



**DEVELOPMENTAL DISABILITIES BOARD MEETING**

**Wednesday, December 19, 2012 – 6:00 P.M.**

**Rock County Health Care Center  
3<sup>rd</sup> Floor Conference Room  
3530 North County Trunk Highway F  
Janesville, Wisconsin 53545**

**AGENDA**

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF BOARD MEMBERS / ROLL CALL**
- 3. ADOPTION OF AGENDA**
- 4. APPROVAL OF MINUTES – NOVEMBER 28, 2012**
- 5. CITIZEN PARTICIPATION, COMMUNICATION AND ANNOUNCEMENTS**
- 6. RESOLUTION – AMENDING THE 2013 DEVELOPMENTAL DISABILITIES AND HUMAN SERVICES BUDGET FOR THE FAMILY SUPPORT PROGRAM**
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
  - A. BILLS**
  - B. CONTRACTS / ADDENDUMS**
  - C. ENCUMBRANCES**
  - D. LINE ITEM TRANSFERS**
  - E. BUDGET REVIEW**
  - F. PRESENTION OF CESA-2 BIRTH TO THRESS CONCERNS (ANNA FULLER)**
- 9. DIRECTOR'S REPORT**
  - A. PROGRAM ACTIVITIES**
  - B. BUDGET UPDATES**
  - C. RESIDENTIAL PLACEMENTS**
  - D. CONSUMER UPDATES**
  - E. PROVIDERS' CONCERNS**
  - F. STAFF UPDATES**
- 10. CORRESPONDENCE**
- 11. ITEMS FOR FUTURE BOARD MEETING CONSIDERATION**
- 12. ADJORNMENT**

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board  
INITIATED BY



Phil Boutwell  
DRAFTED BY

Human Services Board  
SUBMITTED BY

December 3, 2012  
DATE DRAFTED

**Amending the 2013 Developmental Disabilities and Human  
Services Department Budgets for the Family Support Program**

1 **WHEREAS**, the Children's Long Term Support waiver program (CLTS) makes Medicaid funding  
2 available to serve children who have substantial limitations due to developmental, emotional and/or  
3 physical disabilities and who are being served by either the Developmental Disabilities (DD) Board or the  
4 Human Services Department (HSD); and,  
5

6 **WHEREAS**, the State of Wisconsin views CLTS as one funding source and splitting the funding  
7 between the DD Board and HSD has not worked well in terms of administering the funds and managing  
8 the waiting list for services; and,  
9

10 **WHEREAS**, for purposes of administering the funds and reporting to the state, the 2013 Adopted County  
11 Budget placed the funds for the CLTS program in the HSD Budget; and,  
12

13 **WHEREAS**, there is an ancillary CLTS funding program known as the Family Support program that was  
14 budgeted under the DD Board in 2013, and will be used to purchase services for children with severe  
15 disabilities; and,  
16

17 **WHEREAS**, in retrospect, the Family Support funding should have been budgeted under the HSD; and,  
18

19 **WHEREAS**, the Wisconsin Department of Health Services has requested that Rock County create the  
20 Budgetary Authority for the Family Support program in the HSD budget to simplify the administration  
21 and tracking of funds used to purchase CLTS related services.  
22

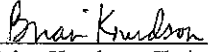
23 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
24 this \_\_\_\_\_ day of \_\_\_\_\_, 2012, does hereby amend the 2013 Rock County Developmental  
25 Disabilities and Human Services Department budgets to move the budgetary appropriation for the Family  
26 Support program as follows:  
27

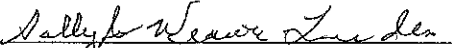
| Account/Description                               | Budget<br>1/1/13 | Increase<br>(Decrease) | Amended<br>Budget |
|---|------------------|------------------------|-------------------|
| <u>Source of Funds</u>                            |                  |                        |                   |
| 36-3699-0000-42200<br>State Aid                   | \$0              | \$117,853              | \$117,853         |
| 33-3320-0000-42200<br>State Aid                   | \$666,526        | (\$117,853)            | \$548,673         |
| <u>Use of Funds</u>                               |                  |                        |                   |
| 36-3699-0000-64604<br>Program Expense             | \$0              | \$117,853              | \$117,853         |
| 33-3310-0000-62606<br>Family Support              | \$47,445         | (\$47,445)             | \$0               |
| 33-3310-0000-62633<br>Children's Long Term Waiver | \$70,408         | (\$70,408)             | \$0               |

Amending the 2013 Developmental Disabilities and Human Services Department  
Budgets for the Family Support Program  
Page 2

Respectfully submitted,

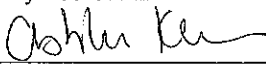
**Human Services Board**

  
\_\_\_\_\_  
Brian Knudson, Chair

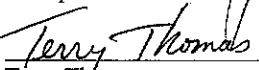
  
\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

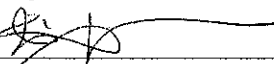
  
\_\_\_\_\_  
Terry Fell

  
\_\_\_\_\_  
Billy Bob Grahn

  
\_\_\_\_\_  
Ashley Kleven

  
\_\_\_\_\_  
Phillip Owens

  
\_\_\_\_\_  
Terry Thomas

  
\_\_\_\_\_  
Shirley Williams

Absent  
\_\_\_\_\_  
Marvin Wopat

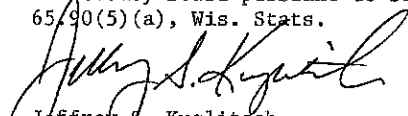
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of  
\_\_\_\_\_.

\_\_\_\_\_  
Mary Mawhinney, Chair

LEGAL NOTE:

As an amendment to the adopted 2013  
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

**Developmental Disabilities Board**

\_\_\_\_\_  
Marilynn Jensen, Chair

\_\_\_\_\_  
Becky Heimerl, Vice Chair

\_\_\_\_\_  
Cheryl Drozdowicz

\_\_\_\_\_  
Ed Brandsey

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Bridget Rolek

\_\_\_\_\_  
Lynda Olson

\_\_\_\_\_  
Nancy Lannert

\_\_\_\_\_  
Terry Fell

FISCAL NOTE:

At the request of the Wisconsin Department of  
Health Services, this resolution moves the  
budgetary appropriation for the Family Support  
program from the DD Board 2013 budget to the  
Human Services Department 2013 budget.

  
\_\_\_\_\_  
Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

  
\_\_\_\_\_  
Craig Knutson  
County Administrator

## **Executive Summary**

### **Amending the 2013 Developmental Disabilities and Human Services Department Budgets for the Family Support Program**

The Children's Long Term Support waiver program (CLTS) is a relatively new program that provides Medicaid funding for children who fall into three separate groups: Developmental Disabilities (DD), Physical Disabilities (PD), and Severe Emotional Disabilities (SED). The DD Board has served the children with DD, and HSD has served the children with PD and SED.

The State views CLTS as one funding source. The State and Rock County discovered that the separate administration creates unnecessary administrative problems when children fall under both the DD target group and another target group, or moves in/out of the various target groups. Furthermore, in June, 2012 a State contracted agency (Compass/Threshold) began the screening of children with severe disabilities – regardless of their target group – for placement on a consolidated waiting list for services. Thus, for purposes of administering funds and reporting to the state, Rock County's bifurcated program does not work well.

The DD Board and the HSD agreed that it was best to merge the CLTS program under the HSD budget in 2013. The County Administrator recommended the change, which is included in the 2013 Budget adopted by the County Board.

It became clear as staff began merging the program that a small ancillary funding source known as Family Support should also have been moved to the HSD budget. The Family Support program pays for individual services and supports for a child with substantial limitations regardless of their target group. It does not make sense to run the funding through the DD Board and make journal entries to move the funds as they purchase needed services or goods for children. Thus, the DD Board, HSD and the State agree that the 2013 County Budget should be modified to move Family Support under the HSD.

In order to fix the problem, the State agrees that it will redirect the Family Support funding in the State/County Contract to the HSD. This resolution creates the budgetary authority for the HSD to accept and expend the Family Support funding for the children who are eligible for those services.

| Account Number                             | Name             | Yearly Prcnt<br>Appropriation Spent | YTD<br>Expenditure | Encumb<br>Amount               | Unencumb<br>Balance | Inv/Enc<br>Amount | Total    |
|--|------------------|-------------------------------------|--------------------|--------------------------------|---------------------|-------------------|----------|
| 3333100000-62601                           | PURCH OF CARE    | 1,172,632.00                        | 109.1%             | 1,280,367.48                   | -0.59               | -107,734.89       |          |
|  | P1200025-PO#     | 12/11/12                            | -VN#010942         | ARC WISCONSIN                  |                     | 9,003.58          |          |
|  | P1200090-PO#     | 12/11/12                            | -VN#038946         | REHAB RESOURCES INC            |                     | 108.00            |          |
| <b>*** OVERDRAFT *** TRANSFER REQUIRED</b> |                  |                                     |                    |                                |                     |                   |          |
|  |                  |                                     |                    | CLOSING BALANCE                | -116,846.47         |                   | 9,111.58 |
| 3333100000-62604                           | NURSING HM-CIP1B | 22,795,388.00                       | 87.8%              | 20,021,184.93                  | -0.07               | 2,774,203.14      |          |
|  | P1200023-PO#     | 12/11/12                            | -VN#023658         | ALTERNATIVE HOMECARE INC       |                     | 3,816.00          |          |
|  | P1200024-PO#     | 12/11/12                            | -VN#050404         | ARC EAU CLAIRE                 |                     | 358.32            |          |
|  | P1200026-PO#     | 12/11/12                            | -VN#049612         | AZURA HARBOR HOLDINGS LLC      |                     | 14,016.38         |          |
|  | P1200027-PO#     | 12/11/12                            | -VN#034336         | BAARS, BEVERLY                 |                     | 2,900.00          |          |
|  | P1200028-PO#     | 12/11/12                            | -VN#048507         | BERGMAN, MATT AND ANDREA       |                     | 2,000.00          |          |
|  | P1200029-PO#     | 12/11/12                            | -VN#012051         | BLISS, LISA                    |                     | 2,065.53          |          |
|  | P1200030-PO#     | 12/11/12                            | -VN#049383         | BRELSFORD, SONDR               |                     | 2,456.00          |          |
|  | P1200031-PO#     | 12/11/12                            | -VN#038839         | BURKE, ELEANOR A               |                     | 1,065.00          |          |
|  | P1200032-PO#     | 12/11/12                            | -VN#011580         | BUTCHART, JOHN AND KAREN       |                     | 1,900.00          |          |
|  | P1200033-PO#     | 12/11/12                            | -VN#031077         | CARTOGRAPHICS CORP CBRF        |                     | 26,693.19         |          |
|  | P1200037-PO#     | 12/11/12                            | -VN#031811         | CRAMER, WILLIAM R              |                     | 1,586.85          |          |
|  | P1200038-PO#     | 12/11/12                            | -VN#050210         | CROOKSHANKS, SANDY             |                     | 1,900.00          |          |
|  | P1200039-PO#     | 12/11/12                            | -VN#047474         | DAHL AFH, MARIE AND ROBERT     |                     | 4,533.01          |          |
|  | P1200041-PO#     | 12/11/12                            | -VN#030614         | EASTER SEALS RESPITE PROGRAM   |                     | 300.00            |          |
|  | P1200043-PO#     | 12/11/12                            | -VN#051451         | ENCOMPASS HEALTHCARE AND ASSIS |                     | 5,775.00          |          |
|  | P1200045-PO#     | 12/11/12                            | -VN#029300         | FIEGE, JASON                   |                     | 4,879.83          |          |
|  | P1200047-PO#     | 12/11/12                            | -VN#041677         | GOIA, PAVEL AND DANIELA        |                     | 2,000.00          |          |
|  | P1200050-PO#     | 12/11/12                            | -VN#050880         | GUPTILL AFH, TOM OR STACIE     |                     | 2,200.00          |          |
|  | P1200051-PO#     | 12/11/12                            | -VN#029146         | HACKETT, JOHN & ROXANNE        |                     | 4,147.11          |          |
|  | P1200052-PO#     | 12/11/12                            | -VN#010248         | HAMM, PATRICK AND BRENDA       |                     | 1,018.14          |          |
|  | P1200053-PO#     | 12/11/12                            | -VN#049501         | HART, CHRISTINE A              |                     | 2,481.25          |          |
|  | P1200055-PO#     | 12/11/12                            | -VN#039040         | HARTIN, BILL AND DIANA         |                     | 1,418.93          |          |
|  | P1200056-PO#     | 12/11/12                            | -VN#046402         | HARTLEY, BRUCE                 |                     | 2,769.00          |          |
|  | P1200057-PO#     | 12/11/12                            | -VN#045129         | HEFLIN, EDWIN OR NANCY         |                     | 1,704.00          |          |
|  | P1200059-PO#     | 12/11/12                            | -VN#018338         | HOMECARE PHARMACY              |                     | 654.33            |          |
|  | P1200060-PO#     | 12/11/12                            | -VN#010281         | HUSCHKA, LLOYD AND GLORIA      |                     | 1,162.98          |          |
|  | P1200066-PO#     | 12/11/12                            | -VN#013843         | KERR, RENA                     |                     | 1,782.34          |          |
|  | P1200068-PO#     | 12/11/12                            | -VN#026058         | LANGREHR, DAVID AND SHERYL     |                     | 3,077.90          |          |
|  | P1200069-PO#     | 12/11/12                            | -VN#015550         | LUDEKING, SARAH                |                     | 1,597.50          |          |
|  | P1200073-PO#     | 12/11/12                            | -VN#051494         | MASSEY, LYNDA                  |                     | 5,322.87          |          |
|  | P1200074-PO#     | 12/11/12                            | -VN#051568         | MILLARD, LORI D                |                     | 2,000.00          |          |
|  | P1200075-PO#     | 12/11/12                            | -VN#036287         | NEFF, ANN                      |                     | 9,540.70          |          |
|  | P1200076-PO#     | 12/11/12                            | -VN#015002         | OLSON, BEV*                    |                     | 1,065.00          |          |
|  | P1200078-PO#     | 12/11/12                            | -VN#046094         | OSBORNE, LEAH R                |                     | 1,469.70          |          |
|  | P1200079-PO#     | 12/11/12                            | -VN#044124         | OSHEL, JIM AND RHONDA          |                     | 2,130.00          |          |
|  | P1200080-PO#     | 12/11/12                            | -VN#015064         | PAIN, FRAN                     |                     | 1,071.39          |          |
|  | P1200083-PO#     | 12/11/12                            | -VN#050869         | PEREZ, GINA OR JORGE           |                     | 3,418.65          |          |
|  | P1200085-PO#     | 12/11/12                            | -VN#043017         | PORTALSKI, DIANE               |                     | 3,642.30          |          |
|  | P1200086-PO#     | 12/11/12                            | -VN#043381         | POSITIVE LIVING INC            |                     | 59,467.00         |          |
|  | P1200087-PO#     | 12/11/12                            | -VN#015412         | RABE, DOUGLAS AND SHIRLEY      |                     | 5,031.22          |          |
|  | P1200088-PO#     | 12/11/12                            | -VN#050519         | RAND AFH                       |                     | 2,225.85          |          |
|  | P1200089-PO#     | 12/11/12                            | -VN#048122         | REFLECTIONS ADULT DAY CARE LLC |                     | 988.03            |          |
|  | P1200091-PO#     | 12/11/12                            | -VN#044850         | REIN, BRAD AND AUDREAH         |                     | 3,325.78          |          |
|  | P1200092-PO#     | 12/11/12                            | -VN#030224         | REM WISCONSIN II CP            |                     | 3,535.00          |          |

| Account Number   | Name                | Yearly Prort<br>Appropriation Spent | YTD<br>Expenditure | Encumb<br>Amount               | Unencumb<br>Balance | Inv/Enc<br>Amount | Total      |
|------------------|---------------------|-------------------------------------|--------------------|--------------------------------|---------------------|-------------------|------------|
| P1200093-PO#     | 12/11/12 -VN#051333 |                                     |                    | REM WISCONSIN III              |                     | 100.00            |            |
| P1200094-PO#     | 12/11/12 -VN#048797 |                                     |                    | RIZER AFH,GAIL                 |                     | 4,000.00          |            |
| P1200098-PO#     | 12/11/12 -VN#049981 |                                     |                    | ROZINEK, LYN                   |                     | 2,449.50          |            |
| P1200099-PO#     | 12/11/12 -VN#047114 |                                     |                    | RUTKOWSKY AFH,ERIC OR MANDY    |                     | 2,130.00          |            |
| P1200100-PO#     | 12/11/12 -VN#021391 |                                     |                    | SCHROEDER,RON AND ANNETTE      |                     | 1,420.00          |            |
| P1200101-PO#     | 12/11/12 -VN#048015 |                                     |                    | SCHULTZ AFH,JOHN AND NANCY     |                     | 1,300.00          |            |
| P1200102-PO#     | 12/11/12 -VN#016049 |                                     |                    | SENIOR SERVICES OF ROCK COUNTY |                     | 208.00            |            |
| P1200103-PO#     | 12/11/12 -VN#045257 |                                     |                    | SHAW,LAMONA                    |                     | 3,661.47          |            |
| P1200104-PO#     | 12/11/12 -VN#046243 |                                     |                    | SMITH,LINDA                    |                     | 1,800.00          |            |
| P1200105-PO#     | 12/11/12 -VN#027702 |                                     |                    | ST COLETTA OF WISCONSIN        |                     | 4,982.72          |            |
| P1200106-PO#     | 12/11/12 -VN#045283 |                                     |                    | STERLING HOME                  |                     | 4,047.71          |            |
| P1200108-PO#     | 12/11/12 -VN#038979 |                                     |                    | TEETER,DALE AND CHARLENE       |                     | 1,778.33          |            |
| P1200109-PO#     | 12/11/12 -VN#023213 |                                     |                    | TILTON,AL AND SUE              |                     | 2,372.34          |            |
| P1200110-PO#     | 12/11/12 -VN#048275 |                                     |                    | WE CARE TRANSPORTATION         |                     | 693.96            |            |
| P1200111-PO#     | 12/11/12 -VN#017203 |                                     |                    | WELTER,RALPH AND SUE           |                     | 5,000.00          |            |
| P1200112-PO#     | 12/11/12 -VN#032582 |                                     |                    | WILSON,JUDY                    |                     | 1,243.92          |            |
| P1200113-PO#     | 12/11/12 -VN#042856 |                                     |                    | ZIRBEL,SHIRLEY                 |                     | 1,065.00          |            |
| P1201535-PO#     | 12/11/12 -VN#051901 |                                     |                    | ROEHL, JEREMEE OR TANAY        |                     | 1,600.00          |            |
| P1201536-PO#     | 12/11/12 -VN#051902 |                                     |                    | LAKESIDE PACKAGING PLUS INC    |                     | 1,087.80          |            |
| P1202091-PO#     | 12/11/12 -VN#052032 |                                     |                    | GOIA,GABRIEL AND DENISA        |                     | 4,982.08          |            |
| P1203201-PO#     | 12/11/12 -VN#041771 |                                     |                    | KONTNY,GARY                    |                     | 1,309.00          |            |
|                  |                     |                                     |                    | CLOSING BALANCE                | 2,520,479.23        |                   | 253,723.91 |
| 3333100000-62607 | FOSTER CARE         | 26,445.00                           | 0.0%               | 15,637.00                      | -15,636.92          | 26,444.92         |            |
| P1200084-PO#     | 12/11/12 -VN#016130 |                                     |                    | SHULTZ,MADELINE L              |                     | 1,062.00          |            |
|                  |                     |                                     |                    | CLOSING BALANCE                | 25,382.92           |                   | 1,062.00   |
| 3333100000-62620 | COMM.INTEG.-1A      | 3,279,617.00                        | 88.2%              | 2,749,523.30                   | 144,497.12          | 385,596.58        |            |
| P1200023-PO#     | 12/11/12 -VN#023658 |                                     |                    | ALTERNATIVE HOMECARE INC       |                     | 3,312.00          |            |
| P1200034-PO#     | 12/11/12 -VN#011693 |                                     |                    | CATHOLIC CHARITIES INC         |                     | 6,243.11          |            |
| P1200042-PO#     | 12/11/12 -VN#012496 |                                     |                    | ELLS,SANDY AND HENRY           |                     | 3,650.00          |            |
| P1200054-PO#     | 12/11/12 -VN#040492 |                                     |                    | HART,TAMMIE                    |                     | 2,130.00          |            |
| P1200058-PO#     | 12/11/12 -VN#013352 |                                     |                    | HODAN CENTER INC               |                     | 2,086.50          |            |
| P1200087-PO#     | 12/11/12 -VN#015412 |                                     |                    | RABE,DOUGLAS AND SHIRLEY       |                     | 2,324.90          |            |
| P1200092-PO#     | 12/11/12 -VN#030224 |                                     |                    | REM WISCONSIN II CP            |                     | 520.00            |            |
| P1200103-PO#     | 12/11/12 -VN#045257 |                                     |                    | SHAW,LAMONA                    |                     | 4,996.98          |            |
| P1203505-PO#     | 12/11/12 -VN#049331 |                                     |                    | MARKLEIN BUILDERS INC          |                     | 8,170.00          |            |
|                  |                     |                                     |                    | CLOSING BALANCE                | 352,163.09          |                   | 33,433.49  |
| 3333100000-62627 | BT-WAIVER           | 980,230.00                          | 82.4%              | 808,537.55                     | -0.57               | 171,693.02        |            |
| P1200071-PO#     | 12/11/12 -VN#032430 |                                     |                    | MADISON AREA REHABILITATION CE |                     | 1,713.15          |            |
| P1200072-PO#     | 12/11/12 -VN#041020 |                                     |                    | MANKIND SUPPORT SERVICE INC    |                     | 8,680.00          |            |
| P1200092-PO#     | 12/11/12 -VN#030224 |                                     |                    | REM WISCONSIN II CP            |                     | 80.00             |            |
| P1200096-PO#     | 12/11/12 -VN#039106 |                                     |                    | ROOT,WADE AND LISA             |                     | 3,258.90          |            |
| P1203360-PO#     | 12/11/12 -VN#049495 |                                     |                    | CHESMORE,DEBORAH L             |                     | 2,000.00          |            |
|                  |                     |                                     |                    | CLOSING BALANCE                | 165,960.97          |                   | 15,732.05  |

| Account Number   | Name                             | Yearly Prcnt<br>Appropriation Spent | YTD<br>Expenditure | Encumb<br>Amount    | Unencumb<br>Balance | Inv/Enc<br>Amount | Total    |
|------------------|----------------------------------|-------------------------------------|--------------------|---------------------|---------------------|-------------------|----------|
| 3333100000-62633 | CLTW                             | 987,190.00                          | 36.5%              | 202,755.74          | 157,897.31          | 626,536.95        |          |
|                  | P1200066-PO# 12/11/12 -VN#013843 |                                     |                    | KERR,RENA           |                     | 5,743.13          |          |
|                  | P1200092-PO# 12/11/12 -VN#030224 |                                     |                    | REM WISCONSIN II CP |                     | 80.00             |          |
|                  | P1201906-PO# 12/11/12 -VN#051978 |                                     |                    | LEWIS AFH,JERNINE   |                     | 1,851.46          |          |
|                  |                                  |                                     |                    | CLOSING BALANCE     | 618,862.36          |                   | 7,674.59 |
|                  | D.D.BOARD                        |                                     |                    | PROG-TOTAL-PO       |                     | 320,737.62        |          |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$320,737.62 INCURRED BY DEVELOPMENTAL DISABILITIES. 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.  
 DEVELOPMENTAL DISABILITIES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_

DEPT-HEAD

DEC 19 2012

DATE \_\_\_\_\_ CHAIR