



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, OCTOBER 21, 2014 - 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – August 19, 2014

4. Citizen Participation, Communications, Announcements, Information
5. Transfers

6.
 - A. Bills/Encumbrances
 - B. Pre-Approved Encumbrance Amendments
7. Resolutions
 - A. Awarding Contract for Catering Services for Rock County Elderly Nutrition Program
 - B. Approval to Purchase Specialized Transit Vehicles
 - C. Recognizing Rock Prairie Presbyterian Church for their Support of Rock County Veterans
 - D. Amending the 2014 Veterans Services Budget
8. Budget Review
 - A. Council on Aging
 - B. Heritage Rock County
 - C. Retired Senior Volunteer Program
 - D. UW-Rock County
 - E. Veterans Service Office
9. Committee Requests and Motions
 - A. Discussion on Future Meeting Site Visits
 - B. Ideas for Future Discussion
10. Adjournment

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
30-3901-0000-64203	EDUC MAT & SUPPL				
		P1403114	09/08/2014	WISCONSIN INSTITUTE FOR HEALTH	500.00
		P1403281	09/29/2014	MARSH,CORI	100.80
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,484.00	2,629.62	2,446.08	600.80	4,807.50
TITLE III-B PROG TOTAL				600.80	
30-3903-0000-62625	OUTREACH SERVICE				
		P1403298	09/30/2014	JURGEN JONES,MARY	73.52
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	500.00	435.00	200.00	73.52	(208.52)
30-3903-0000-63200	PUBL/SUBCR/DUES				
		P1403296	10/01/2014	NUTRITION ACTION	10.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	160.00	159.00	0.00	10.00	(9.00)
30-3903-0000-64124	CONSUMABLE SUPPL				
		P1403158	09/19/2014	DE VERE COMPANY INC	27.60
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	7,658.00	3,037.14	6,358.64	27.60	(1,765.38)
30-3903-0000-64200	TRAINING EXP				
		P1403156	09/15/2014	DODGE COUNTY SENIOR DINING PRO	70.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	530.00	30.00	0.00	70.00	430.00
NUTRITION PROGRAM PROG TOTAL				181.12	
30-3904-0000-62105	FOOD SERVICES				
		P1403133	09/02/2014	AGING AND DISABILITY RESOURCE	36.36
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	100,614.00	63,850.68	20,611.11	36.36	16,115.85
30-3904-0000-63305	COMMERCIAL TRVL				
		P1402789	09/10/2014	PAFFEL,AIMEE	109.20
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	109.19	109.20	(218.39)
DELIVERED MEALS PROG TOTAL				145.56	
30-3905-0000-62410	R & M-VEHICLES				
		P1403059	08/27/2014	POMPS TIRE SERVICE INC	1,115.30
		P1403286	08/31/2014	VAN GALDER BUS COMPANY	30.00

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	60,000.00	29,254.30	26,510.07	1,145.30	3,090.33
30-3905-0000-64629	OTHER TRANSP.EXP				
	P1403042	07/31/2014	JANESVILLE FAMILY HEALTH CENTE		75.00
	P1403285	09/28/2014	MANPOWER GROUP US INC		1,341.02
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	21,776.00	6,970.25	5,739.67	1,416.02	7,650.06
ELDERLY & HANDCAPPED TRANSP PROG TOTAL				2,561.32	
30-3908-0000-62625	OUTREACH SERVICE				
	P1403288	08/21/2014	SUERHING,BECKY		62.69
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,877.00	7,897.20	1,731.08	62.69	(813.97)
30-3908-0000-64604	PROGRAM EXPENSE				
	P1403019	08/27/2014	CITY OF БЕЛОIT		700.00
	P1403073	09/09/2014	JAX CUSTOM PRINTING INC		120.00
	P1403165	09/24/2014	JAX CUSTOM PRINTING INC		120.00
	P1403213	09/30/2014	WGEZ HOMETOWN RADIO		299.88
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	16,592.00	155.83	0.00	1,239.88	15,196.29
TITLE III-D PROG TOTAL				1,302.57	
30-3915-0000-64200	TRAINING EXP				
	P1403170	09/24/2014	PROFORMA PRINTWORKS		229.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,000.00	1,773.66	726.34	229.00	271.00
30-3915-0000-64615	CLIENT REL.COSTS				
	P1400031	08/18/2014	ALTERNATIVE HOMECARE INC		117.00
	P1400033	08/31/2014	HOME INSTEAD SENIOR CARE		90.50
	P1401311	09/19/2014	VAN ABLE,SANDRA		180.00
	P1401840	08/28/2014	AFFELDT,CHARLETA		20.00
	P1402409	09/14/2014	ZIMMERMAN,BARBARA		90.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	24,210.00	13,840.50	497.50	497.50	9,374.50
TITLE III-E FAM CAREGIVER SUPP PROG TOTAL				726.50	
30-3932-0000-62119	OTHER SERVICES				
	P1402787	09/24/2014	CSI MEDIA LLC		158.63
	P1402815	08/31/2014	EDGERTON REPORTER CORP, THE		144.00
	P1402816	08/31/2014	JANESVILLE GAZETTE INC		633.43

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00		2,474.15	289.82	936.06	16,299.97
LIGHTEN UP! GRANT PROG TOTAL					936.06	

I have examined the preceding bills and encumbrances in the total amount of **\$6,453.93**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.

B. Bills under \$10,000 to be paid.

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **OCT 21 2014**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
38-3800-0000-63100	OFC SUPP & EXP	P1403116	09/04/2014	OFFICE PRO	13.68
		P1403229	09/22/2014	OFFICE PRO	14.45
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	600.00	103.60	0.00	28.13	468.27
38-3800-0000-63300	TRAVEL	P1402643	10/09/2014	BEST WESTERN PREMIER WATERFRC	8.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,446.00	1,325.40	0.00	8.00	1,112.60
38-3800-0000-64200	TRAINING EXP	P1402643	10/09/2014	BEST WESTERN PREMIER WATERFRC	280.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,279.00	929.08	65.00	280.00	4.92
38-3800-0000-64607	VET BURIAL BENEF	P1403040	08/30/2014	COOKSVILLE CEMETERY	162.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,989.00	4,128.84	0.00	162.00	698.16
VETERANS SERVICE PROG TOTAL				478.13	

I have examined the preceding bills and encumbrances in the total amount of **\$478.13**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

OCT 21 2014

Date: _____ Dept Head _____

Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging
Services Committee
INITIATED BY



Jodi Millis
DRAFTED BY

Education, Veterans & Aging
Services Committee
SUBMITTED BY

September 8, 2014
DATE DRAFTED

**AWARDING CONTRACT FOR CATERING SERVICES
FOR
ROCK COUNTY ELDERLY NUTRITION PROGRAM**

1 **WHEREAS**, Rock County provides approximately 40,000 meals annually to older adults through the
2 Elderly Nutrition Program's five congregate meal sites and the home delivered meal service; and,

3
4 **WHEREAS**, Rock County contracts for the preparation and delivery of congregate and home delivered
5 meals provided through the Elderly Nutrition Program; and,

6
7 **WHEREAS**, the Rock County Purchasing Division did advertise and solicit Proposals from food service
8 providers for catering services for 2015 with options for renewal in 2016 and 2017 (with results attached);
9 and,

10
11 **WHEREAS**, Purchasing and Council on Aging staff reviewed the proposal received from Best Events
12 Catering of Janesville, Wisconsin and determined it was a responsive and responsible proposal which
13 meets the requirements of the County.

14
15 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
16 this _____ day of _____, 2014, that a contract for the Elderly Nutrition Program Food
17 Preparation and Delivery be awarded to Best Events Catering of Janesville, Wisconsin under the terms
18 and conditions set forth in Request for Proposal #2015-01 at the rate of \$4.38 per meal for 2015, \$4.599
19 per meal for 2016 and \$4.727 per meal for 2017. Special diet meals that need to be individually packaged
20 shall be at the rate of \$5.04 per meal for 2015, \$5.197 per meal for 2016 and \$5.352 per meal for 2017.

Respectfully submitted,

Education, Veterans & Aging Services Committee

Rick Richard, Chair

Jeremy Zajac, Vice Chair

Edwin Nash

Norvain Pleasant

Kathy Schulz

AWARDING CONTRACT FOR CATERING SERVICES FOR ROCK COUNTY ELDERLY
NUTRITION PROGRAM

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FISCAL NOTE:

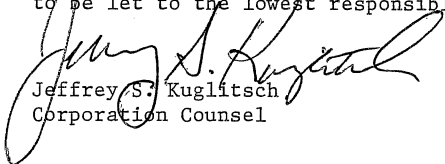
The congregate meal sites and home delivered meal services are funded through federal grants and donations from participants. No county funds are used for these programs.



Sherry Oja
Finance Director

LEGAL NOTE:

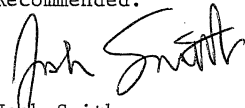
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.31, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator



PROJECT NUMBER: #2015-01
 PROJECT NAME: CATERING SERVICES
 PROPOSAL DUE DATE: AUGUST 26, 2014 – 12:00 NOON
 FOR DEPARTMENT: COUNCIL ON AGING-NUTRITION

	BEST EVENTS JANESVILLE WI
2015 COST PER MEAL REGULAR	4.38
2015 COST PER MEAL SPECIAL	5.04
2016 COST PER MEAL REGULAR	4.599
2016 COST PER MEAL SPECIAL	5.197
2017 COST PER MEAL REGULAR	4.727
2017 COST PER MEAL SPECIAL	5.352
TOTAL COST 2015	\$ 172,140.00
TOTAL COST 2016	\$ 180,557.00
TOTAL COST 2017	\$ 185,603.00
TOTAL 3 YEAR CONTRACT	\$ 538,300.00
INCREASE 2018	5.5% OR CPI WHATEVER IS LESS
INCREASE 2019	5.5% OR CPI WHATEVER IS LESS

**TOTAL COST IS BASED ON 37,000 REGULAR MEALS AND 2,000 SPECIAL MEALS.

Request for Proposals was advertised in the Janesville Gazette and on the Internet. Two additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Best Events

SIGNATURE  DATE 9/8/14

GOVERNING COMMITTEE APPROVAL:

CHAIR _____ VOTE _____ DATE _____

Executive Summary

Rock County receives Older Americans Act funding to provide congregate and home delivered meal services to older residents. The Elderly Nutrition Program is administered through the Rock County Council on Aging and provides approximately 40,000 meals annually.

The Nutrition Program contributes significantly in assisting older persons to remain healthy, active, and independent in their own homes and communities. Because of the level of contact, and because of the intrinsic relationship between nutrition and good health, the elderly nutrition program is a vital link in any effort aimed at nutrition-related prevention and health promotion.

The Rock County Nutrition Program operates five congregate dining centers throughout the County, serving Monday through Friday. Meals are provided through a contracted caterer, using menus approved by a registered dietitian. In addition to providing a nutritious meal and socialization, the program offers other nutrition-related services, e.g. outreach, access, nutrition education, and health promotion.

The congregate dining centers in Clinton, Milton and Evansville serve as drop-off points for the home delivered meal program. Rock County also provides meal delivery to rural residents as well as eligible residents of Janesville.

Proposals were solicited from food service providers with one vendor responding. Purchasing and Council on Aging staff reviewed this response from Best Events Catering of Janesville, Wisconsin for compliance with the specifications.

This resolution awards the contract to Best Events for 2015 with the option to renew for years 2016 and 2017.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging
Services Committee
INITIATED BY



Joyce Lubben
DRAFTED BY

Education, Veterans & Aging
Services Committee
SUBMITTED BY

September 26, 2014
DATE DRAFTED

APPROVAL TO PURCHASE SPECIALIZED TRANSIT VEHICLES

- 1 **WHEREAS**, the Council on Aging received a 5310 Capital Acquisition grant from the Wisconsin
- 2 Department of Transportation to purchase two replacement mini-buses for the Specialized Transit fleet;
- 3 and,
- 4
- 5 **WHEREAS**, the vehicles were purchased through the Wisconsin Department of Transportation contract
- 6 #407290 which was awarded to Atlas Bus Sales; and,
- 7
- 8 **WHEREAS**, federal funds pay for 80% of the vehicles with a 20% local match; and,
- 9
- 10 **WHEREAS**, additional funds are required for vehicle titles and conversion costs.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 13 assembled this _____ day of _____, 2014 does approve that Purchase Orders be issued
- 14 to the State of Wisconsin in the amount of \$17,682.40 for the local match and to Atlas Bus Sales in the
- 15 amount of \$16,000 for vehicle titles and conversion costs for two specialized transit vehicles.
- 16
- 17 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon receipt and acceptance by
- 18 the Rock County Council on Aging Director.

Respectfully submitted,

Education, Veterans & Aging Services

Rick Richard, Chair

Jeremy Zajac, Vice Chair

Edwin Nash

Norvain Pleasant

Kathy Schulz

APPROVAL TO PURCHASE SPECIALIZED TRANSIT VEHICLES

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FISCAL NOTE:

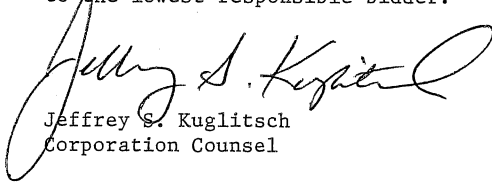
Sufficient funding is available in Council on Aging's Elderly and Handicapped Transportation motor vehicle account, A/C 30-3905-0000-67105, for the local match and the conversion costs. The local match and the conversion costs are being funded by a transfer from the E&H Vehicle Trust Fund, which has a current balance of \$87,452.



Sherry Oja
Finance Director

LEGAL NOTE:

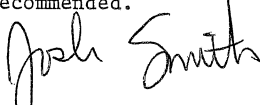
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

The Rock County Council on Aging was awarded a federal 5310 grant to purchase two new Specialized Transit buses through a bidding process conducted by the Wisconsin Department of Transportation (contract # 407290). This grant provides 80% of the funding for the purchase of each vehicle, with the 20% local match and conversion costs coming from the Elderly & Handicapped Transportation Trust Fund.

Conversion costs include additional wheelchair positions with wheelchair securements, a more durable driver's seat, a Ricon wheelchair lift, foldaway seats to make room for the additional wheelchair position, and additional safety features.

Cost breakdown for the vehicles:

\$70,729.60	(\$35,364.80 each)	– Federal 5310 funding
17,682.40	(\$ 8,841.20 each)	– 20% local match from the E&H Trust Fund
<u>16,000.00</u>	<u>(\$ 8,000.00 each)</u>	<u>– vehicle title and conversion costs from the E&H Trust Fund</u>
\$104,412.00	(\$52,206.00 each)	

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

John Solis, CVSO
INITIATED BY



John Solis, CVSO
DRAFTED BY

Education, Veterans and Aging Services
Committee
SUBMITTED BY

October 15, 2014
DATE DRAFTED

**Recognizing Rock Prairie Presbyterian Church for their Support of
Rock County Veterans**

- 1 **WHEREAS**, Rock Prairie Presbyterian Church has held an annual Patriotic Concert for 7 years to honor
- 2 Rock County Veterans and Veterans everywhere; and,
- 3
- 4 **WHEREAS**, Rock Prairie Presbyterian Church takes up a free will donation during the concert and
- 5 donates these funds to local charitable groups and,
- 6
- 7 **WHEREAS**, Rock Prairie Presbyterian Church has chosen to provide these donated funds to the Rock
- 8 County Veterans Donation Trust for the last four years for a total donation amount of \$22,545 and,
- 9
- 10 **WHEREAS**, Rock Prairie Presbyterian Church donations have allowed Rock County Veterans Services
- 11 to provide emergency assistance to over 63 county veterans to date.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 14 assembled this _____ day of _____, 2014 does hereby recognize Rock Prairie
- 15 Presbyterian Church for their generous support of the veterans of Rock County.

Respectfully submitted,

EDUCATION, VETERANS AND AGING COMMITTEE

Rick Richard, Chair

Edwin Nash

Norvain Pleasant

Kathy Schulz

Jeremy Zajac

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans
& Aging Committee
INITIATED BY

John Solis CVSO
DRAFTED BY

Education, Veterans
& Aging Committee
SUBMITTED BY



October 15, 2014
DATE DRAFTED

AMENDING THE 2014 VETERANS SERVICES BUDGET

1 **WHEREAS**, the Rock County Veterans Services Veterans Donation Trust is funded solely by donations
2 from Rock County Citizens and Veterans Groups; and,

3
4 **WHEREAS**, the County Veterans Service Officer estimates the amount of donations that may be
5 received and expended annually for the Veterans Donation Trust; and,

6
7 **WHEREAS**, the previous years unexpended donations are carried over at the end of each budget year;
8 and,

9
10 **WHEREAS**, the 2014 donations received and carry over amounts have exceeded the 2014 Donation
11 Trust budget.

12
13 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
14 this _____ day of _____, 2014 does hereby amend the Veterans Services 2014 budget as
15 follows:

<u>Account/Description</u>	<u>Budget at</u> <u>10/15/2014</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
<u>Source of Funds</u>			
38-3800-0000-46000 Veterans Donation Trust	5,000	1,500	6,500
<u>Use of Funds</u>			
38-3800-0000-64904 Sundry Expense	5,000	1,500	6,500

Respectfully submitted,

EDUCATION, VETERANS, AGING COMMITTEE

FINANCE COMMITTEE

Reviewed and approved on a vote of

Rick Richard, Chair

Jeremy Zajac

Edwin Nash

Norvain Pleasant

Kathy Schulz

Mary Mawhinney, Chair

Amending the 2014 Veterans Services Budget

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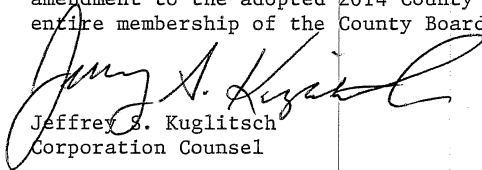
The Veterans Services office has collected more donations than budgeted for in 2014. This resolution amends the Veterans Services budget to allow for the expenditure of these donations.



Sherry Oja
Finance Director

LEGAL NOTE:

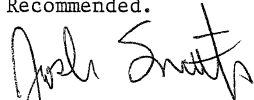
The County pursuant to Sec. 59.52(19), Wis. Stats. may accept donations. As an amendment to the adopted 2014 County Budget, this resolution requires a 2/3 vote of entire membership of the County Board pursuant to Sec. 65.90, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

The Rock County Veterans Services Veterans Donation Trust is funded solely by donations from Rock County Citizens and Veterans Groups. During the budget preparation process, the donation amount is estimated.

This year requests for emergency assistance from the Veterans Donation Trust are on pace to exceed the 2014 budgeted amount of \$5,000. We are entering the fall of the year when utilities will require customers to bring their accounts up to date or risk getting utilities shut off before the November 15th deadline. Based on previous year's requests for assistance I estimate we will need authority to spend an additional \$1,500 from the Donation Trust.
