



POLK COUNTY, WISCONSIN

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Dana Frey, County Administrator
100 Polk Plaza, Suite 220, Balsam Lake, WI 54810
Phone (715) 485-9212 Email dana.frey@co.polk.wi.us

AGENDA AND NOTICE OF MEETING

GENERAL GOVERNMENT COMMITTEE

Government Center
Conference Room A & B
Balsam Lake, WI 54810

Thursday, December 11th, 2014 1:00 p.m.

Purpose: Review and Action on selected items as listed below
Documents: Minutes of November 7th, 2014 and monthly reports

ITEM	LEAD PERSON
Call to order	Committee Chair
Approval of agenda	
Approval of minutes for November 7 th , 2014	
Public comment	
New business	County Administrator
1. Questions on issues as contained in written monthly reports	
2. Committee role and 2015 work plan	
3. Discuss County Board line items	
4. Recommendation on Resolution No. ____-14: Resolution to Establish the Ahlgren Wildlife Preserve and Recreational Area Stewardship Fund	Chairman Sample
5. Review Polk County Board of Supervisors Rules of Order for budget planning and financial impact.	
6. Review 2014 County Board line item budget of chargeable expenses.	
Future agenda items	Committee members
Adjourn	

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential

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INFORMATION TECHNOLOGY DEPARTMENT

Todd Demers, Director of Information Technology

100 Polk Plaza, Suite 205, Balsam Lake, WI 54810

Phone (715) 485-9220 Email toddd@co.polk.wi.us

Monthly Report, November 2014

HIPPA / HITECH Compliance

Current

- We used information from each department, as well as the Records Retention Ordinance to create a global list of information types that we are preparing to assess for against known threats and vulnerabilities. Because of the size, complexity and importance of the information types and tests that need to be completed, our timelines for completion must be extended into quarter one (1) 2015.
- Edited the HITECH Rules Manual to prepare it as Polk County's new security plan.
- We created a new test algorithm for scoring the risk level of our information systems

Upcoming

- Continue with the full scale risk analysis, assessment and implementation of security controls as prescribed by HHS and departmental feedback.
- Update the HITECH Rules Manual (HRM) documentation to reflect our findings, evaluations and mitigation test results. The HRM will be redesigned to include the necessary language to qualify for Polk County's new Security Plan (December 2014 – January 2015)
- Distribute completed HRM Security Plan to all county departments for review and feedback (February 2015)

Technical Support

Current

- Research the technologies for advancing or enhancing our intruder detection system, intruder prevention systems and / or our security threats penetration testing. We are using 7 year old technology to combat today's complex cyber-attacks and this is a dangerous position to be in.
- Attend meetings with various departments to outline 2015 implementation plans for their new / upgraded technologies. Latest example is meeting with the Sheriff's office and New World System for their law enforcement management system.

Upcoming

- Continue to support the county on all I.T. service requests, project planning, patch management and upgrades.
- Prepare the December IT Activity Report (December)

Network Administration

Current

- Worked with ThinSpace to beta test their new zero client desktop device (cube) that connects to each user's virtual desktop environment. The new prototype held up well under testing and proves to be a desirable upgrade from its predecessor (PanoLogic Zero Client)
- Work with Chippewa County to setup a VPN connection that will allow us to share client care information in Human Services. We also successfully tested videoconferencing from our desktop computers (similar to Skype).

Upcoming

- Continue replacing Windows XP with Windows 7 operating systems (December 2014 – Quarter one (1) 2015)
- Inventory and draft an enterprise architecture document for the implementation of a security analysis (December)

Programming & Analysis

Current

- Received first draft of the new Netsmart Avatar contract and statement of work.
- Work with DOA to troubleshoot database issues in finance software. This help DOA staff with budget report generation and year end processing.
- Upgraded the Kronos Timekeeping systems to 7.0 and integrated its data with our payroll and general ledger

Upcoming

- We will continue to work with Netsmart to finalizing the statement of work and contract surrounding the AVATAR product. We will prepare to move forward with the implementation of AVATAR (December).

Programs implemented by this department and related goals:

1. HIPPA/HITECH Compliance: Ensure that protected health information of our clients and employees is managed consistent with federal guidelines.
2. Technical support: Provide professional technical support to all departments and work to reduce the cost of equipment and energy to operate.
3. Network administration: Provide a high-speed and secure network to meet new demands.
4. Programming and analysis: Improve efficiency and effectiveness of government through software solutions.



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DEPARTMENT OF ADMINISTRATION

Dana Frey, County Administrator

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Phone (715) 485-9212 Email dana.frey@co.polk.wi.us

Monthly Report, November 2014

Public financial management

Current

- Adoption of 2015 operating and capital budget
- Completion of indirect cost audit

Upcoming

- Revisions to budget policy as part of General Code development
- Develop new monthly budget tracking form for departments
- Preparation of 2015 budget book and citizens' guide to the budget

Recruitment, selection and supervision of department heads

Current

- Regular monthly individual and all department head meetings to coordinate activities and disseminate information
- Implementation of new performance appraisal process

Preparation of materials for Board review and action

Current

- Review of all resolutions for Board consideration

Upcoming

- Boardroom technology upgrade

Policy implementation and oversight

Current

- Work with Administrative Committee on general sections of Policy 10 (committee responsibilities)

Upcoming

- Work with individual committees on redrafting their sections of Policy 10 to facilitate better committee operations

Programs implemented by this department and related goals:

5. Public financial management: Maintain financial discipline and allocate funds as effectively as possible following priorities set by the County Board
6. Recruitment, selection, and supervision of department heads: To maintain the high standards of professionalism and competence of senior staff as well as to help staff improve overall efficiency and effectiveness.
7. Preparation of materials for Board review and action: The Board receives information to support its decision making in a timely and orderly manner.
8. Policy implementation and oversight: All Board policies, state and federal laws enforced.

Resolution to Establish the Ahlgren Wildlife Preserve and Recreational Area Stewardship Fund

TO THE HONORABLE SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, pursuant to Resolution No. 15-13, Polk County accepted a donation of 180 acres of land located in the Town of Balsam and established thereon the Ahlgren Wildlife Preserve and Recreational Area, which is managed for non-motorized recreational, forestry and educational purposes; and

WHEREAS, the maintenance of the County's properties protects not only the investment of the County, but increases the recreational opportunities for Polk County constituents and others interested in the tourism of Polk County; and

WHEREAS, although the County maintains its properties with tax dollars, on occasion individuals and organizations may wish to donate private or public monies for the purpose and benefit of maintaining, improving or enhancing recreational properties owned by the County; and

WHEREAS, others may wish to donate items for the express purpose of improving those various conservation initiatives and recreational opportunities provided by and through the County; and

WHEREAS, pursuant to applicable Internal Revenue Code provisions, contributions made to local governmental units solely for public purposes may be tax deductible; and

WHEREAS, pursuant to Wisconsin Statute Sections 59.52(19) and 59.56(9), the Polk County Board of Supervisors may accept on behalf of Polk County donations, gifts or grants for any public purpose and allocate donated moneys toward the expenditure for recreational and educational purposes.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors establishes the Ahlgren Wildlife Preserve and Recreational Area Stewardship Fund as a dedicated, non-lapsing fund.

BE IT FURTHER RESOLVED that, pursuant to Wisconsin Statute Section 59.52(19), the Polk County Board of Supervisors accepts those monetary donations and gifts made to Polk County for the purpose of maintaining, improving or enhancing Ahlgren Wildlife Preserve and Recreational Area.

BE IT FURTHER RESOLVED that monetary donations and gifts received for the purpose of purpose of maintaining, improving or enhancing Ahlgren Wildlife Preserve and Recreational Area shall be deposited into the Ahlgren Wildlife Preserve and Recreational Stewardship Fund.

BE IT FURTHER RESOLVED that pursuant to Wisconsin Statute Section 59.47 and Resolution No. 73-08, the Department of Administration is directed to administer the Ahlgren Wildlife Preserve and Recreational Stewardship Fund as a dedicated, non-lapsing fund, as follows:

1. Separate lines shall be established and maintained for tracking the receipt and expenditure of donated and gifted moneys.
2. Monetary donations that are received with a specific purpose for a particular usage, maintenance, improvement and enhancement of the Ahlgren Wildlife Preserve and Recreational Area, shall, within reason, be accounted for by project line consistent with the designated purpose specified by the respective donor.
3. General monetary contributions to the Ahlgren Wildlife Preserve and Recreational Stewardship Fund shall be divided equally as possible amongst established project lines.

BE IT FURTHER RESOLVED that the Director of the Polk County Parks, Buildings and Solid Waste Department may, after consultation with the County Finance Manager, expend money contributions on account in the Ahlgren Wildlife Preserve and Recreational Stewardship Fund toward the maintenance, improvement and enhancement of the Ahlgren Wildlife Preserve and Recreational Area consistent with this authorization and the Resolution No. 15-13.

BE IT FURTHER RESOLVED that to the extent that personal property is donated and accepted by the Polk County Board of Supervisors for purposes and allocation towards the Ahlgren Wildlife Preserve and Recreational Area, the same is deemed accepted and its use allocated consistent with the general operational guidelines of the County and the purpose for which includes, but is not limited to, those purposes recognized in Resolution No. 15-13.

BE IT FURTHER RESOLVED that, notwithstanding the above authorization and directives, the Polk County Board of Supervisors, in its sole discretion, may opt to refuse the acceptance of any and all donations and designations.

Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Upon Passage
Dated Submitted To County Board	DRAFT – December County Board

Submitted By:	
Submitted and Sponsored By Assigned Functional Committee:	<p>General Government Committee:</p> <p>_____</p> <p>Ken Sample, Chairperson</p> <p>Conservation, Development, Recreation and Education Committee:</p> <p>_____</p> <p>Kim O'Connell, Chairperson</p>

<p>Review By County Administrator:</p> <p><input type="checkbox"/> Recommended</p> <p><input type="checkbox"/> Not Recommended</p> <p><input type="checkbox"/> Reviewed Only</p> <p>_____</p> <p>Dana Frey, County Administrator</p>	<p>Review By Corporation Counsel:</p> <p><input type="checkbox"/> Approved as to Form</p> <p><input type="checkbox"/> Recommended</p> <p><input type="checkbox"/> Not Recommended</p> <p><input type="checkbox"/> Reviewed Only</p> <p>_____</p> <p>Jeffrey B. Fuge, Corporation Counsel</p>
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Acknowledgement of County Board Action

Mark As Appropriate:

At its regular business meeting on _____, ___, 2014, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. ____-____: Resolution to

Establish the Ahlgren Wildlife Preserve Stewardship Fund, as follows:

- Adopted by a vote of _____ in favor and _____ against.
- Adopted by majority voice vote.
- Defeated by a vote of _____ in favor and _____ against.
- Defeated by majority voice vote
- Action Deferred by Procedural Action, as follows: _____

SIGNED BY:

William F. Johnson, IV, County Board Chairperson

Attest: _____

Carole T. Wondra, County Clerk