



**ROCK COUNTY HUMAN SERVICES BOARD MEETING**  
**Wednesday, September 26, 2012 – 4:30 P.M.**

**Call to Order:** Chair Knudson called the meeting to order at 4:30 p.m. on Wednesday, September 26, 2012, in the 3<sup>rd</sup> Floor Conference Room of the Rock County Health Care Center, Janesville, Wisconsin.

**Committee Members Present:** Brian Knudson, Supervisor; Sally Jean Weaver-Landers, Citizen Representative; William Grahn, Supervisor; Shirley Williams, Citizen Representative (in at 4:36 p.m.); Marvin Wopat, Supervisor; Terry Thomas, Supervisor; and Terry Fell, Supervisor.

**Committee Members Absent:** Phillip Owens, Supervisor; and Ashley Kleven, Citizen Representative.

**Staff Present:** Phil Boutwell, Deputy Director; Sara Mooren, Fiscal Operations Manager; Tim Zuehlke, Controller; Jennifer Thompson, LTS Manager; Cheri Salava, CPS Supervisor; Shilo Titus, Administrative Assistant; Jennifer Linley, Application Support Specialist, Jennifer Wilson, Substitute Care Social Worker; April Braband, CPS Social Worker.

**Others Present:** Steve Howland, County Board member.

**Approval of Agenda:** Supervisor Wopat moved the agenda, seconded by Supervisor Grahn with unanimous approval. APPROVED.

**Approval of Minutes of Human Services Board Meeting of September 12, 2012:** Supervisor Thomas moved the minutes as presented, seconded by Supervisor Fell with unanimous approval. APPROVED.

**Citizen Participation:** None.

Chair Knudson thanked Vice Chair Weaver-Landers for serving as Chair at the last HSD Board Meeting.

**Approval of Contracts, Transfers, and/or Encumbrances:** Supervisor Grahn moved the contracts, seconded by Supervisor Wopat. Ms. Mooren presented two contracts for approval and responded to questions. The contracts were unanimously approved. APPROVED.

**Approval of Bills:** Mr. Zuehlke presented the bills for approval and responded to questions.

Balance Sheet A/C	698.00	IDP	8,785.00
Juvenile Justice	2,278.81	Interim Assist	1197.20
Job Center	24,417.95	W-2 Admin	3,514.70

Citizen Representative Weaver-Landers moved to approve the bills, seconded by Supervisor Thomas. The bills were unanimously approved. APPROVED.

Mr. Zuehlke explained that he contacted the Job Center landlord and the parking lot lines will be repainted before winter.

**Recognition of Staff for the Fast Feet For Families Event:** Ms. Salava acknowledged Shilo Titus, Jennifer Wilson, Jennifer Linley and April Braband for creating and conducting the "Fast Feet For Families" event for the last two years.

Mr. Titus explained the event is a 5K run or a 2 mile walk. The first year 112 people registered and approximately \$2,500 was raised. The second year 150 people registered and \$4,100 was raised. He believes next year's event could be even larger.

Ms. Wilson explained this year the CPS workers donated raffle baskets. There was a competition started between the staff for the basket that sold the most tickets staff would win a prize. Ms. Braband explained some foster care events and banquets are not being funded as much any more and have been lost, but with this event we were able to still do things to show appreciation to the families.

Mr. Boutwell explained this is a reflection of how staff have gone above and beyond by volunteering their own time to this event. Supervisor Grahn asked for a flyer ahead of time for next year's event. Supervisor Wopat asked questions about United Way and Mr. Titus responded. Citizen Representative Williams added she is very impressed and commended them on bringing their job into their personal life.

**Resolution Authorizing an Application to the State of Wisconsin to Operate an Aging and Disability Resource Center:** Supervisor Thomas moved the resolution to the floor, seconded by Supervisor Grahn. Ms. Thompson presented the resolution and explained the Board's approval is needed to move forward with the ADRC. The plan is complete but some changes are still needed. The ADRC will start on March 4, 2013.

Supervisor Thomas requested "then" be changed to "the" on line 2 of the resolution. He also asked that the old plan be removed from the website once the new plan is posted.

Citizen Representative Williams asked for clarification of the location chosen for the ADRC. Ms. Thompson will be giving a presentation on the ADRC to the County Board tomorrow evening. Supervisor Wopat moved the resolution for approval, seconded by Supervisor Grahn with unanimous approval. APPROVED.

**Resolution for the Approval of Contract with Angus Young and Associates for ADRC Architectural Design Services:** Supervisor Fell moved the resolution, seconded by Supervisor Wopat. Mr. Boutwell presented the resolution and explained we have been working closely with an architect to get this completed. We are bringing in another company to look at the plan as requested by Supervisor Owens. The project is a total of 3,600 square feet, and they will be able to complete the project in the time frame we requested.

The funding source will be coming in for start up and we are looking at a cost of approximately \$250,000. We will not know the final amount until all the bids come in. Mr. Boutwell responded to Supervisor Wopat's concern on using local contractors. Ms. Thompson advised the people she is working with through Angus Young are very good and very helpful.

Citizen Representative Williams clarified the ADRC location at the Job Center. Supervisor Thomas asked Ms. Thompson to emphasize that Council on Aging continues to operate when she presents to the County Board. Ms. Thompson clarified with Citizen Representative Williams that the Child Care space will be replaced with the ADRC on January 1, 2013. The resolution was unanimously approved. APPROVED.

**Director's Report:**

- ES/W-2 Caseload:  
The W-2 numbers are currently at 163 cases.

Deputy Director Boutwell advised there was a training held "Avoiding Conflict: Working With Difficult People" for the social workers who work in the field. Many staff attended this training and it was very helpful and we will continue offering this training to staff in the future.

Supervisor Wopat asked questions about referrals to a home on Rockport Road that teaches independent living skills to young adults that are mentally challenged. Mr. Boutwell and Supervisor Fell will check with the DD Board and John Hanewall.

**Committee Requests for Future Agenda Items:** Mr. Boutwell advised we will be getting a summary out to the HSD Board about W-2 and Child Care as requested by Citizen Representative Williams. Citizen Representative Williams commented this is a significant change and it will be helpful for the Board members to have a reference to use to respond to any questions from the community.

Citizen Representative Williams requests Mr. Horozewski give a presentation to the Board regarding the demographics of the adjudicated youth served by the JJS Division.

**Next Meeting:** Wednesday, October 10, 2012 at 4:30 p.m., at the Rock County Health Care Center, 3rd Floor Conference Room, Janesville, Wisconsin.

**Adjournment:** Supervisor Wopat motioned to adjourn, seconded by Supervisor Grahn with unanimous approval at 5:19 p.m.

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Jodi Parson, Administrative Secretary

**NOT OFFICIAL UNTIL APPROVED BY THE BOARD**