



Rock County Human Services Department
P. O. Box 1649, 3530 N. County Trunk F
Janesville, Wisconsin 53547-1649
Phone: 608/757-5271
Fax: 608/757-5374

ROCK COUNTY HUMAN SERVICES BOARD
Wednesday, July 14, 2010 – 4:30 p.m.

Rock County Health Care Center – 3rd Floor Conference Room, Janesville

AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of June 23, 2010 *
4. Citizen Participation
5. Resolution Authorizing the Aging and Disability Resource Center (ADRC) Steering Committee * – Ms. Thompson
6. Possible Co-location of J-CSP and the Janesville Counseling Center – Ms. Klyve, Ms. Zakarias
7. Report on ADRC Planning – Ms. Thompson
8. Report on Juvenile Justice Report – Mr. Witt
9. Approval of Contracts, Transfers, and/or Encumbrances * – Ms. Schultz
10. Approval of Bills – Ms. Schultz
11. Director's Report *
 - W2 / ES Caseload
 - Semi-Annual Training Report
12. Committee Requests for Future Agenda Items
13. Next Meeting: Wednesday, July 7, 2010 at 4:30 p.m. at the Rock County Health Care Center, 3rd Floor Conference Room, Janesville, Wisconsin.
14. Adjourn

NOTE TO COMMITTEE MEMBERS: To ensure a quorum, please call the Administrative Secretary at 757-5271 if you are unable to attend the meeting.

* Attachment ** These items may be handed out at the meeting if not available for the mailing

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

J. Russell Podzilni, Chair
Rock County Board of
Supervisors
INITIATED BY

Phil Boutwell, Assistant
to the County Administrator
DRAFTED BY

Human Services Bd., Developmental
Disabilities Bd., Education, Veterans
& Aging Services Committee
SUBMITTED BY



July 6, 2010
DATE DRAFTED

**AUTHORIZING THE AGING AND DISABILITY
RESOURCE CENTER (ADRC) STEERING COMMITTEE**

- 1 WHEREAS, the State of Wisconsin is replacing the Medical Assistance Waiver Program, run by
2 counties for their elderly and disabled residents, with a new model known as Family Care; and,
3
4 WHEREAS, to date, 63 Wisconsin Counties have made that transition and the State has scheduled Rock
5 County to convert to Family Care mid-year of 2011; and,
6
7 WHEREAS, under Family Care, Rock County would no longer run case management services for the
8 elderly and disabled which is presently done under contract through the DD Board and directly by County
9 employees in the Long Term Support Division of the Human Services Department and,
10
11 WHEREAS, under Family Care, a Care Management Organization (CMO) would contract with the State
12 of Wisconsin to perform case management and pay for third party provider services to the elderly and
13 disabled clients presently served by Rock County under the waiver programs, as well as those currently on
14 our waiting lists for services; and,
15
16 WHEREAS, under Family Care, Rock County would have the option of retaining the responsibility as
17 the point of entry for services through what is known as an Aging and Disabilities Resource Center
18 (ADRC); and,
19
20 WHEREAS, under Family Care the State of Wisconsin would contract with Rock County to operate the
21 ADRC should it wish to provide that service to its citizens; and,
22
23 WHEREAS, the Rock County Board of Supervisors believes its citizens are best served by this option
24 and wishes to create a steering committee to examine the steps needed to implement an ADRC in 2011
25 and to provide input and advise the County regarding the ADRC plan.
26
27 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
28 this _____ day of _____, 2010 hereby authorizes an Aging and Disability Resource Center
29 (ADRC) Steering Committee to provide input and advise the County regarding the ADRC
30 implementation plan and application to the State of Wisconsin.
31
32 **BE IT FURTHER RESOLVED** that the County Board Chair be authorized to appoint an ADRC
33 Steering Committee comprised of 14 individuals representing the consumers of aging and disability
34 (physical and developmental) services, local advocates for aging and disability services, departments
35 currently delivering those services, public employees serving those populations and not more than three
36 elected or appointed officials who are serving on committees or boards that deliver services to the aged
37 and or disabled.
38
39 **BE IT FINALLY RESOLVED** that the ADRC Steering Committee make its recommendations to the
40 Rock County Board of Supervisors regarding the ADRC implementation plan and application no later
41 than January 31, 2011, after which time the Committee would be dissolved.

**AUTHORIZING THE AGING AND DISABILITY RESOURCE
CENTER (ADRC) STEERING COMMITTEE**

Page 2

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Susan Masterson

Jennifer Bishop, Vice Chair

Minnie Murry

Robert Fizzell

Sally Jean Weaver-Landers

Phillip Owens

Terry Thomas

Marvin Wopat

DEVELOPMENTAL DISABILITIES BOARD

Marilynn Jensen, Chair

Nancy Lannert

Cheryl Drozdowicz, Vice Chair

Lynda Olson

Jennifer Bishop

Louis Peer

Becky Heimerl

Bridget Rolek

EDUCATION, VETERANS & AGING SERVICES COMMITTEE

Terry Thomas, Chair

Marvin Wopat, Vice Chair

Wayne Gustina

David Innis

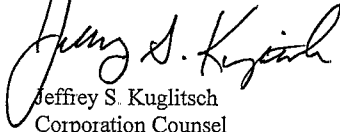
Katie Kuznacic

**AUTHORIZING THE AGING AND DISABILITY RESOURCE
CENTER (ADRC) STEERING COMMITTEE**

Page 3

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 46.283, 59.01, and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

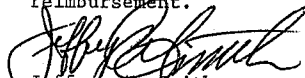
Recommended.



Craig Knutson
County Administrator

FISCAL NOTE:

Per County Board Rule IV-C., County Board members of special, ad-hoc or single-purpose committees are eligible for per meeting allowances and mileage reimbursement. Citizensmembers of such committees shall be entitled to only mileage reimbursement.



Jeffrey A. Smith
Finance Director

Executive Summary

This resolution creates an Ad Hoc Steering Committee to provide input and advise Rock County on its plan to implement an Aging and Disabilities Resources Center (ADRC). The ideal outcome is to utilize the differing areas of expertise and viewpoints of Committee Members to come up with an inclusive plan that best serves the client population in Rock County. That client population is the elderly, physically disabled, and developmentally disabled.

Steering Committee meetings provide the forum for public input, discussion and information regarding Rock County's plans for operating an ADRC. Ideally, the Committee will make its recommendations to the County Board in January 2011 with respect to an implementation plan for the ADRC. The plan is the basis for an application the County would make to the State for a contract to operate the ADRC. Successful application will result in the County holding a franchise to operate the "ADRC of Rock County" on behalf of the State of Wisconsin. Anticipated start-up would be mid-year of 2011.

It is also important to point out what roles are outside the Committee's duties. The State of Wisconsin is in the latter stages of its transition from operating MA waiver programs to a new model of MA service delivery under Family Care. Thus, State officials have informed the County that Family Care is coming here whether the County decides to participate or not. Rock County can opt to operate an ADRC or decline to do so in which case the State will contract with another entity to operate the ADRC. Furthermore, the State will issue an RFP for an entity to serve as the Managed Care Organization (MCO) for Rock County residents. The MCO will serve as the fiscal agent and case management entity for the elderly, physically disabled and developmentally disabled that are "enrolled" in Family Care. That contract for services will be between the State and the MCO.

EXECUTIVE SUMMARY FOR ADMINISTRATIVE CONTRACT REVIEW

10-101

NEW#

AMENDMENT TO:

ADDENDUM TO:

DEPARTMENT: HUMAN SERVICES

SUB-LESSEE: Manpower, Inc
20 S Main St, Suite 11
Janesville, Wisconsin 53545

CONTRACT PERIOD: 07/01/2010 - 12/31/2010, with option to renew for January 1, 2011 through June 30, 2011.

SERVICE: Space Rental at the Rock County Job Center

CONTRACT AMOUNT: \$3,527.82

ACCOUNT: 36-3730-0000-44802

SUMMARY: Manpower, Inc will be a new tenant at the Rock County Job Center effective July 1, 2010. This is a new six month lease with an option to extend for six months, January 1, 2011 to June 30, 2011. Manpower, Inc will be providing WIA case management services for eligible dislocated workers, adults and older youth clients.

SPECIAL ROUTING INSTRUCTIONS: Needed for the ^{7/14/10} ~~July 7, 2010~~ Human Services Board meeting

REQUIRES COUNTY BOARD CHAIR'S SIGNATURE: NO

DEPARTMENT CONTACT: Cindy Schultz, Administrative Services Division Manager

NEW 10-101 AMENDMENT TO: _____

ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW

NO. SS520

Contract between Rock Co. Human Services Dept. and Manpower Inc. for space rental at the Rock Co. Job Center for period of 7/1/10 - 12/31/10 with option to renew for 6-months.
Contract Amount: \$3,527.82

Corporation Counsel has reviewed this document and finds it to be proper, as to form.
Gregory R. Thomas 6/30/10
Signature Date

Total Fiscal Impact & Source of Funds:
Rental services provided
To Job Center
[Signature] 6/30/10
Finance Director Date

Reviewed by Purchasing for compliance:
Jodi R. Miller 6/29/10

Contract Review Cover Sheet

Instructions: Departments are required to complete this form and send with two copies of the contract to General Services. Review the County Policy and Procedure Manual for specifics on the Contract Review Process.

New Contract or, 10-041 or, _____
 (check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Cindy Schultz X5152
 Originating Department Contact Person Phone

Contract with: Our House, LLC
 (Name of entity)

Contract Period: Start Date: 01/01/10 Expiration Date: 12/31/11

Contract Amount: Rate x number of approved clients

Whitewater Memory Care
 Base Rate \$3,575.00/Month

Expenditure/ Revenue Account Numbers (provide 9-digit object codes):
 36-3666-0000-64604 Long Term Support
 36-3668-0000-64604 Community Options Program (COP)
 36-3674-0000-64604 COP Waiver
 36-3678-0000-64604 Community Integration Program (CIP-II)
 36-3706-0000-64604 Community Support Program (CSP)

RATE

Executive Summary:

Rock County Human Services Department has developed contracts with several providers for Community Based Residential Facility services. This is one of several providers from which Rock County clients may choose for such services. This contract amendment adds a new facility to the facilities included in the original contract.

Were Bids or Quotations Solicited? Yes No

Covered by State Contract? Yes No

EW AMENDMENT TO: SS202 10-041 ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS518

Amendment to contract between Rock Co. Human Services Dept. and Our House LLC to add a new facility to the facilities included in the original contract for period of 1/1/10 - 12/31/11.
 Contract Amount: Rate x no of approved clients

Corporation Counsel has reviewed this document and finds it to be proper, as to form.
[Signature] 6/29/10
 Signature Date

Total Fiscal Impact & Source of Funds:
Sufficient funds available
in TSP's budget for this contract
[Signature] 6/29/10
 Finance Director Date

Reviewed by Purchasing for compliance.
[Signature] 6/28/10

Contract Review Cover Sheet

Instructions: Departments are required to complete this form and send with two copies of the contract to General Services. Review the County Policy and Procedure Manual for specifics on the Contract Review Process.

New Contract or, 9664,6506,7292,8166,8342,8585,10123 or, _____
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Cindy Schultz 5152
Originating Department Contact Person Phone

Contract with: State of Wisconsin Department of Administration
(Name of entity)

Contract Period: Start Date: 01/01/2010 Expiration Date: 01/31/2012

Contract Amount: \$ 0 (contract language change)

Expenditure/ Revenue Account Numbers: 36 3730 0000 44802
(provide 9-digit object codes)

Executive Summary: This amendment deletes Clause 6 "Facility Operating Costs" from the contract for the space the State leases at the Rock County Job Center. Department of Administration requires all operating costs be in the lease with the exception of the two covered costs in the Department of Work-force Development Operating Agreement.

Were Bids or Quotations Solicited? Yes No

Covered by State Contract? Yes No

IEW AMENDMENT TO: 6506,7292,8166,8342, 8585, 9664, 10123, ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS521

Fourth Amendment to contract between Rock Co. Human Services Dept. and State of Wisconsin Dept. of Administration for contract change of deleting Clause 6 "Facility Operating Costs", reduce space by 1056 sq.ft. and extend sub-lease for two yrs. and one month.

Corporation Counsel has reviewed this document and finds it to be proper, as to form.
Eugene R. Thomas 6/30/10
Signature Date

Total Fiscal Impact & Source of Funds:

[Signature]
[Signature] 6/30/10
Finance Director Date

Reviewed by Purchasing for compliance:

Jodi R. Mellis 6/29/10

Contract Review Cover Sheet

Instructions: Departments are required to complete this form and send with two copies of the contract to General Services. Review the County Policy and Procedure Manual for specifics on the Contract Review Process.

10-003
New Contract: or, _____ or, _____
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Michael Jones x5286
Originating Department Contact Person Phone

Contract with: Steven Singer, M.D.
(Name of entity)

Contract Period: Start Date: 01/01/2010 Expiration Date: 12/31/2010

Contract Amount: \$ 156,000 (20 Hours per Week)

Expenditure/ Revenue Account Numbers: 36-3689-0000-62170 & 36-3706-0000-62170
(provide 9-digit object codes)

Executive Summary:

This is a contract for psychiatric services to be provided to Rock County Crisis and CSP clients in 2010. Psychiatric consultation includes assessment, diagnosis, and treatment for psychological disorders. Dr. Singer is one of five contracted psychiatrists who treat Departmental clients.

Were Bids or Quotations Solicited? Yes No
Covered by State Contract? Yes No

State Contract # _____

EW 10-003 AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS285

Contract between Rock Co. Human Services Dept. and Steven Singer MD for Psychiatric services for Rock County Crisis and CSP clients in 2010 for period of 1/1/10 - 12/31/10.
Contract Amount: \$156,000.00

Corporation Counsel has reviewed this document and finds it to be proper, as to form.
Suzanne R. Summers 7/6/10
Signature Date

Total Fiscal Impact & Source of Funds:
FUNDS BUDGETED IN
S/A 62170
[Signature] 7.7.10
Finance Director Date

Reviewed by Purchasing for compliance:
Jodi R. Miller 1/12/10

PURCHASE ORDER NUMBER P1000279 PEID 047496

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 Human Services

COMMITTEE Human Services

VENDOR NAME Running Rebels

ACCOUNT NUMBER 36-3646-0000-62119 \$88,535
36-3654-0000-64604 \$25,201

FUNDS DESCRIPTION JJS-Other Contracted Services
YA Sub Care-Program Expense

AMOUNT OF INCREASE \$ 113,736

INCREASE FROM \$ 37,912 TO \$ 151,648

ACCOUNT BALANCE AVAILABLE \$ 36-3646-0000-62119 \$153,213
36-3654-0000-64604 \$619,726 ⁴⁵⁷⁶¹⁰

REASON FOR AMENDMENT extension of contract 08-60/173
based on evaluation results

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

Contract Review Cover Sheet

Instructions: Departments are required to complete this form and send with two copies of the contract to General Services. Review the County Policy and Procedure Manual for specifics on the Contract Review Process.

New Contract: or, 08-60 /173 or, _____
 (check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Jason Witt x5204
 Originating Department Contact Person Phone

Contract with: Running Rebels Community Organization
 (Name of entity)

Contract Period: Start Date: 11/01/2008 Expiration Date: 12/31/2010

Contract Amount: \$ 253,224

CY 2008 = \$13,975	36-3659-0000-62119 (Disproportionate Minority Contact (DMC)		
CY 2009 = \$87,603	36-3659-0000-62119 (DMC) -	\$27,889	(1/1/09 – 6/31/09)
	36-3654-0000-64604 (YA Sub Care)	\$59,714	(7/1/09 – 12/31/09)
CY 2010 = <u>\$151,646</u>	36-3646-0000-62119 (JJS Other Contracted Services)		\$88,535
	36-3654-0000-64604 (YA Sub Care)	<u>25,201</u>	<u>\$63,113</u> <u>37,912</u>
Total \$253,224			<u>151,648</u>

Expenditure/ Revenue Account Numbers: See Above
 (provide 9-digit object codes)

Executive Summary: Executive Summary: This Amendment extends the current contract for the Rock County Running Rebel's program through 2010. The contract had been extended for the first three months of 2010 pending an evaluation of the program's ongoing operation and effectiveness. As part of that evaluation, the Department: (1) conducted an ongoing compliance analysis; (2) conducted an outcome review of youth who have gone through the program; (3) solicited input from staff as part of the Running Rebels Administrative Workgroup; (4) solicited feedback from the Juvenile Court Judge, the Assistant District Attorney and Public Defender; and (5) completed an updated draft policy and procedure for the program. Based on the results of the evaluation, the Department is recommending that the contract be extended for the remainder of the year.

The program, which began in Milwaukee County, has gained national recognition as a successful model for providing more appropriate interventions than corrections for certain youth. In Rock County, the program allows for high-risk youth who might otherwise be sent out-of-county to a State Correctional facility to remain in the community. Through Running Rebels, which works in tandem with the Department's Intensive Supervision program, youth receive intensive 24 / 7 monitoring in addition to mentoring and other programming. The goal is to protect public safety while achieving a better outcome

for the youth than what could be attained through the Juvenile Correctional System. It is also a cost effective way of providing services. It costs the County approximately \$100,000 annually for each State Correctional Placement. This contract funds two Running Rebels monitors, each which can carry a caseload of up to five youth.

Funding for this program is included in the Adopted 2010 budget.

Were Bids or Quotations Solicited? Yes No

Covered by State Contract? Yes No

State Contract # _____

Contract will be signed by: County Board Chair

Other? Who? Chair, Human Services Board (3/24/10)

CONTRACT NUMBER: 08-60 /173
CONTRACT TYPE: SUB

Contract number 08-60 is hereby amended as follows:

**CONTRACT BETWEEN
ROCK COUNTY HUMAN SERVICES DEPARTMENT
and
RUNNING REBELS COMMUNITY ORGANIZATION**

I. PARTIES, CONTRACT PERIOD, ADMINISTRATOR

Contract Period

This contract is to be effective for the following period:

11/1/2008 through 12/31/2010

**APPENDIX 1: SERVICES, RATES AND PAYMENT
RUNNING REBELS COMMUNITY ORGANIZATION**

II. PAYMENT FOR SERVICES

- A. The total amount to be paid to Provider by Purchaser for services provided in accordance with this Contract shall not exceed \$253,224. Actual reimbursement is limited to actual allowable expenditures or \$253,224 whichever is less.

XX. SIGNATURES

- A. This contract is agreed upon and approved by the authorized representatives of Rock County Human Services Department and as indicated below.
- B. This contract becomes null and void if the time between the Purchaser's authorized representative signature and the Provider's authorized representative signature on this contract exceeds thirty days, unless waived by the Purchaser.

Purchaser's Authorized Representative

Date

Provider's Authorized Representative

Date

**ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
WEDNESDAY, JULY 14, 2010**

HSD MANAGEMENT TEAM MEETING – June 22, 2010

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Collective Bargaining**
- **Income Maintenance Grant**
- **Regional Change Center**
- **Mass Evacuation Plan**
- **Telephone Changes**

INFORMATION ITEMS

- **HSD Board Agenda**

MEETING WRAP-UP

HSD MANAGEMENT TEAM MEETING – June 29, 2010

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **On Line Telephone Request System**
- **Cell Phones vs. Pagers Stipend**
- **Employee Evaluations**
- **Capital Improvement Plan**
- **Manpower**

INFORMATION ITEMS

- **HSD Board Agenda**

MEETING WRAP-UP

HSD MANAGEMENT TEAM MEETING – July 6, 2010

Meeting cancelled.

ROCK COUNTY PUBLIC ASSISTANCE CASES

2008	W-2 PAYMENTS	CHILD CARE CASES	KINSHIP CARE CHILDREN	FOOD STAMP CASES	MEDICAL ASSISTANCE CASES		TOTAL FS / MA ONLY CASES	GRAND TOTAL UNDUPLICATED CASES	Difference From Previous Month
					Totals	Badger Care +			
AVERAGE	130	995	299	7,034	10,935	6,779	6,779	13,818	117

2009	W-2 PAYMENTS	CHILD CARE CASES	KINSHIP CARE CHILDREN	FOOD STAMP CASES	MEDICAL ASSISTANCE CASES		TOTAL Undup FS MA ONLY CASES	GRAND TOTAL UNDUPLICATED CASES	Difference From Previous Month
					Totals	Badger Care +			
JANUARY	116	935	282	8,197	11,336	7,585	13,856	14,549	18
FEBRUARY	124	902	282	8,451	11,482	7,729	14,096	14,924	375
MARCH	118	890	275	8,685	11,675	7,906	14,377	15,174	250
APRIL	112	944	272	8,985	11,858	8,056	14,662	15,555	381
MAY	125	928	274	9,226	12,039	8,207	14,933	15,816	261
JUNE	109	892	276	9,400	12,155	8,331	15,072	16,165	349
JULY	136	885	263	9,398	12,163	8,439	14,980	15,862	-303
AUGUST	151	868	260	9,512	12,123	8,513	14,967	15,776	-86
SEPTEMBER	157	895	254	9,497	12,087	8,580	14,830	15,745	-31
OCTOBER	171	893	249	9,657	12,084	8,679	14,822	15,722	-23
NOVEMBER	179	870	254	9,673	12,071	8,715	14,758	15,671	-51
DECEMBER	179	869	253	9,667	12,021	8,715	14,617	15,365	-306
AVERAGE	140	898	266	9,196	11,925	8,288	14,664	15,527	70

2010	W-2 PAYMENTS	CHILD CARE CASES	KINSHIP CARE CHILDREN	FOOD STAMP CASES	MEDICAL ASSISTANCE CASES		TOTAL Undup FS MA ONLY CASES	GRAND TOTAL UNDUPLICATED CASES	Difference From Previous Month
					Totals	Badger Care +			
JANUARY	182	869	257	9,775	12,051	8,807	14,647	15,169	-196
FEBRUARY	200	849	260	9,807	12,079	8,861	14,633	15,338	169
MARCH	212	871	252	9,871	12,134	8,952	14,665	15,454	116
APRIL	216	855	257	9,890	12,078	8,989	14,589	15,304	-150
MAY	239	848	244	9,933	12,069	9,024	14,566	15,274	-30
JUNE									
JULY									
AUGUST									
SEPTEMBER									
OCTOBER									
NOVEMBER									
DECEMBER									
AVERAGE	209	858	254	9,855	12,082	8,927	14,620	15,308	-18

Prepared by Cindy Sutton
 Resources WEBI W2 Payment Report, WEBI ACD Caseload Report, EOS C716, EOS C718, Kinship Care from accounting

ROCK COUNTY HUMAN SERVICES DEPARTMENT



MEMORANDUM

TO: Human Services Board
FROM: Charmian Klyve, Director *CK*
DATE: June 30, 2010
RE: Semi-Annual Report – Attendance at Conventions/Conferences, Trainings

Resolution No. 06-9A-087 requires each Department Head to report semi-annually all instances of attendance at in-state or out-of-state training, conventions, and conferences that exceed \$1,000 per event, per employee to the respective governing committees for informational purposes.

No one in the Human Services Department attended any training, conventions or conferences with expenses exceeding \$1,000 per event, per employee, during the first six months of 2010.

NOTE: Grant funds are used for some conferences attended by staff, however tax levy dollars have not been utilized for any such conferences over \$1,000.

CJK/kr

cc: Craig Knutson, County Administrator
Lori Pope, Acting Human Resources Director