

**Richland County Finance & Personnel Committee**  
**Agenda Item Cover**

**Agenda Item Name:** Approve the Purchase of Computers

<b>Department</b>	Administration	<b>Presented By:</b>	Tracy Thorsen
<b>Date of Meeting:</b>	September 7, 2021	<b>Action Needed:</b>	Vote // Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	County Board Rule 14
<b>Date submitted:</b>	August 13, 2021	<b>Referred by:</b>	HHS Board

**Recommendation and proposed action:** Motion to .... approve the purchase of twenty-six computers (24 laptops and 2 desktops) at a cost not to exceed \$60,000; and forward the recommendation on to the Finance & Personnel Committee and then to the County Board for approval.

**Background:** Health and Human Services has a total of 103 computers in the department (53 laptops; 50 desktops). In order to assure proper functionality, it is recommended by the MIS Department that aging computers should be replaced on a regular schedule every five to seven years. The computers being proposed for replacement range from five to nine years old.

Health and Human Services has developed a computer replacement plan in order to include replacements in the annual budget as much as possible while also taking advantage of funding sources as they become available. This plan also includes downsizing the total number of computers as there are some staff who have been assigned both a desktop and a laptop computer so that they can use the laptop when work outside of the office is necessary. The plan going forward will be for staff to be assigned only one computer; either a desktop or a laptop. Staff who routinely work out of the office will be assigned laptops with docking stations and monitors. Desktop computers won't be replaced as they age for those staff who require laptops.

**Attachments and References:**

<i>Richland County Board Rule #14 (k) Expenditures</i>	
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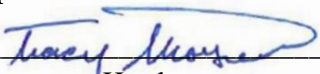
**Financial Review:** The estimated cost per computer is \$2,308. This estimate may be high but takes into account that new computers are currently in high demand and difficult to secure. The estimate also includes the cost of associated software licensing and warranties that each device requires. The MIS department will assist Health and Human Services to obtain the lowest price available. There are various funding sources that we will be able to take advantage of this year in order to replace these aging computers. No new apportionment is being requested.

PROGRAM	# OF COMPUTERS	FUNDING SOURCE
Administration	5	Computer Replacement 2021 Budgeted Funds
Administration	2	Wisconsin Department of Health Services COVID funding
Behavioral Health	9	CCS Reimbursement Funding
Behavioral Health	1	Crisis Reimbursement Funding
Behavioral Health	1	State Opioid Response Grant Funding
Behavioral Health	1	Treatment Alternatives and Diversion Grant Funding
Child and Youth	4	Carry over CFS Allocation <i>(must be used in 2021)</i>
Public Health	3	Wisconsin Department of Health Services COVID funding
<b>TOTAL</b>	<b>26</b>	

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	No financial impact		

**Approval:**

  
 Department Head

**Review:**

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 Administrator, or Elected Office (if applicable)