



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, NOVEMBER 16, 2010 - 4:00 P.M.
COUNCIL ON AGING OFFICE – CONFERENCE ROOM
JANESVILLE, WI**

Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – October 19, 2010
4. Citizen Participation, Communications, Announcements, Information
5. Transfers and Appropriation
 - A. Council on Aging (2)
6. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
7. Resolutions
 - A. Amending the 2010 Council on Aging Budget for Nutrition Services Incentive Program Funds
 - B. Amending the 2010 Council on Aging Budget for Elderly & Handicapped Transportation and Volunteer Driver Program
 - C. Celebrating SHARE's 25th Anniversary
8. ADRC Update
9. Department Reports
 - A. RSVP – Seniors Helping Seniors Update – Robert Harlow
10. Committee Requests and Motions
 - A. Ideas for Future Discussion
11. Adjournment

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

10-70
Transfer No.

Requested by Council on Aging Department Joyce Lubben
Department Head

10/28/10
Date

FROM

| ACCOUNT # | DESCRIPTION | AMOUNT |
|--------------|-------------------|--------|
| 30-3905-0000 | 61610 Health Ins. | 5,000 |

TO

| ACCOUNT # | DESCRIPTION | AMOUNT |
|--------------|-----------------------|--------|
| 30-3905-0000 | 64629 Other Trans Exp | 5,000 |

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended.



REQUIRED APPROVAL:

- Governing Committee
- Finance Committee

DATE

COMMITTEE CHAIR

File

ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR
RECEIVED
10-20
NOV 1 2010

TO: FINANCE DIRECTOR

REQUESTED BY: Council on Aging

DEPARTMENT

[Signature]
DEPARTMENT HEAD SIGNATURE

DATE: October 28, 2010

| FROM: | AMOUNT |
|--|---------|
| ACCOUNT #: 30-3905-0000-61610 DESCRIPTION: Health Insurance | \$5,000 |
| CURRENT BALANCE: \$10,491,502.95/5/12/10 PROVIDED BY THE FINANCE DIRECTOR/PL/NO | |
| ACCOUNT #: DESCRIPTION: | |
| CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR | |
| ACCOUNT #: DESCRIPTION: | |
| CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR | |

| TO: | AMOUNT |
|--|---------|
| ACCOUNT #: 30-3905-0000-64629 DESCRIPTION: Other Transportation Expense | \$5,000 |
| ACCOUNT #: DESCRIPTION: | |
| ACCOUNT #: DESCRIPTION: | |

REASON FOR TRANSFER - **BE SPECIFIC:** There will be unspent funds for health insurance as a staff person changed healthcare plans. Additional funds are needed to cover costs for expenses related to the transportation routing software, e.g. additional licenses for vehicles, maintenance licenses.

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

10-77
Transfer No.

Requested by Council on Aging

Joyce Lubben

Department

Department Head

Date 11/10/10

FROM

TO

| ACCOUNT # | DESCRIPTION | AMOUNT |
|--------------------|----------------------|--------|
| 30-3903-0000-62119 | Other Contracted Svc | 8,000 |
| 30-3904-0000-62105 | Contracted Food Svc | 8,000 |

| ACCOUNT # | DESCRIPTION | AMOUNT |
|--------------------|----------------------|--------|
| 30-3903-0000-62105 | Contracted Food Svc | 8,000 |
| 30-3904-0000-62119 | Other Contracted Svc | 8,000 |

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended.

ER

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

_____ File _____

ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR
RECEIVED
10-77
NOV 10 2010

TO: FINANCE DIRECTOR

REQUESTED BY: Council on Aging

DEPARTMENT

Janice Keller
DEPARTMENT HEAD SIGNATURE

DATE: November 8, 2010

| FROM: | AMOUNT |
|--|---------|
| ACCOUNT #: 30-3903-0000-62119 DESCRIPTION: Other Contracted Services CURRENT BALANCE: \$ 17,102 11-11-10 PROVIDED BY THE FINANCE DIRECTOR | \$8,000 |
| ACCOUNT #: 30-3904-0000-62105 DESCRIPTION: Contracted Food Services CURRENT BALANCE: \$ 9,875 11-11-10 PROVIDED BY THE FINANCE DIRECTOR | \$8,000 |
| ACCOUNT #: DESCRIPTION: | |
| CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR | |
| ACCOUNT #: DESCRIPTION: | |
| CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR | |

| TO: | AMOUNT |
|---|---------|
| ACCOUNT #: 30-3903-0000-62105 DESCRIPTION: Contracted Food Services | \$8,000 |
| ACCOUNT #: 30-3904-0000-62119 DESCRIPTION: Other Contracted Services | \$8,000 |
| ACCOUNT #: DESCRIPTION: | |
| ACCOUNT #: DESCRIPTION: | |

REASON FOR TRANSFER - **BE SPECIFIC:** Food costs for the congregate meal site are going over budget. There are funds in "Other Contracted Services" to cover these costs. A portion of the costs for the contracted dietician will be transferred to the home delivered meal program and budgeted in "Other Contracted Services". Funds for "Contracted Food Services" may be used to cover these costs.

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|--|----------------------------------|-------------------------------------|--------------------|-----------------------------|---------------------|-------------------|-------|
| 3039000000-64200 | TRAINING EXP | 1,200.00 108.0% | 986.49 | 310.00 | -96.49 | | |
| | P1003003-PO# 11/05/10 -VN#049264 | | | BEST WESTERN HARBORSIDE INN | | 70.00 | |
| *** OVERDRAFT *** TRANSFER REQUIRED | | | | CLOSING BALANCE | | -166.49 | 70.00 |
| | SR.CITIZEN PRGM. | | PROG-TOTAL-PO | | | 70.00 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$70.00 INCURRED BY SENIOR CITIZEN PROGRAMS. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

NOV 16 2010 DATE _____ CHAIR

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|-------------------------------------|--------------------|------------------------|---------------------|-------------------|--------|
| 3838000000-64200 | TRAINING EXP | 1,000.00 | 48.8% | 488.94 | 0.00 | 511.06 | |
| | P1002884-PO# 11/05/10 -VN#049938 | | | COUNTRY INN AND SUITES | | 350.00 | |
| | | | | CLOSING BALANCE | 161.06 | | 350.00 |
| | VETERANS SERVICE | | PROG-TOTAL-PO | | | 350.00 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$350.00 INCURRED BY VETERANS SERVICE. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

NOV 16 2010

DATE _____ CHAIR

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|-------------------------------------|--------------------|------------------|---------------------|-------------------------------|----------|
| 3039020000-62119 | OTHER SERVICES | 11,044.00 | 61.0% | 6,742.00 | 0.00 | 4,302.00 | |
| | P1003654-PO# 11/05/10 -VN#015544 | | | | | RETIRE SENIOR VOLUNTEER PROGR | 4,302.00 |
| | | | | | | CLOSING BALANCE | 0.00 |
| | | | | | | | 4,302.00 |
| | COMMUNITY SERV. | | | | | PROG-TOTAL-PO | 4,302.00 |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$4,302.00 INCURRED BY COMMUNITY SERVICES. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

NOV 16 2010

DATE _____ CHAIR

| Account Number | Name | Yearly Prct Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|------------------------------------|--------------------|--------------------------------|---------------------|-------------------|----------|
| 3039030000-62119 | OTHER SERVICES | 125,253.00 86.5% | 104,349.65 | 4,107.35 | 16,796.00 | | |
| | P1003664-PO# 11/05/10 -VN#014330 | | | MANPOWER INC | | 2,045.68 | |
| | | | | CLOSING BALANCE | 14,750.32 | | 2,045.68 |
| 3039030000-64124 | CONSUMABLE SUPPL | 10,745.00 74.2% | 6,781.35 | 1,194.11 | 2,769.54 | | |
| | P1003324-PO# 11/05/10 -VN#013780 | | | KMART CORP #4255 | | 247.69 | |
| | P1003353-PO# 11/05/10 -VN#013780 | | | KMART CORP #4255 | | 77.99 | |
| | | | | CLOSING BALANCE | 2,443.86 | | 325.68 |
| 3039030000-64200 | TRAINING EXP | 705.00 39.0% | 275.00 | 0.00 | 430.00 | | |
| | P1003209-PO# 11/05/10 -VN#035671 | | | ROTARY GARDENS | | 150.00 | |
| | P1003571-PO# 11/05/10 -VN#042471 | | | ROSS, CINDY | | 94.00 | |
| | P1003573-PO# 11/05/10 -VN#031975 | | | UNIVERSITY OF WISCONSIN OSHKOS | | 60.00 | |
| | | | | CLOSING BALANCE | 126.00 | | 304.00 |
| 3039030000-64202 | CONFERENCE EXP | 1,500.00 0.0% | 0.00 | 0.00 | 1,500.00 | | |
| | P1003634-PO# 11/05/10 -VN#050291 | | | EILENFELDT, BETH | | 51.17 | |
| | P1003635-PO# 11/05/10 -VN#047619 | | | ELSBERRYS EDIBLES | | 861.50 | |
| | | | | CLOSING BALANCE | 587.33 | | 912.67 |
| 3039030000-65390 | OTHER RENT/LEASE | 7,380.00 65.6% | 3,646.43 | 1,200.00 | 2,533.57 | | |
| ENC | R1003919-PO# 10/22/10 -VN#049163 | | | CREEKSIDE PLACE | | 1,860.00 | |
| | | | | CLOSING BALANCE | 673.57 | | 1,860.00 |
| | NUTRITION PROGRM | | | PROG-TOTAL-PO | | 5,448.03 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,448.03 INCURRED BY NUTRITION PROGRAM. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

NOV 16 2010

DATE _____ CHAIR

| Account Number | Name | Yearly Prct Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|------------------------------------|--------------------|------------------|---------------------|-------------------|--------|
| 3039040000-64907 | VOL RELATED EXP | 2,595.00 | 73.4% | 1,859.60 | 47.00 | 688.40 | |
| | P1003004-PO# 11/05/10 -VN#035671 | | | ROTARY GARDENS | | 125.00 | |
| | | | | CLOSING BALANCE | 563.40 | | 125.00 |
| | | | | DELIVERED MEALS | | 125.00 | |
| | | | | PROG-TOTAL-PO | | | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$125.00 INCURRED BY DELIVERED MEALS. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

NOV 16 2010 DATE _____ CHAIR

| Account Number | Name | Yearly Prct Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|-------------------|----------------------------------|------------------------------------|--------------------|--------------------------------|---------------------|-------------------|----------|
| 3039050000-62410 | R & M-VEHICLES | 50,457.00 107.4% | 45,246.98 | 8,964.60 | -3,754.58 | | |
| | P1001136-PO# 11/05/10 -VN#030347 | | | NAPA AUTO PARTS | | 174.66 | |
| | P1001138-PO# 11/05/10 -VN#011529 | | | BUDGET TRUCK AND AUTO BODY INC | | 535.40 | |
| *** OVERDRAFT *** | TRANSFER REQUIRED | | | CLOSING BALANCE | -4,464.64 | | 710.06 |
| 3039050000-63100 | OFC SUPP & EXP | 500.00 101.8% | 509.48 | 0.00 | -9.48 | | |
| | P1003420-PO# 11/05/10 -VN#033353 | | | CDW GOVERNMENT INC | | 47.50 | |
| *** OVERDRAFT *** | TRANSFER REQUIRED | | | CLOSING BALANCE | -56.98 | | 47.50 |
| 3039050000-64629 | OTHER TRANSP. EXP | 11,500.00 106.3% | 10,164.29 | 2,062.26 | -726.55 | | |
| | P1001768-PO# 11/05/10 -VN#023194 | | | ATLAS BUS SALES INC | | 1,738.98 | |
| | P1003212-PO# 11/05/10 -VN#028264 | | | HENRICKSEN | | 623.34 | |
| | P1003637-PO# 11/05/10 -VN#028323 | | | REGISTRATION FEE TRUST | | 675.00 | |
| *** OVERDRAFT *** | TRANSFER PENDING | | | CLOSING BALANCE | -3,763.87 | | 3,037.32 |
| | E & H TRANSPORT. PROG-TOTAL-PO | | | | | 3,794.88 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,794.88 INCURRED BY ELDERLY & HANDICAPPED TRANSPOR. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

NOV 16 2010

DATE _____ CHAIR

| Account Number | Name | Yearly Prct Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|------------------------------------|--------------------|------------------|---------------------|-------------------|--------|
| 3039080000-62625 | OUTREACH SERVICE | 8,829.00 80.9% | 7,146.58 | 0.00 | 1,682.42 | | |
| | P1000772-PO# 11/05/10 -VN#046565 | | | HARDIE, ROBERT | | 33.50 | |
| | P1003636-PO# 11/05/10 -VN#011813 | | | CITY OF BELOIT | | 176.05 | |
| | | | CLOSING BALANCE | | 1,472.87 | | 209.55 |
| | TITLE III-D | | PROG-TOTAL-PO | | | 209.55 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$209.55 INCURRED BY TITLE III-D. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

NOV 16 2010

DATE _____ CHAIR

| Account Number | Name | Yearly Prct Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|------------------------------------|--------------------|------------------|---------------------|--------------------------|-----------|
| 3039150000-64615 | CLIENT REL.COSTS | 19,462.00 | 27.2% | 5,185.70 | 109.41 | 14,166.89 | |
| | P1002353-PO# 11/05/10 -VN#023658 | | | | | ALTERNATIVE HOMECARE INC | 270.00 |
| | P1003421-PO# 11/05/10 -VN#050049 | | | | | GERTH,PATRICIA | 100.00 |
| | P1003568-PO# 11/05/10 -VN#046621 | | | | | BRIGHTSTAR HEALTHCARE | 59.40 |
| | P1003569-PO# 11/05/10 -VN#050125 | | | | | BUCHANAN,EULA | 50.00 |
| | P1003608-PO# 11/05/10 -VN#046621 | | | | | BRIGHTSTAR HEALTHCARE | 59.40 |
| | | | | | | CLOSING BALANCE | 13,628.09 |
| | | | | | | | 538.80 |
| | TITLE III-E | | | | | PROG-TOTAL-PO | 538.80 |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$538.80 INCURRED BY TITLE III-E FAM CAREGIVER SUPP. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

NOV 16 2010 DATE _____ CHAIR

PURCHASE ORDER NUMBER P1000753 PEID 014330

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and send to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DEPARTMENT Council on Aging

COMMITTEE EVAS

VENDOR NAME Manpower

ACCOUNT NUMBER 30-3903-0000-62119

FUNDS DESCRIPTION Contracted Services

AMOUNT OF INCREASE \$ 16,694

INCREASE FROM \$ 90,835 TO \$ 107,529

ACCOUNT BALANCE AVAILABLE \$ 17,000 11-11-10

REASON FOR AMENDMENT to encumber remaining budget for
congregate site manager salaries.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
(if over \$10,000) Chair _____ Date _____

COUNTY BOARD _____
(if over \$10,000) Resolution # _____ Adoption Date _____

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

PURCHASE ORDER NUMBER P1000454 PEID 014957

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and send to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DEPARTMENT Council on Aging

COMMITTEE EUAS

VENDOR NAME Nutrition & Health Assoc.

ACCOUNT NUMBER 30-3904-0000-62119

FUNDS DESCRIPTION Contracted Services

AMOUNT OF INCREASE \$ 8,000

INCREASE FROM \$ 0 TO \$ 8,000

ACCOUNT BALANCE AVAILABLE \$ 8,000 pending approval of Treasurer
11-10-10 *EW*

REASON FOR AMENDMENT to move contracted dietitian
expenses from the congregate program to the home delivered
meal program.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
(if over \$10,000) Chair _____ Date _____

COUNTY BOARD _____
(if over \$10,000) Resolution # _____ Adoption Date _____

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

PURCHASE ORDER NUMBER P1000455 PEID 011578

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and send to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DEPARTMENT Council on Aging

COMMITTEE Education, Veterans & Aging Services

VENDOR NAME Bussey Dishwasher

ACCOUNT NUMBER 30-3903-0000-62119

FUNDS DESCRIPTION Contracted Services

AMOUNT OF INCREASE \$ 102

INCREASE FROM \$ 4560 TO \$ 4662

ACCOUNT BALANCE AVAILABLE \$ 14,750 11/01/95

REASON FOR AMENDMENT To cover costs of dishwasher service at the congregate nutrition sites

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
(if over \$10,000) Chair _____ Date _____

COUNTY BOARD _____
(if over \$10,000) Resolution # _____ Adoption Date _____

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

PURCHASE ORDER NUMBER P1000460 PEID 040182

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and send to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DEPARTMENT Council on Aging

COMMITTEE EUAS

VENDOR NAME Fagan

ACCOUNT NUMBER 30-3905-0000-62910

FUNDS DESCRIPTION Repair & Maintenance

AMOUNT OF INCREASE \$ 6,000

INCREASE FROM \$ 30,000 TO \$ 36,000

ACCOUNT BALANCE AVAILABLE \$ 7,035 pending approval of Resolution

REASON FOR AMENDMENT To cover costs for repairs of the ¹¹⁻¹¹⁻¹⁰
Specialized Transit fleet. ₋₈₀

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

FINANCE COMMITTEE _____
(if over \$10,000) Chair Date

COUNTY BOARD _____
(if over \$10,000) Resolution # Adoption Date

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging Services
INITIATED BY

Joyce Lubben
DRAFTED BY

Education, Veterans & Aging Services
SUBMITTED BY

October 28, 2010
DATE DRAFTED

**AMENDING THE 2010 COUNCIL ON AGING BUDGET FOR
NUTRITION SERVICES INCENTIVE PROGRAM FUNDS**

1 **WHEREAS**, the Council on Aging receives funding from the federal Nutrition Services Incentive
 2 Program that is used for the congregate nutrition program; and,
 3
 4 **WHEREAS**, the Council on Aging has received an increase in the original grant for the period from
 5 October 1, 2009 through September 30, 2010; and,
 6
 7 **WHEREAS**, the Council on Aging has received a 2010-2011 Medication Management Improvement
 8 Systems (MMIS) grant to address the issue of medication-related problems and errors for primarily home
 9 delivered meal recipients.
 10
 11 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
 12 this day of _____ day of _____, 2010 does hereby amend the Adopted 2010 Rock County
 13 Council on Aging budget as follows:

| <u>Account/Description</u> | <u>Budget at 01/01/2010</u> | <u>Increase (Decrease)</u> | <u>Amended Budget</u> |
|--|---------------------------------|--------------------------------|---------------------------|
| <u>Nutrition Program</u> | | | |
| <u>Source of Funds</u> | | | |
| 30-3903-0000-42102 Federal Aid | 38,819 | 5,013 | 43,832 |
| <u>Use of Funds</u> | | | |
| 30-3903-0000-62105 Contracted Food Services | 122,619 | 5,013 | 127,632 |
| <u>Medication Management Improvement Systems (MMIS)</u> | | | |
| <u>Source of Funds</u> | | | |
| 30-3931-0000-42100 Federal Aid | -0- | 3,600 | 3,600 |
| <u>Use of Funds</u> | | | |
| 30-3931-0000-62625 Outreach Services | -0- | 3,600 | 3,600 |

Respectfully submitted,

Education, Veterans & Aging Services

Finance Committee Endorsement

Terry Thomas, Chair

Reviewed and approved on a vote of _____

Marvin Wopat, Vice Chair

Mary Mawhinney, Chair

Wayne Gustina


David Innis

Vacant

AMENDING THE 2010 COUNCIL ON AGING BUDGET FOR NUTRITION SERVICES INCENTIVE
PROGRAM FUNDS
PAGE 2

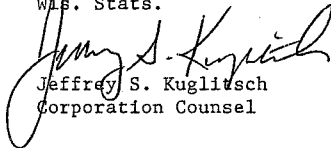
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$8,613 in Federal Aid for Council on Aging programs. No County matching funds are required to accept these grants.


Jeffrey A. Smith
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2010 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

EXECUTIVE SUMMARY

The Council on Aging is awarded funding, each year, from the federal Nutrition Services Incentive Program (NSIP) that is used to offset congregate nutrition program expenses. The funding is based on the number of meals served through the Older Americans Act Title III-C-1 for the previous year. Unspent NSIP funding is being allocated to counties, with Rock County receiving an additional \$5,013 for the 2010 budget year.

MMIS is an evidence-based medication management program designed to enable community agencies to address the issue of medication-related problems and errors. Council on Aging staff will conduct an in-home assessment with primarily home delivered meal recipients to gather information about prescription medications, herbal supplements and over-the counter drugs currently being taken by the individual and then use this web-based software and partner with a volunteer pharmacist consultant to screen the results for potentially harmful problems. Results of the pharmacist's findings will then be provided to the participant so they will have a current list of everything they take. If medical intervention is needed, the participant signs a waiver that allows the pharmacist to communicate directly with the prescribing physician. The implementation of this program is vital because medication errors cause approximately 7,000 deaths per year in the US.

No county funds are required.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging Services
INITIATED BY

Joyce Lubben
DRAFTED BY

Education, Veterans & Aging Services
SUBMITTED BY

November 5, 2010
DATE DRAFTED

**AMENDING THE 2010 COUNCIL ON AGING BUDGET FOR
ELDERLY & HANDICAPPED TRANSPORTATION AND VOLUNTEER DRIVER PROGRAM**

1 **WHEREAS**, the Council on Aging receives s 85 21 funding from the State of Wisconsin to provide
2 transportation for individuals who are older and/or who have disabilities; and,
3
4 **WHEREAS**, the Volunteer Driver Program will not be spending all of the s.85 21 funding; and,
5
6 **WHEREAS**, major repairs to the Specialized Transit Program fleet is causing the Repair and Maintenance
7 budget for the Elderly & Handicapped Transportation Program to be overspent.
8
9 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
10 this _____ day of _____, 2010 does hereby amend the Adopted 2010 Rock County Council
11 on Aging budget as follows:

| <u>Account/Description</u> | <u>Budget at 01/01/2010</u> | <u>Increase (Decrease)</u> | <u>Amended Budget</u> |
|--|---------------------------------|--------------------------------|---------------------------|
| <u>Elderly & Handicapped Transportation</u> | | | |
| <u>Source of Funds</u> | | | |
| 30-3905-0000-42200 State Aid | 327,937 | 11,500 | 339,437 |
| <u>Use of Funds</u> | | | |
| 30-3905-0000-62410 Repair & Maintenance - Vehicles | 50,457 | 11,500 | 61,957 |
| <u>Volunteer Driver Program</u> | | | |
| <u>Source of Funds</u> | | | |
| 30-3913-0000-42200 State Aid | 29,504 | (11,500) | 18,004 |
| <u>Use of Funds</u> | | | |
| 30-3913-0000-63308 Volunteer Mileage | 70,477 | (11,500) | 58,977 |

Respectfully submitted,

Education, Veterans & Aging Services

Finance Committee Endorsement

Terry Thomas, Chair

Reviewed and approved on a vote of _____

Marvin Wopat, Vice Chair

Mary Mawhinney, Chair

Wayne Gustina

David Innis

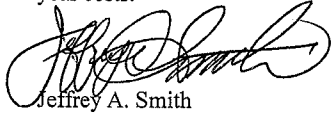
Vacant

AMENDING THE 2010 COUNCIL ON AGING BUDGET FOR ELDERLY & HANDICAPPED
TRANSPORTATION AND VOLUNTEER DRIVER PROGRAM

Page 2

FISCAL NOTE:

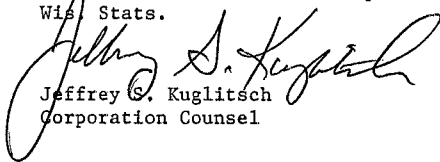
This resolution amends the Council on Aging's two transportation programs to better reflect current year costs.



Jeffrey A. Smith
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2010 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey G. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

The Council on Aging is awarded s. 85.21 funding, each year, to provide transportation services to older adults and persons with disabilities. The funding is allocated to both the Elderly & Handicapped Transportation (E&H) and Volunteer Driver Program budgets. This resolution transfers \$11,500 of the s.85.21 allocation from the Volunteer Driver Program to the E&H Program to cover costs of repairs and maintenance to the Specialized Transit fleet.

No county funds are required.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Terry Thomas
INITIATED BY



Phil Boutwell
DRAFTED BY

Education, Veterans & Aging
Services Committee
SUBMITTED BY

November 2, 2010
DATE DRAFTED

Celebrating SHARE's 25th Anniversary

- 1 **WHEREAS**, SHARE is an acronym for "Self Help and Resource Exchange" and it is a not-for-profit
- 2 organization with over 1,000 volunteers in 100 communities in Wisconsin including Beloit, Janesville
- 3 and Milton; and,
- 4
- 5 **WHEREAS**, it is a food buying organization that offers food at reduced cost through a volunteer-run,
- 6 community based distribution system that does not impose fees or eligibility requirements on those who
- 7 wish to purchase food through the program; and,
- 8
- 9 **WHEREAS**, SHARE's mission is to bring people together to build and strengthen communities through
- 10 volunteer service to respond to basic needs and provide access to good, nutritious food at reduced cost
- 11 through a self-help distribution system, which fosters the dignity and self-worth of each person and acts
- 12 from a commitment to serve the common good; and,
- 13
- 14 **WHEREAS**, this year SHARE celebrates its 25th anniversary of service to the community.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 17 this _____ day of _____, 2010, that it joins in celebrating the anniversary and recognizes
- 18 the SHARE volunteers for their dedication and commitment to their fellow citizens and local
- 19 communities.

Respectfully submitted,

Education, Veterans & Aging Services Committee

Terry Thomas, Chair

Marvin Wopat, Vice Chair

Wayne Gustina

David Innis
