human Resource Committee

Date Considered by Committee: 7/6/2016 Date of County Board Meeting to be Introduced: 7/12/2016

1st Reading:  1st & 2nd Reading:  \*

\* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: \_\_\_\_\_

**TITLE OF RESOLUTION/ORDINANCE/REPORT:**

Transfer of \$1,400 within the County Treasurers 2016 budget to move funds from overtime to temporary help for clerical services in the County Treasurers Office during the busy tax collection season.

**SUBJECT MATTER:**

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

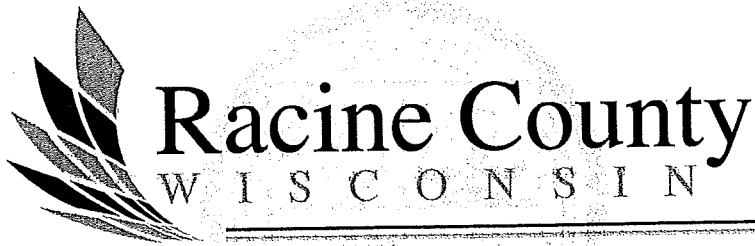
THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

**The Committee believes that this action furthers the following goals:**

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.







**Jane F. Nikolai**  
Office of County Treasurer  
730 Wisconsin Avenue  
Racine, WI 53403  
262-636-3239  
fax: 262-636-3279  
Jane.Nikolai@racinecounty.com

## MEMO

June 20, 2016

TO: Finance Committee of the County Board

FROM: Jane Nikolai, County Treasurer

RE: Budget Transfer

Please put on the agenda for the Finance Committee meeting, July 6, 2016, time for Deputy Treasurer, Marilou Hipper, to present a budget transfer request.

I am respectfully requesting your approval to transfer \$1,400.00 from the Overtime budget (account 10140.6125) to Temporary Help (account 10140.6490). This will cover the cost of retaining a temporary seasonal person to provide clerical services to the County Treasurer's Office during the busiest tax collection season this summer. Instead of utilizing overtime to pay existing staff to forego their lunch periods and work extended hours, the temp would be retained for a maximum of 80 hours.

During these four weeks the County Treasurer's Office annually collects approximately \$25 million in tax payments. Vast quantities of the payments are received via the U.S. Postal Service. Please recall that in the past, Wells Fargo Bank provided a lockbox. Without a lockbox, there are a greatly increased number of checks being mailed to our office.

The temporary staff person will assist with various clerical duties including sorting the mail, date stamping the envelopes, endorsing the backs of the checks, and returning checks that are incorrectly written. This will allow the Account Clerks to focus on providing high quality customer service to the many individuals that visit our office to make their tax payments or telephone our office to ask questions.

If you have any questions, please contact me.

Thank you.

# FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

**Requestor/Originator** Finance

**Committee/Individual Sponsoring:** Finance & Human Resources Committee

**Date of Committee Meeting:** 7/6/2016

**Signature of Committee Chairperson  
/Designee:** \_\_\_\_\_

**Description:** Setting of the 2017 Meal Rates  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Motion:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action:** **County Board Supervisors**  
 Approve  
 Deny

**Youth In Governance**  
 Approve  
 Deny

RACINE COUNTY  
MEAL REIMBURSEMENT RATE

1999 - 2015

	YEAR	BREAKFAST	LUNCH	DINNER	TOTAL
	1999	5.00	7.00	13.00	25.00
	2000	5.00	7.00	13.00	25.00
	2001	5.00	7.00	13.00	25.00
	2002	6.00	8.00	14.00	28.00
	2003	6.00	8.00	14.00	28.00
	2004	7.00	9.00	15.00	31.00
Out of State	2005	10.00	10.00	20.00	40.00
In State	2005	8.00	9.00	17.00	34.00
Out of State	2006	10.00	10.00	22.00	42.00
In State	2006	9.00	9.00	17.00	35.00
Out of State	2007	9.00	9.00	21.00	39.00
In State	2007	9.00	9.00	17.00	35.00
2007 - If out of state an employee can turn in receipts to receive reimbursement in excess of Per Diem.					
Out of State	2008	9.00	9.00	21.00	39.00
In State	2008	10.00	10.00	18.00	38.00
2008 - If out of state an employee can turn in receipts to receive reimbursement in excess of Per Diem.					
Out of State	2009	9.00	9.00	21.00	39.00
In State	2009	10.00	10.00	18.00	38.00
2009 - If out of state an employee can turn in receipts to receive reimbursement in excess of Per Diem.					
Out of State	2010	9.00	9.00	21.00	39.00
In State	2010	10.00	10.00	18.00	38.00
Out of State	2011	9.00	9.00	21.00	39.00
In State	2011	10.00	10.00	18.00	38.00
Out of State	2012	9.00	9.00	21.00	39.00
In State	2012	10.00	10.00	18.00	38.00
Out of State	2013	9.00	9.00	21.00	39.00
In State	2013	10.00	10.00	18.00	38.00
in/out state	2014	10.00	10.00	18.00	38.00
in/out state	2015	10.00	10.00	18.00	38.00
in/out state	2016	10.00	10.00	18.00	38.00

Per the IRS publication 463 - Travel, Entertainment, gift and car expenses (2014) the rate for most small localities in the United States is \$51 per day

To keep using the per diem rate it must be under the \$51 per day, any per diem over that needs to be based on location, or could go to actual costs - providing a detailed receipt.

# September 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 Finance	8	9	10
11	12	13 County Board	14	15	16	17
18	19	20	21 Finance	22	23	24
25	26	27 County Board	28	29	30	

# October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday								
						1								
2	3	4 County Board Budget Present	5 Finance	6	7	8								
9	10	11 6:00 pm Fin Comm meets with Depts.	12 6:00 pm Fin Comm meets with Depts.	13 6:00 pm Fin Comm meets with Depts.	14	15								
16	17	18	19 Finance Comm meets with Depts.	20 County Board Public Hearing	21	22								
23	24	25 Finance Budget Deliberation	26	27	28	29								
30	31													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 16.6%;">October 11th Meeting Agenda</th> <th style="width: 16.6%;">October 12th Meeting Agenda</th> <th style="width: 16.6%;">October 13th Meeting Agenda</th> <th style="width: 16.6%;">October 19th Meeting Agenda</th> </tr> </thead> <tbody> <tr> <td>                     Clerk of Courts                      District Attorneys - DA &amp; Victim Witness                      Community Services - Emergency Mgmt,                      Medical Examiners, Alt to Inc &amp;                      UW Extension                      Communication Department                      Human Resources Department                      Sheriff's Office - Sheriffs, Jail                 </td> <td>                     PW&amp;DS - Development Service, Land Info                      Land Conservation, RCEDC, SEWRPC                      BFM, Parks, Highway, Golf                      Co Bridge Aids                      Reefpoint Marina                      Corporation Counsel - Corp Counsel &amp;                      Office of Child Support Enf - Change                      Information Systems Department                      Finance Department                 </td> <td>                     County Executive                      County Board                      County Clerk                      County Treasurer                      Register of Deeds/Land Description                      Human Services Dept - HSD, Veterans,                      Ridgewood Care Center and                      Health Services                 </td> <td>                     Contingency                      Non Allocated Revenues                      Debt Service                      Cultural Activities                      Employee Benefits                      County Schools                      Lakeshore Library System                      (These are presented by Finance)                      This will be part of the regular Finance                      &amp; Human Resources Committee Meeting                      Presented by Finance Dept                 </td> </tr> </tbody> </table>							October 11th Meeting Agenda	October 12th Meeting Agenda	October 13th Meeting Agenda	October 19th Meeting Agenda	Clerk of Courts District Attorneys - DA & Victim Witness Community Services - Emergency Mgmt, Medical Examiners, Alt to Inc & UW Extension Communication Department Human Resources Department Sheriff's Office - Sheriffs, Jail	PW&DS - Development Service, Land Info Land Conservation, RCEDC, SEWRPC BFM, Parks, Highway, Golf Co Bridge Aids Reefpoint Marina Corporation Counsel - Corp Counsel & Office of Child Support Enf - Change Information Systems Department Finance Department	County Executive County Board County Clerk County Treasurer Register of Deeds/Land Description Human Services Dept - HSD, Veterans, Ridgewood Care Center and Health Services	Contingency Non Allocated Revenues Debt Service Cultural Activities Employee Benefits County Schools Lakeshore Library System (These are presented by Finance) This will be part of the regular Finance & Human Resources Committee Meeting Presented by Finance Dept
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# November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Budget Passed County Board	2 Finance	3	4	5
6	7 Tax Levy Passed County Board	8	9	10	11	12
13	14	15 Apportionment due to State	16 Finance	17	18	19
20	21	22	23	24 Thanksgiving Holiday	25	26
27	28	29 County Board	30			

# December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 Finance	8	9	10
11	12	13	14	15	16	17
18	19	20 County Board	21 Finance	22	23 Holiday	24
25	26 Holiday	27	28	29	30 Holiday	31

# January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Holiday	3	4 Finance	5	6	7
8	9	10 County Board	11	12	13	14
15	16	17	18 Finance	19	20	21
22	23	24 County Board	25	26	27	28
29	30	31				