

Jefferson County
Finance Committee meeting packet
January 12, 2012

No additional items were handed out at the committee meeting.

David P. Ehlinger, CPA
Finance Director
Jefferson County

Agenda
***Amended 1/6/12**

Jefferson County
Finance Committee
Jefferson County Courthouse
320 S. Main Street
Room 112
Jefferson, WI 53549

Date: Thursday, January 12, 2012
Time: 8:30 a.m.

Committee members:	Jim Braughler, Secretary	Dick Jones, Vice Chair
	Jim Mode	John Molinaro
	Pam Rogers, Chair	

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the agenda
5. Citizen comments
6. Approval of Finance Committee minutes for December 8, 2011
7. Communications
8. Discussion regarding state and federal funding for Child Support for calendar year 2012
9. Discussion and possible approval regarding out of state travel for Child Support at the National Child Support Enforcement Association conference in Denver, CO in Aug. 2012
10. Discussion and possible recommendation regarding five year election maintenance and support contract with Election Systems & Software LLC
11. Discussion and possible action regarding attendance at the National Council on Behavioral Healthcare conference in Chicago, IL in April 2012 by Kathi Cauley
12. *Discussion and possible action regarding attendance at the national Government Finance Officers Association conference in Chicago, IL in June 2012 by Tammy Worzalla
13. Update on contingency fund balance
14. Payment of invoices
15. Set future meeting schedule, next meeting date, and possible agenda items
16. Adjourn

Next scheduled meetings:	Thursday, February 9	Regular meeting
	Tuesday, February 28	Close 2011 accounting records
	Thursday, March 8	Regular meeting
	Thursday, April 12	Regular meeting

All meetings are scheduled to begin at 8:30 am unless otherwise noted

The Board may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

Jefferson County
Finance Committee Minutes
December 8, 2011

Committee members: Braughler, James B.
Jones, Richard C.
Mode, Jim
Molinaro, John
Rogers, Pamela (Chair)

1. **Call to order** – Pam Rogers called the meeting to order at 8:30 a.m.
2. **Roll call (establish a quorum)** – All committee members were present except James Braughler. Additional County Board Supervisor present was Supervisor Jan Roou. Staff in attendance was Dave Ehlinger, Bill Kern, Paul Novitzke, Gary Petre, Phil Ristow, Sandee Schunk and Tammy Worzalla.
3. **Certification of compliance with the Open Meetings Law** – Gary Petre certified that the meeting complied with the Open Meeting Law.
4. **Review of the agenda** – No changes.
5. **Citizen Comment** – None
6. **Approval of Finance Committee minutes for November 10, 2011** – A motion was made by Molinaro/Mode to approve the minutes for November 10, 2011. The motion passed 4-0.
7. **Communications** – None
8. **Discussion and possible action on the purchase of a replacement boiler at the Hillside Building by the Human Services Department** – After general discussion, a motion was made by Mode/Jones to approve the replacement of the Hillside boiler up to \$21,112.00.
9. **Review of and possible recommendations regarding departmental 2011 non-lapsing requests to be carried forward into 2012 budget** – Dave Ehlinger and Gary Petre indicated that they saw no particular requests that were questionable. Dave highlighted and explained the following specific departments:
 - Sheriff Department – Radio system upgrade project
 - Clerk of Courts – Remodeling project and unemployment compensation
 - Land Conservation – County cost share program re-establishment
 - Health Department – Total department and statutory requirement
 - MIS Department – Total amount high as compared to their total budget
 - Highway Department – No changes from past year procedures

Rogers inquired as to the expectations of the end of year estimates. Dave Ehlinger stated there were no material changes to his August estimates brought to the Finance Committee in September.

10. **Update on contingency fund balance** – Dave Ehlinger stated there were no changes to the \$285,019.53 balance from the previous month.
11. **Convene in closed session pursuant to s. 19.85(1)(e), Wisconsin Statutes, to deliberate the purchase of public property interests** – A motion was made by Mode/Jones to convene in closed session. The motion passed in a roll call vote 4-0.
12. **Reconvene in open session to take action if necessary on items discussed in closed session concerning public property interests** – A motion was made by Molinaro/Mode to reconvene in open session. The motion passed 4-0. No action was taken.
13. **Payment of invoices** – James Mode left at 9:40 and gave his approval of the payment of invoices that he reviewed. After all other committee members finished reviewing the invoices, a motion was made by Rogers/Molinaro to approve payment of invoices totaling \$853,225.80. This amount includes an adjustment to Pat Theder's mileage reimbursement to exclude the mileage to and from his home in the amount of \$186.48. The amount also included payment to Marcia Krull for May through October purchases with the caveat that she is to be reminded that invoices must be turned in monthly as per County Board rules. The motion passed 3-0.
14. **Set future meeting schedule, next meeting date, and possible agenda items** – No changes.
15. **Adjourn** – A motion was made at 9:43 a.m. to adjourn by Molinaro/Rogers. The motion passed 3-0.

Respectfully submitted,

Pam Rogers
Finance Committee Chair
Jefferson County
/tlw - dpe

Jefferson County

Child Support Agency

Courthouse Rm 219
320 S Main St
Jefferson WI 53549
childsupport@jeffersoncountywi.gov

TEL: 414-615-2587
FAX: 920/674-7435
TDD: 800/947-3529
www.jeffersoncountywi.gov/child

Date: December 14, 2011

To: Gary Petre
Dave Ehlinger
Members of Finance Committee:
John Molinaro
James Braughler
Richard Jones
Jim Mode
Pamela Rogers

From: Stacey Jensen
Child Support Agency Director

Re: 2012 Child Support Program Funding
Request for out of state travel

This memo provides information about final 2012 state GPR funding, final 2012 federal performance funding and 2012 medical support funding for the Jefferson County Child Support Agency. During the September 19, 2011 budget presentation, the final 2012 figures were not known. During the September 19th presentation, I had informed you I would advise the committee as soon as I received information with the final 2012 funding amounts. Below is a chart showing the amount in the final 2012 budget and the amount of the final 2012 Child Support Agency funding.

	State GPR	Fed. Performance Inc.	Medical GPR	Totals
2012 Budget	\$52,763	\$129,448	\$0.00	\$182,211
Final Funding	\$69,079	\$155,189	\$9,766	<u>\$234,034</u>
			Additional funding	\$ 51,823

The 2012 Child Support Agency budget includes out of state travel for attendance for two at one NCSEA (National Child Support Enforcement Association) conference. The Director will be attending the NCSEA Policy Forum in DC in February, leaving one approved out of state travel for one additional NCSEA conference. I am seeking permission for one additional out of state travel for attendance at the NCSEA conference, "Moving Mountains for the Modern Family, scheduled for August 6th-8th. Below is the budget request for the one additional out of state travel.

Dept/Bus Unit	2301 Child support
Event	NCSEA Conference "Moving Mountains for the Modern Family"
Location	Denver, CO
Time Frame	August 6 th - 8 th , 2012
Staff Attending	Agency Director and one staff attorney
Registration	532325 \$480
Mileage	532332 \$50 (taxi)
Commercial travel	532334 \$450 *estimate
Meals	532335 \$149
Lodging	532336 \$800 *estimate
Total	\$1929

Thank you.

The 2012 Child Support Agency budget includes out of state travel for attendance for two at one NCSEA (National Child Support Enforcement Association) conference. The Director will be attending the NCSEA Policy Forum in DC in February, leaving one approved out of state travel for one additional NCSEA conference. Below is the budget request for one additional out of state travel to attend the NCSEA conference, "Moving Mountains for the Modern Family, scheduled for August 6th-8th.

Dept/Bus Unit	2301 Child support		
Event	NCSEA Conference "Moving Mountains for the Modern Family"		
Location	Denver, CO		
Time Frame	August 6 th - 8 th , 2012		
Staff Attending	Agency Director and one staff attorney		
Registration	Acct. no. 532325	\$480	
Mileage	Acct. no. 532332	\$50	(taxi)
Commercial travel	Acct. no. 532334	\$450	*estimate
Meals	Acct. no. 532335	\$149	
Lodging	Acct. no. 532336	\$800	*estimate
Total		\$1,929	

The 2012 CSA budget did not include funds for replacement of computers or software, as the plan was to start replacing 20% of the Agency computers in the 2013 Budget. Request to use a portion of the unbudgeted 2012 revenue to replace the CSA computers and update the software as summarized below.

Computer equipment & software	Acct. no. 531303	\$16,116	*estimate
Estimate includes:			
Desktop: \$600 x 11 = \$6600			
Notebook: \$1104 x 4 = \$4416			
2010 per PC office upgrades for 15 computers: \$340 x 15 = \$5100			
Total:		\$16,116	* estimate

Total \$18,045 *estimate

Dave Ehlinger

From: Stacey Jensen
Sent: Wednesday, December 14, 2011 12:59 PM
To: Dave Ehlinger
Subject: RE: Agenda Items for Finance Committee Meeting 1-12-12

Yes, that is unless the federal funding gets cut by 10% and those cuts take effect 10/1/11. That is a possibility and unknown at this time. If that occurs, that could then cut the federal funding by maybe 22,000. As you are aware, our funding changes too often. I hope to know something about the possibility of federal cuts soon??

These are the numbers I have as of today and know now. This year was also the first year in several years we met all four performance measures which also contributed to our agency receiving a bit more funding.

Stacey Jensen, Director
Jefferson County Child Support Agency
phone: 920-674-1111
cell: 920-723-5187
fax: 920-674-7435

-----Original Message-----

From: Dave Ehlinger
Sent: Wednesday, December 14, 2011 12:51 PM
To: Stacey Jensen
Subject: FW: Agenda Items for Finance Committee Meeting 1-12-12

Stacey,

Am I reading the memo right that you already have a \$52,000 surplus for 2012?

Dave

-----Original Message-----

From: Tammie Jaeger
Sent: Wednesday, December 14, 2011 12:47 PM
To: Dave Ehlinger; Gary Petre; James Braughler; Jim Mode; John Molinaro; Pam Rogers (psrogers66@yahoo.com); Richard Jones; Tammie Jaeger; Tammy Worzalla
Cc: Stacey Jensen
Subject: Agenda Items for Finance Committee Meeting 1-12-12

-----Original Message-----

From: Stacey Jensen
Sent: Wednesday, December 14, 2011 12:43 PM
To: Tammie Jaeger
Subject: Agenda Items for Finance Committee Meeting 1-12-12

Hi Tammie,

I was not able to locate your distribution list. Would you pass this email along and add the two items to the agenda for the January meeting?

Dave Ehlinger

From: Barb Frank
Sent: Tuesday, December 20, 2011 3:07 PM
To: Dave Ehlinger
Subject: FW: Revised Maintenance Agreement
Attachments: Jefferson County, WI Maintenance Agreement-12.16.11.pdf; Jefferson County, WI Services Agreement Terms & Conditions-11.10.11.pdf

Please put this contract on the finance agenda.

2 eagles and 1 automark belong to the county, the rest are billed out and paid by the municipalities. We are receiving a huge discount by getting everyone on the same agreement.

We are hoping EOC (federal) certification happens so the state will certify the DS200.

Thanks Barb

From: Barb Frank
Sent: Tuesday, December 20, 2011 3:03 PM
To: Dave Ehlinger
Subject: FW: Revised Maintenance Agreement

From: Hoffman, Bryan [<mailto:bjhoffman@essvote.com>]
Sent: Tuesday, December 20, 2011 2:37 PM
To: Barb Frank
Cc: Hoversten, Mike
Subject: RE: Revised Maintenance Agreement

Barb thanks for working with me on this. I will go ahead and create an invoice based on the attached pricing for 2012 and have that sent to you for processing. I would ask that you please have the agreement signed at your February Commissioners meeting and returned to us.

Have a Merry Christmas!

From: Barb Frank [<mailto:BarbF@jeffersoncountywi.gov>]
Sent: Tuesday, December 20, 2011 1:43 PM
To: Hoffman, Bryan
Subject: RE: Revised Maintenance Agreement

This is for 5 years @ 10,922.50/year. This would still need to go to board (exceeds \$25,000). I was asking that you commit it to 2 years.

Thanks Barb

From: Hoffman, Bryan [<mailto:bjhoffman@essvote.com>]
Sent: Tuesday, December 20, 2011 11:24 AM
To: Barb Frank
Cc: Hoversten, Mike
Subject: Revised Maintenance Agreement

I am now on a conference call, so I wanted to forward you the revised agreement to review. The UNITY Software fees have been removed from the agreement so that the overall cost of the agreement is substantially lower. Hopefully this allow approval without bringing to a Commissioners meeting.

I will call you early this afternoon to discuss.

Bryan Hoffman

ES&S

Vice President Corporate Sales

Cell: 320-267-4631

bjhoffman@essvote.com

NOTICE: This E-mail and any attachments may contain confidential information. Use further disclosure of the information by the recipient must be consistent with applicable laws, regulations and agreements. If you received this email in error, please notify the sender; delete the E-mail; and do not use, disclose or store the information it contains.

**EXHIBIT A
SERVICES SUMMARY**

Term of Agreement

December 1, 2011 through December 31, 2016

Maintenance and Support Services

Maintenance and Support Services:	Quantity	Standard Price per Unit	Discount Each	Bundled Services Discount	Total Annual Fee
Hardware Maintenance and Support Services:	Gold: Preventative Maintenance Visit Once Every Twelve (12) Months Silver: Preventative Maintenance Visit Once Every Twenty-Four (24) Months				
Eagle Equipment Maintenance					
Gold Program	37	\$200.00	(\$40.00)	0.00%	\$5,920.00
AutoMARK Equipment Maintenance					
Silver Program	29	\$177.50	(\$35.00)	0.00%	\$4,132.50
Firmware Maintenance and Support Services:					
AutoMARK Firmware Maintenance	29	\$30.00	N/A	0.00%	\$870.00
Total Annual Maintenance and Support Fee					\$10,922.50

Note 1: Any applicable state and local taxes are not included, and are the responsibility of Customer. Prices are exclusive of freight which will be billed separately.

Note 2: Payment terms:

Election Support Services will be invoiced as Services are provided. 100% of invoice total due within 30 calendar days of invoice date.

Maintenance and Support Services will be invoiced 90-days prior to the start of the maintenance period. 100% of invoice total due within 30 calendar days of invoice date.

Note 3: Customer understands, acknowledges and agrees that ES&S' fees for the services as set forth on the accompanying exhibits are based upon (a) a contractual commitment by Customer to subscribe for and purchase such services for the entire Term, (b) ES&S' dedication of sufficient resources during the Term to perform such services and provide associated prioritization of Customer in its service deliveries, and (c) the descriptions of such services in the accompanying exhibits. In the event that Customer changes its commitment to a period of less than the Term for any reason other than a termination for cause pursuant to Article II, Section 5, of this Agreement, Customer hereby agrees to promptly pay a balance due charge using the Non-Discounted Fees applied to the services provided to the Customer as presented in Exhibit A up through the date of such early termination.

Note 4: During the Term of this Agreement, should Jefferson County, WI purchase a Vote Tabulation System from ES&S (such system to consist of ES&S' most current voting system which has been certified for use in the State of Wisconsin) to replace all Eagle units in service, ES&S will waive the balance due charge described in Note 3 for the Eagle Hardware Maintenance fees and Article II, Section 5 of the Agreement will no longer apply to the Eagle Equipment

**ELECTION SYSTEMS & SOFTWARE, LLC
ELECTION SERVICES AND MAINTENANCE SERVICES AGREEMENT**

This Agreement is made as of the date it is executed by the last of the parties named below (the "Effective Date"),

**ARTICLE I
DEFINITIONS**

All capitalized terms used, but not defined, in these General Terms or on an Exhibit are defined as follows:

- a. "ES&S Software" means ES&S' proprietary election software (including the ES&S Firmware), all Updates and items delivered to Customer, unless licensed pursuant to a separate written agreement, all Add-Ons and New Products licensed to Customer.
- b. "Software" means ES&S Software and Third Party software.

**ARTICLE II
GENERAL TERMS AND CONDITIONS**

1. **Consideration.** The consideration to be paid by Customer to ES&S for the services provided hereunder is set forth on the accompanying Exhibits.
2. **Limitation of Liability.** Neither party shall be liable for any indirect, incidental, punitive, exemplary, special or consequential damages of any kind whatsoever arising out of or relating to this Agreement. Neither party shall be liable for the other party's negligent or willful misconduct. ES&S' total liability to Customer arising out of or relating to this Agreement shall not exceed the aggregate amount to be paid to ES&S hereunder. Any action by Customer against ES&S must be commenced within one (1) year after the cause of action has accrued. ES&S shall not be liable under this Agreement for any claim, damage, loss, judgment, penalty, cost, amount paid in settlement or fee that is caused by (a) Customer's failure to timely or properly install and use the most recent Update provided to it by ES&S or (b) Customer's election not to receive, or to terminate, the Hardware Maintenance Services or the Software Maintenance and Support.
3. **Excusable Nonperformance.** Except for a delay or failure in the payment of money, if either party is delayed or prevented from performing its obligations under this Agreement due to any cause beyond its reasonable control, including natural disaster, fire, flood, unusually severe weather, terrorism, insurrection, war, Acts of God, labor disputes and governmental regulations, the delay shall be excused during the continuance of, and to the extent of, such cause, and the period of performance shall be extended to the extent necessary to allow performance after the cause of delay has been removed. ES&S agrees to work with Customer, at Customer's request, to develop mutually agreeable alternatives in order to minimize the negative impact of any such delay.
4. **Exclusive Service Provider.** Customer hereby agrees to purchase the products and services set forth on the Exhibits attached hereto from ES&S for the Term of this Agreement at the pricing set forth on each applicable Exhibit. Customer's agreement to purchase all of such products and services from ES&S for the entire Term entitles Customer to receive the preferred pricing for each product or service as provided herein. In the event that Customer terminates its purchase commitment prior to expiration of the Term of this Agreement for any reason other than for cause pursuant to Article II, Section 5, of this Agreement, or purchases any such products or services from a provider other than ES&S, or does not pay for such products or services provided by ES&S pursuant to the payment terms during the Term, Customer shall no longer be entitled to receive the pricing set forth on the attached Exhibits, as applicable, and shall pay ES&S its then current rates for such product and services.
5. **Term; Termination.** This Agreement shall be in effect for the period stated on Exhibit A, covering all elections within Customer's jurisdiction (the "Term"). This Agreement may be terminated, in writing, at any time by either party if the other party breaches any material provision hereof and does not cure such breach within thirty (30) days after it receives written notification thereof from the non-breaching party.
6. **Assignment.** Except in the case of a sale, transfer or assignment of all or substantially all of the assets of ES&S to a successor who has asserted its intent to continue the business of ES&S, neither party may assign or transfer this Agreement or assign any of its rights hereunder without the prior written consent of the other party hereto, such consent not to be unreasonably withheld.
7. **Entire Agreement.** This Agreement, including all Exhibits hereto (all of which are incorporated herein by this reference), contains the entire agreement of the parties with respect to the subject matter hereof and shall supersede and replace any and all other prior or contemporaneous discussions, negotiations, agreements or understandings between the parties, whether written or oral, regarding the subject matter hereof. Any provision of any purchase order, form or other agreement which conflicts with or is in addition to the

provisions of this Agreement shall be of no force or effect. In the event of any conflict between a provision contained in an Exhibit to this Agreement and these General Terms, the provision contained in the Exhibit shall control. No waiver, amendment or modification of any provision of this Agreement shall be effective unless in writing and signed by the party against whom such waiver, amendment or modification is sought to be enforced. No consent by either party to, or waiver of, a breach by either party shall constitute a consent to or waiver of any other different or subsequent breach by either party.

8. **Notice.** Any notice or other communication required or permitted hereunder shall be in writing, and will be deemed given when delivered personally, sent by confirmed fax, sent by commercial overnight courier (with written verification of receipt) or sent by registered or certified mail, return receipt requested, postage prepaid, when the return receipt is received. All communications shall be sent to the attention of the persons listed on the signature page to this Agreement and at the addresses or fax numbers set forth on such signature page unless other names, addresses or fax numbers are provided by either or both parties.

9. **Disputes.**

Remedies for Past Due Payments. If any payment to ES&S is past due more than five (5) days, ES&S may suspend performance under this Agreement until such amount is paid.

Dispute Resolution Process. Time is of the essence in resolving disputes. The initiating party shall notify the responding party of any dispute, including all relevant information (e.g., the nature of the dispute, dates, times, persons involved). The responding party shall respond to the notification within five (5) business days. Thereafter, the parties shall use their good faith efforts to resolve the dispute within a reasonable period of time. Notwithstanding anything in this Section 9 to the contrary, either party may apply to any court having jurisdiction over the subject matter of the dispute for a temporary restraining order, preliminary injunction, or other appropriate legal remedy at any time.

10. **Other.** In performing its obligations or enjoying its rights under this Agreement, each party shall comply with all applicable laws and regulations. ES&S is providing its services to Customer as an independent contractor, and shall not be deemed to be a "state actor" for purposes of 42 U.S.C. § 1983. ES&S will not be responsible for (a) user errors, (b) voter errors or (c) problems encountered by any individual in voting. ES&S may engage subcontractors to provide certain of the services, but shall remain fully responsible for such performance. The provisions of Sections 1-4, 6, 8 and this Section 10 shall survive the termination of this Agreement, to the extent applicable.

[END OF GENERAL TERMS]

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, each of the parties hereto:

- Agrees to the **GENERAL TERMS** set forth above and the terms and conditions set forth in each Exhibit attached hereto.
- Represents and warrants to the other party that as of its signature date indicated below it has full power and authority to enter into and perform this Agreement, and that the person signing below on its behalf has been properly authorized to execute this Agreement.
- Acknowledges that it has read this Agreement, understands it and intends to be bound by it.

ELECTION SYSTEMS & SOFTWARE, LLC
11208 John Galt Boulevard
Omaha, NE 68137
Fax No.: (402) 970-1291

JEFFERSON COUNTY, WISCONSIN
320 South Main Street, Room 109
Jefferson, WI 53549
Fax No.: 920-674-7368

Signature

Signature

Name (Printed or Typed)

Name (Printed or Typed)

Title

Title

Date

Date

**EXHIBIT I
MAINTENANCE SERVICES**

HARDWARE

1. **Maintenance Services.** The Hardware Maintenance Services to be provided to Customer under this Agreement for the ES&S equipment listed on Exhibit A is set forth on Exhibit A (the "Products") and shall be subject to the following terms and conditions:

a. **Routine Maintenance Services.** An ES&S Representative shall provide such services as may be necessary to keep the Products in Normal Working Condition ("Routine Maintenance Services") according to the schedule identified on Exhibit A during the Initial Maintenance Term or any renewal thereof. Generally, Routine Maintenance Services shall include cleaning, lubrication, diagnostic check, and calibration services. The Routine Maintenance Services shall not include the repair or replacement of any ES&S Equipment components that are consumed in the normal course of operating the Equipment, including, but not limited to, paper rolls, batteries, removable media storage devices, PCMCIA cards, ink pads, ink cartridges or marking devices. Customer may request that Routine Maintenance Services be performed more than once during the Initial Maintenance Term or any Renewal Period. Any such request shall be made at least sixty (60) days before the Routine Maintenance Services are desired. The per-unit fee for such additional Routine Maintenance Services shall be the then current rate and shall be due within thirty (30) days after invoice date. At the request of Customer, ES&S shall provide a reasonably detailed record of all Routine Maintenance Services performed with respect to the Products. ES&S will schedule the Routine Maintenance Services with Customer. The Routine Maintenance Services will be provided at Customer's Designated Location. Customer's "Designated Location" shall mean Customer's owned or leased facility at which Customer desires ES&S to perform the Hardware Maintenance Services. Customer acknowledges and agrees that the performance of Routine Maintenance Services for Product(s) identified on Exhibit A as "repair only" shall only be provided pursuant to Section 1(b) below.

b. **Repair Services.**

i. **Defects Under Normal Use and Service.** If a defect or malfunction occurs in any Product while it is under normal use and service, Customer shall promptly notify ES&S, and ES&S shall use reasonable efforts to restore the item to Normal Working Condition as soon as practicable. The services provided by ES&S pursuant to this Subsection 1(b)(i) are referred to herein as "Repair Services". ES&S will perform Repair Services in conjunction with a preventative maintenance event as follows:

(1) Repair Services for Products covered under this Agreement will be performed at Customer's Designated Location.

ii. **Defects Due to Customer Actions or Omissions.** If a defect or malfunction occurs in any Product as a result of (1) repairs, changes, modifications or alterations not authorized or approved by ES&S, (2) accident, theft, vandalism, neglect, abuse or use that is not in accordance with instructions or specifications furnished by ES&S or (3) causes beyond the reasonable control of ES&S or Customer, including acts of God, fire, flooding, riots, acts of war, terrorism or insurrection, labor disputes, transportation delays, governmental regulations, and utility or communication interruptions, rodent infestation, or if Customer does not notify ES&S within 24 hours after it knows of the defect or malfunction or is otherwise not in compliance with its obligations hereunder, Customer shall pay ES&S for the Repair Services at ES&S' then-current rates, as well as for the cost of all parts used in connection with such Repair Services.

iii. **Timing.** The date(s) on which any Repair Services shall be provided shall be mutually agreed upon by ES&S and Customer. If Customer requires ES&S to provide "emergency" Repair Services (which shall be defined as Repair Services that are provided within 48 hours after Customer notifies ES&S of the need therefor), and such emergency Repair Services are not needed as a result of an action, error or omission by ES&S, Customer shall pay a surcharge at the then current rates.

iv. **Loaner Unit.** At Customer's request and if such product is available, ES&S shall use reasonable efforts to promptly make available to Customer a product that is the same as, or substantially similar to, the Product for which Repair Services are being performed (a "Loaner Unit"). If the Repair Services are being performed pursuant to Subsection 1(c)(ii) above,

Customer shall pay ES&S for the use of the Loaner Unit at ES&S' then-current rates including the cost of shipping.

c. **Exclusions.** ES&S has no obligation under this Agreement to (i) assume the obligations under any existing or expired warranty for a Third Party Item; (ii) repair or replace Product components that are consumed in the normal course of operating the Product, including, but not limited to, paper rolls, batteries, removable media storage devices, PCMCIA cards, cancellation stamps, ink pads, ink cartridges or marking devices, or (iii) repair any Product from which the serial number has been removed or altered. In addition, in the event that a Product is no longer fit for Hardware Maintenance Services because (i) ES&S is unable, despite commercially reasonable efforts, to obtain the certified parts necessary to provide Hardware Maintenance Services on the Product, or (ii) it is in such a condition that it cannot practically be restored to Normal Working Condition, or cannot be restored to Normal Working Condition at an expense that is less than the then-current value of the Product, ES&S shall no longer be required to provide Hardware Maintenance Services for such Product. ES&S may, in its sole discretion, (i) replace the Product, which is no longer fit for Hardware Maintenance Services, with a used or reconditioned Product of the same model or (ii) refund to Customer an amount equal to (1) that portion of the most recent fee paid for Hardware Maintenance Services that is attributable to such Product, multiplied by (2) a fraction, the numerator of which is the remaining number of days in the respective twelve (12) month period within the Initial Maintenance Term or Renewal Period for which such fee was paid and the denominator of which is the total number of days in the respective twelve (12) month period with such Initial Maintenance Term or Renewal Period.

d. **Sole Provider; Access.** Customer shall not permit any individual other than an ES&S Representative to provide maintenance or repairs with respect to the Products for so long as the Initial Maintenance Term or any Renewal Period is in effect. Customer shall provide ES&S Representatives with all information necessary to enable them to provide Hardware Maintenance Services. Customer shall likewise provide full access to the Products and adequate working space for all Hardware Maintenance Services performed at its Designated Location, including sufficient heat, lights, ventilation, electric current and outlets.

e. **Storage.** When not in use, Products should be stored in a clean, secure environment. During operation of the Products, the facility temperature range should be 50° to 104° and the moisture range should be 10% to 50% relative humidity.

f. **Reinstatement of Hardware Maintenance Services; Inspection.** If the Initial Maintenance Term or any renewal thereof expires without being renewed, Customer may thereafter resume receiving Hardware Maintenance Services upon (a) notification to ES&S and (b) the granting to ES&S of access to the Products. ES&S requires Customer to allow it to inspect such Products before it provides any Hardware Maintenance Services. The purpose of such inspection shall be to determine whether or not the Products are fit for the ordinary purpose for which they are to be used, normal wear and tear excepted ("Normal Working Condition"). The cost of such inspection will be at the current published ES&S Technician labor rate and shall be due from Customer within thirty (30) days of its receipt of ES&S' invoice therefore. If any of the Products is not in Normal Working Condition, ES&S, at the option of Customer, (i) shall provide such repairs and replacements as it deems reasonable and necessary to restore such item to Normal Working Condition, at Customer's expense with respect to the cost of any labor (charged at the current published ES&S Technician labor rate) and parts used in such repairs or replacements, or (ii) shall not provide any Hardware Maintenance Services with respect to such Product(s).

SOFTWARE MAINTENANCE AND SUPPORT SERVICES

1. **Services Provided.** ES&S shall provide maintenance and support services ("Software Maintenance and Support") for the ES&S Software and ES&S Firmware (collectively, "ES&S Software"), to enable it to perform in accordance with its Documentation in all material respects, and to cure any defect in material or workmanship. The specific Software Maintenance and Support services provided by ES&S and each party's obligations with respect to such services are set forth below.

2. **Updates.** During the Initial Maintenance Term and any Renewal Period thereof, ES&S may provide new releases, upgrades or maintenance patches to the ES&S Software, along with appropriate documentation ("Updates"), on a schedule defined by ES&S. Customer is responsible for obtaining and installing any upgrades or purchases of third party hardware or software required to operate the Updates. All Updates shall be deemed to be "Software", and shall be subject to all the terms and conditions of ES&S' license of the Software, upon delivery. Customer shall install Updates in accordance with ES&S' recommended instructions or may request that ES&S install the Updates. In the event Customer requests ES&S to install an ES&S Firmware Update, ES&S shall install such Update only in connection with the Routine Maintenance Services provided

herein. ES&S may charge Customer at its then-current rates to (a) ship the Updates, (b) install the Updates (c) provide maintenance and support on the Software which is required as a result of Customer's failure to timely install an Update or (d) train the Customer on the Updates. Customer shall be responsible for any claim, damage, loss, judgment, penalty, cost, amount paid in settlement or fee which is caused by Customer's failure to install and use the most recent Update provided to it by ES&S. If Customer proposes changes in the Software to ES&S, such proposals will become ES&S' property. ES&S may, in its sole discretion, elect to make or not to make such changes without reference or compensation to Customer or any third party. ES&S represents to Customer that the Updates will comply with all applicable state law requirements at the time of delivery. Customer shall be responsible to ensure that it has installed and is using only certified versions of Software in accordance with applicable law. Customer shall pay ES&S for any Update which is required due to a change in federal or state law.

3. **Conditions.** ES&S shall not provide Software Maintenance and Support for any item of ES&S Software if such item requires such services as a result of (a) repairs, changes, modifications or alterations not authorized or approved by ES&S, (b) accident, theft, vandalism, neglect, abuse or use that is not in accordance with instructions or specifications furnished by ES&S, (c) causes beyond the reasonable control of ES&S or Customer, including acts of God, fire, riots, acts of war, terrorism or insurrection, labor disputes, transportation delays, governmental regulations and utility or communication interruptions, (d) Customer's failure to timely and properly install and use the most recent update provided to it by ES&S, (e) Customer's failure to notify ES&S within 24 hours after Customer knows of the need for such services, or (f) if Customer is otherwise not in compliance with its obligations under this Agreement. Any such Software Maintenance and Support shall be provided at the fees to be agreed upon by the parties if and when the need for such Software Maintenance and Support arises. Replacement versions of Software requested by Customer as a result of items set forth in this Section 4 or as a result of Customer's actions or inactions shall be billable to Customer at ES&S' then current rates.

4. **Proprietary Rights.** ES&S shall own the entire right, title and interest in and to all corrections, programs, information and work product conceived, created or developed, alone or with Customer or others, as a result of or related to the performance of this Agreement, including all proprietary rights therein or based thereon. Subject to the payment of all Software Maintenance Fees, ES&S hereby grants to Customer a non-exclusive license to use that portion of such corrections, programs, information and work product that ES&S actually delivers to Customer pursuant to this Agreement. All licensed items shall be deemed to be ES&S Software for purposes of this Agreement. Except and to the extent expressly provided herein, ES&S does not grant to Customer any right, license, or other proprietary right, express or implied, in or to any corrections, programs, information, or work product covered by this Agreement.

5. **Reinstatement of Software Maintenance and Support.** If the Initial Maintenance and Support Term or any Renewal Period thereof expires without being renewed, Customer may thereafter resume receiving Software Maintenance and Support upon (a) notification to ES&S, (b) payment of all fees, including a reinstatement charge, which would have been due to ES&S had the Initial Maintenance Term or any Renewal Period not expired, and (c) the granting to ES&S of access to the ES&S Software, so that ES&S may analyze it and perform such maintenance as may be necessary before resuming the Software Maintenance and Support.

Hardware Maintenance Services Provided by ES&S Under the Agreement

1. Telephone support

- ES&S will provide Hardware support on procedural questions of a specific nature not covered in ES&S' Hardware User Manuals;
- ES&S will verify the appropriate steps to take to resolve issues identified by the Customer.
- Issue Resolution (to be provided on a limited basis)
 - ES&S will provide Hardware issue resolution on a limited basis once the Customer has followed all issue resolution procedures as set forth in the Equipment User Manuals and as directed in the required training course. If it becomes apparent that the Customer has not followed the appropriate Equipment User Manual and/or training directives, Customer will be advised to begin the issue resolution process over by following the procedures identified in the Equipment User Manuals or by utilizing ES&S Election Services. The Customer may also be advised that additional training may be necessary to ensure the Customer has the appropriate level of issue resolution training.
- ES&S posts Technical Bulletins available through Customer's ES&S Web-based portal.

- Routine Maintenance Services.
 - Onsite scheduled maintenance inspection per Article 2, Section 1a. The inspection includes:
 - Service performed by an ES&S trained and certified technician.
 - Performance of factory approved diagnostics on the unit, identifying and making adjustments where necessary as indicated by the testing.
 - Replacement of worn or defective with new or remanufactured federally and state certified parts.
 - Conducting a final test to verify that the unit is working according to manufacturer's specifications.
 - Use of a checklist tailored for each piece of equipment.
 - Update of maintenance records which are kept by serial number and available to you through your ES&S Web-based portal

3. Repair Services.

- Customer receives coverage for interim repair calls.
 - Interim calls may be scheduled during the regular Routine Maintenance Services event or scheduled in conjunction with other service work being performed in close proximity of Customer's location if they are not election critical.
 - A Product may be sent to ES&S' Depot location for repairs at a time to be mutually agreed upon by ES&S and Customer.

4. Priority Services.

- Customer has access to the ES&S Help Desk for assistance.
- The customer receives priority on service calls.
- The customer receives priority on response time.
- The customer receives priority on certified ES&S parts inventory.

Note: Except for those Hardware Maintenance Services specifically set forth herein, ES&S is under no obligation and shall not provide other Hardware Maintenance Services to the Customer unless previously agreed upon in writing by the parties.

Software Maintenance and Support Services Provided by ES&S Under the Agreement

1. Telephone support

- ES&S will provide Software support on procedural questions of a specific nature not covered in ES&S' Software User Manuals;
- ES&S will verify the appropriate steps to take to resolve issues identified by the Customer.

2. Issue Resolution (to be provided on a limited basis)

- ES&S will provide Software issue resolution on a limited basis once the Customer has followed all issue resolution procedures as set forth in the Software User Manuals and as directed in the required training course. If it becomes apparent that the Customer has not followed the appropriate Software User Manual and/or training directives, Customer will be advised to begin the issue resolution process over by following the procedures identified in the Software User Manuals or by utilizing ES&S Election Services. The Customer may also be advised that

additional training may be necessary to ensure the Customer has the appropriate level of issue resolution training.

3. ES&S will provide Technical Bulletins available on the ES&S Customer Portal on a schedule to be determined by ES&S regarding specific issues the Customer may be experiencing.

Note: Except for those Software Maintenance and Support services specifically set forth herein, ES&S is under no obligation and shall not provide other Software maintenance and support services to the Customer unless previously agreed upon by the parties.

Software Maintenance and Support and Hardware Maintenance and Support Services – Customer Responsibilities

1. Customer's current software and hardware operator shall have completed a full Unity training session for each product selected.
 - Customer shall have completed training at a proficiency level to successfully use hardware (firmware) and software products for General and Primary elections.
 - Customer shall have the ability to install firmware and application software and make changes to date and time settings.
 - Customer shall have the ability to change the stick batteries on the iVotronic system and the pick belts on the Model 650. Any other changes made by the customer must be pre-approved in writing by ES&S.
 - Customer shall have the ability to store equipment in accordance with ES&S requirements.
2. Customer shall have reviewed a complete set of User Manuals.
3. Customer shall have reviewed Training Checklists.
4. Customer shall be responsible for integration of any third party hardware or software application or system purchased by the customer, unless otherwise agreed upon, in writing, by the parties.
5. Customer shall be responsible for data extraction from Customer VR system.
6. Customer shall be responsible for implementation of any security protocols physical, network or otherwise
7. Customer shall be responsible for Customer Acceptance of the hardware, unless otherwise agreed upon, in writing, by the parties.
8. Customer shall be responsible for any error or exception handling not identified in the User Guides as part of ES&S software or hardware.
9. Customer shall be responsible for customer network design, layout, set up, administration, maintenance or connectivity.
10. Customer shall be responsible for all costs associated with diagnosing ballot printing problems resulting from the use of non-ES&S Ballot Partner Printers ballots.

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT

Serving the Residents of Jefferson County

1541 Annex Rd, Jefferson, WI 53549-9803

Ph: 920-674-3105

Fax: 920-674-6113

To: Pam Rogers, Jim Mode, James Braughler, Richard Jones, and John Molinaro

From: Kathi Cauley

Date: January 3, 2012

RE: Out of state travel for training

I am writing to request to attend the National Council on Behavioral Healthcare conference. The conference is in Chicago this year. This was not included in our budget, because at the time of our budget preparation, I was not aware of the location of the conference.

The cost of the registration for the conference will be covered by our Crisis Training Grant. I have family in the Chicago area so no lodging expense is needed.

Thank you for your consideration.

CC: Gary Petre
Dave Ehlinger

For the Budget Year Ended December 31, 2012

Circle one	In State	<u>Out of State</u>
Dept / Bus Unit	<u>Jefferson County Human Services Department</u>	
Event	<u>National Council for Community Behavioral Healthcare</u>	
Location	<u>Chicago, IL</u>	
Time frame	<u>April 16 and 17, 2012</u>	
Staff attending	<u>Kathi Cauley</u>	

532325 Registration	<u>900</u>	
532332 Mileage	<u>0</u>	(Including tolls, parking, shuttle van)
532334 Commercial Travel	<u>0</u>	(Airfare, train, bus, etc)
532335 Meals	<u>0</u>	
532336 Lodging	<u>0</u>	
Other	<u> </u>	<u> </u> (describe)
Total	900	

Circle one	In State	Out of State
Dept / Bus Unit		
Event		
Location		
Time frame		
Staff attending		

532325	Registration	_____	
532332	Mileage	_____	(Including tolls, parking, shuttle van)
532334	Commercial Travel	_____	(Airfare, train, bus, etc)
532335	Meals	_____	
532336	Lodging	_____	
	Other	_____	_____ (describe)
Total		-	

Dear Kathi Cauley,

Thank you for registering for the 42nd National Council Conference. Please review the spelling of your name listed above, as well as your financial information below.

The conference will be held at the Hilton Chicago in Chicago, Illinois. Please make your hotel reservations at one of our conference hotels. The information can be found here http://www.thenationalcouncil.org/cs/book_your_hotel

Substitution Policy

Registrants unable to attend the meeting may send an alternate. Substitution requests must be submitted in writing and faxed to the 42nd National Council Conference at 216.378.1450. A service fee of \$25 will be charged for each substitution. Faxed substitutions must be received by April 1, 2012. Participant or organization will be responsible for the fee.

Cancellation Policy

Refunds for cancellations must be submitted in writing and faxed to the 42nd National Council Conference at 216.378.1450. A service fee of \$75 will be deducted from all refund of cancellation requests received prior to March 15, 2012. Registrants who do not cancel prior to March 15, 2012 and do not attend will be responsible for the full registration fee.

See You in Chicago!

Shellee Chen
Conference Associate

MAIN CONFERENCE SESSIONS

Main sessions take place throughout the conference from April 15 – 17. Many of these sessions run concurrently so bring a team to cover all the fabulous learning. Sessions are organized in 14 tracks to indicate the breadth of topics covered and to help in your planning — you can attend sessions in any track and move between tracks as often as you like.

NOTE: This is a tentative early draft of sessions. This will change as the conference gets closer. Keep checking back for updated information.

TRACK: Addictions and Co-Occurring Disorders

Breaking the Intergenerational Cycle of Substance Abuse
 Broken: My Story of Addiction and Redemption
 Integrated Treatment of Co-Occurring Mental and Substance Use Disorders
 Supporting Recovery: Medication Assisted Treatment
 Best Practices in Treating Prescription Addiction
 Long Day's Journey Into Night: The Addiction Performance Project
 Managing Recovery for Persons with Addictive Disorders

TRACK: Behavioral Health/Primary Care Integration

Best of Class: Promising Practices in Collaborative Care
 Health Homes for Children
 Should You Become an FQHC Look-alike?
 Transformation: Turning Case Managers into Health Navigators
 Making the Business Case for Integration
 Mental Disorders and Medical Co-morbidity: A Broader View of the Interactions
 Integration Training for Psychiatrists
 Will Our Integration Efforts Be Better Than Our Deinstitutionalization Efforts?
 Supportive Housing and Health Homes

TRACK: Board Governance

Sustainable Funding for Your Organization
 Succession Planning IS a Board Responsibility
 Bring Best Practices into the Boardroom
 Better Bylaws: Creating Effective Rules for the Nonprofit Board
 For Board Members Only: Executive Compensation Packages
 The Benevon Method for Successful Fundraising

TRACK: Children and Youth

Beyond EBPs: Using Science, Culture Change, and Collaboration to Improve Outcomes for Children
 Transition to Adulthood: Supporting Young Adults with Mental Illness
 Practical Strategies for Engaging Families and Children
 Predicting and Preventing the Onset of Psychotic Disorders
 The 4R's and 2S's: Research-Informed Practices to Treat Children and Strengthen Families
 An Autism Epidemic

TRACK: Finance

Determining Your Cost: Service Line Profitability
 Strategies to Prepare Back Office Staff for New Payers
 In Pay for Performance, You Get Exactly What You Pay For
 Beyond FFS: Like It or Not, Performance-based Reimbursement Is Your Future
 Building Your Accountable Care Organization With Community Providers
 The Financial Future of Behavioral Health
 The Value Proposition in Healthcare

TRACK: Health Information Technologies

What Are Health Information Exchanges and Why Are They Important to You
 Health Center Controlled Networks: Poised to Support Behavioral Health
 HIT: Operational Efficiency and Clinical Improvement
 Interactive Communication Technologies: The Future is Now!



REGISTER HERE FOR THE LOWEST RATES



NEED TO START PLANNING?
 Check out the [draft schedule](#).



BE AT THE HEART OF IT ALL
 Reserve now at the [Hilton Chicago](#).

ENJOY THE WINDY CITY**SPORTS****ATTRACTIONS****FOOD AND FUN****ENTERTAINMENT**

EHRs and Primary/Behavioral Health Integration
When the Therapist is Only a Click Away: E-Therapy Is Changing Our World

TRACK: Health Promotion, Prevention, and Recovery

Ending Suicide: How Many Deaths Are Acceptable?
Peers in the Workforce: Merely Window Dressing?
The WRAP® of Recovery
I'm Not Sick, I Don't Need Help: A LEAP of Trust
Harnessing the Untapped Potential of Case Managers to Improve Care
The State of the Science in Treating the Brain

TRACK: Health Reform Home Runs: How Behavioral Health Is Fixing the System

Health Reform Toughens Up on Compliance: Prepare Now
Fraud Enforcement: Is Your Corporate Compliance Program Ready?
Getting It Done: What's Next for Reform
Healthcare Reform for Dummies
Missouri "Show Me" How to Build a Health Home
Fixing America's Healthcare System: The Rural Oregon Approach
Creating the One-Stop Healthcare Neighborhood in Atlanta, Georgia
Breaking the Barrier: Behavioral Health Centers Becoming Health Homes in New York
Resilience Trumps ACEs: Moving Upstream to Fix the Healthcare System
How to Hit a Health Reform Home Run: One Behavioral Health Center's Story of Reinvention

TRACK: In My Own Words: Personal Stories of Recovery

Ben Behind His Voices: One Family's Journey from the Chaos of Schizophrenia to Hope
Imagining Robert: My Brother, Madness, and Survival
Lives Restored: A High-Profile Executive Job as Defense Against Mental Illness
King's Park: Stories of an American Mental Institution
My Brother Mike: Soulful Music, Mental Illness, and Family Love

TRACK: Leadership, Management, and Workforce

Carrots Not Sticks: High Performance Incentive-based Compensation Programs
Can You Command the Troops? Creating and Leading Teams
Drive: The Surprising Truth About What Motivates Us
Building the Next Generation of Leaders
Managing the Liability Risks of Integrated Care
Five Key Disaster Response Strategies
A Top Ten List for Effective Advocacy
Common Sense Approaches for Reducing Sexual Harassment Incidents
The Corner Office: Indispensable and Unexpected Leadership Lessons from CEOs on How to Lead and Succeed
The Real Deal About Change: Why It's So Hard and How to Make It Easier
Tough Talking: How to Start and Manage Difficult Conversations
Woman to Woman: Getting to the Top
Leading from Within: Poetry and the Courage to Lead
Women Master the Art of Leadership
You Can Make It Happen: A Nine-step Plan for Success

TRACK: Marketing and Media

Make a Killer Corporate Video on a Budget
Storytelling that Leads, Motivates, Sells
Marketing Mix: Getting the Biggest Bang for Your Buck
Social Media Physician: At the Intersection of Health and Web 2.0
To Blog or Not to Blog?
Using Social Media to Engage Consumers and Communities

TRACK: Organizational Excellence and Practice Improvement

7 Habits of Highly Effective Collaborations
By the Numbers: Know Your Process Costs, Know Your Savings Opportunities
Productivity: Define It, Build It, Raise It

Improving Outcomes for Hispanic Individuals
Keeping People Safe: Negley Award Winners Tell Us How They Do It
Taking "Person-Centered" to the Next Level through Better Engagement Strategies
Manage the Schedule and Tame the Bottom Line: Impact of No-Shows
Same Day Access Isn't as Hard as You Think
If You Don't Measure Improvement You Could Be Fooling Yourself
Lost Opportunity: Organizational Resistance to Long Acting Therapies
Serving Our Veterans: Clinical and Cultural Competencies
Are Fail-first Requirements for Medication Access Ethical?
A Replicable Model for Successfully Serving Veterans
The Power of the Single Encounter: If You Only Have One Session
Are We Still Too Dependent on Inpatient Care?

TRACK: Trauma-Informed Care

A Guide to Care for Yourself While Caring for Others
In the Trenches of Trauma-informed Care
Romancing the Brain: Relationships, Conflict and a Road to Recovery
Restraints and Children: Our Treatment Failures
Does Your Organization Measure Up: Are You Really Trauma-informed?

TRACK: Work Smarter, Live Better

Creativity and Innovation
Get Out of That Rut: Practical Strategies to Get Unstuck
The Family ROI Experience: A Step-by-Step Guide to Realizing Your Best Family
Do You Work to LIVE or Live to WORK?

Posters highlighting cutting edge and successful behavioral health programs and initiatives are on display on Sunday, April 15 and Monday, April 16. Presenters are available to discuss their posters and answer questions during designated times.

©2011 National Council for Community Behavioral Healthcare. All Rights Reserved.

[Tom Daschle](#) | [Tom Insel](#) | [Daniel Pink](#) | [David Satcher](#) | [William Moyers](#) | [Linda Rosenberg](#)

UNMATCHED SPEAKER LINEUP



Former U.S. Senator **Tom Daschle** is one of the longest serving Senate Democratic leaders in history. He brings you the "inside leadership perspective" during the 2012 election year.

Director of the National Institute of Mental Health **Tom Insel** explains how studying the brain forces us to "re-think" mental disorders.

Bestselling author and innovation expert **Daniel Pink** offers a paradigm-shattering look at what truly motivates us and how we can use that knowledge to work smarter and live better.

The 16th Surgeon General of the U.S., **David Satcher** shows us why he's dedicated to improving public health policy, eliminating health disparities for underserved groups, and shedding light on neglected issues such as mental and sexual health.

Bestselling author and Hazelden executive **William Moyers** shares the story of his own struggle against addictions and explains why finding recovery requires selfishness.

National Council President and CEO **Linda Rosenberg** ensures that you leave Chicago knowing this was the best professional and personal investment of the year!

THOUGHT LEADERS

Researcher, provider, and IOM committee member **Carl Bell**
 Health economist **David Cutler**
 Author and Harvard professor **Richard Frank**
 Businessman and educator **Stedman Graham**
 OPEN MINDS founder and CEO **Monica Oss**
 New York Times columnist **Adam Bryant**
 Mental health recovery movement leader **Mary Ellen Copeland**

©2011 National Council for Community Behavioral Healthcare. All Rights Reserved.



REGISTER HERE FOR THE LOWEST RATES



NEED TO START PLANNING? Check out the [draft schedule](#).



BE AT THE HEART OF IT ALL Reserve now at the [Hilton Chicago](#).

ENJOY THE WINDY CITY

SPORTS



ATTRACTIONS



FOOD AND FUN



ENTERTAINMENT



Jefferson County

Finance Department

David P. Ehlinger, CPA, Finance Director
320 S. Main Street, Room 109
Jefferson, WI 53549-1799
Phone: (920) 674-7142
Fax: (920) 674-7368

Cindy Diestelmann
Jayne Hintzmann
Donna Miller
Tammy Worzalla, CPA

To: Finance Committee members
Other interested parties
From: Dave Ehlinger
Re: National GFOA conference 2012
Date: January 9, 2012

As you are aware, Tammy Worzalla's position of Advanced Fund Accountant was made full time for both the Finance and Human Services Departments with the 2012 budget. The first round of applicants for Human Services did not produce a candidate so the position is being advertised again.

Tammy's position within Finance is budgeted at full-time for 2012. Until the Human Services vacancy is filled and trained, Tammy will be splitting her time between the departments. As such, there will be a budgetary surplus in wages/benefits.

I am requesting that Tammy be allowed to attend the national Government Finance Officers Association conference in Chicago, IL in June 2012. I am estimating the costs as follows:

Conference early bird registration	380.00
Four nights lodging	900.00
Meals	200.00
Shuttle / taxicabs	<u>50.00</u>
Total	\$1,530

Thank you for your consideration.

Dave

Jefferson County
Contingency Fund
For the Year Ended December 31, 2011

Ledger Date	Description	General	Authority	Publish Date
1-Jan-11	Tax Levy	400,000.00		
31-Mar-11	Wireless internet within the Courthouse	(13,400.00)	Finance Committee, 4/14/11	19-Apr-11
31-Mar-11	Landscape plan for celebration of Jefferson County's 175th anniversary	(7,000.00)	Finance Committee, 4/14/11	19-Apr-11
31-May-11	Engineering / design work on Sheriff parking lot and garage (up to)	(5,000.00)	Finance Committee, 5/12/11	20-May-11
31-May-11	Parking lot maintenance as 402 S Center S (up to)	(2,500.00)	Finance Committee, 6/9/11	21-Jun-11
31-May-11	Workers compensation claim 2003-036761	(41,685.86)	County Board, 6/14/11	21-Jun-11
31-Jul-11	Courthouse generator project	(35,949.00)	Finance Committee, 8/11/11	16-Aug-11
30-Sep-11	Korth promissory note payment acceleration	(571.55)	Finance Committee 10/13/11	17-Oct-11
31-Oct-11	Basement shelving project for County Clerk / Finance	(8,874.06)	Finance Committee, 11/10/11	15-Nov-11
Total amount available		285,019.53		