



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, November 13, 2013 – 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 October 23, 2013 *
4. Citizen Participation
5. Approval of Contracts, Transfers, and/or Encumbrances * – Ms. Mooren
6. Approval of Bills * – Mr. Hegg
7. Praise and Recognition – CPS
8. Presentation on Coordinated Service Team (CST) – Ms. O'Connor
9. Resolution Authorizing Acceptance of Additional Home Visitation Grant Funds and Amending the 2013 Human Services Department Budget * – Ms. Mooren
10. Approval Awarding Contract for Waste Collection at Various Human Services Buildings * – Ms. Mooren
11. Resolution Awarding Contract for Cleaning at Various Human Services Buildings * – Ms. Mooren
12. Director's Report *
13. Committee Requests for Future Agenda Items
14. Next Meeting: Wednesday, November 27, 2013 at 4:30 p.m. at the Rock County Health Care Center, 3rd Floor Conference Room, in Janesville, Wisconsin.
15. 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.

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.

HSD_2014_0027

G:\BUSINESS\CONTRACT\2014 Contracts\AODA\Crossroads

(check box if yes) or, _____ or, _____
Amendment to Contract # Addendum to Contract #

Human Services Department
Originating Department

Sara Mooren
Contact Person

x 8431
Phone

Contract with: _____ **Crossroads Counseling Center**
(Name of entity)

Contract Period: Start Date: 1/1/2014 Expiration Date: 12/31/2014

Contract Amount: \$ Rate x Number of approved clients

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change from prior year</u>
Outpatient Group Counseling	\$25.00	Hour	0%
Outpatient Individual Counseling	\$35.00	Hour	0%
Urinalysis	\$10.00	Each	0%

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

36-3700-0000-62119	AODA Block Grant - Other Contracted Services
36-3704-0000-62119	Intoxicated Driver Program - Other Contracted Services

Executive Summary:

The Human Services Department's Adopted 2014 Budget includes Federal, State, and Intoxicated Driver Program (IDP) funds to purchase AODA treatment services. This provider is one of many providers available for eligible clients to choose from. AODA treatment services are provided within the limits of available Federal, State, and IDP revenues. Waiting lists are established if necessary. Standard rates are set for all outpatient AODA treatment providers.

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? Human Services Board Chair

9/19/13

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.

HSD_2013_0128_A1 (JJS/FFT)

G:\BUSINESS\CONTRACT\2013 Contracts\JJS\FFT

New Contract: or, _____
(check box if yes)

or, _____

Amendment to Contract #

Addendum to Contract #

Human Services Department

Sara Mooren

x8431

Originating Department

Contact Person

Phone

Contract with: Functional Family Therapy, LLC
(Name of entity)

Contract Period: Start Date: 06/10/2013

Expiration Date: 6/09/2014

Contract Amount: \$35,000 plus \$42 per diem travel for FFT Trainers

Expenditure/ Revenue Account Numbers: 36-3646-0000-62119 Other Contracted Services

(provide 9-digit object codes)

Executive Summary: This contract with FFT LLC will implement the Functional Family Therapy model to provide evidence-based, cost effective services to youth and families on community supervision. The purpose of this amendment is to change the contracted amount from \$30,000 to \$35,000 for additional weekly consultations. Rock County received a \$9,500 grant from WI Office of Justice Assistance to help offset the cost of the training and consultation.

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? HSD Board Chair

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.

HSD_2014_0032

G:\BUSINESS\CONTRACT\2014 Contracts\AODA\Rock Valley

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

Human Services Department
Originating Department

Sara Mooren
Contact Person

x 8431
Phone

Contract with: _____
(Name of entity) **Rock Valley Community Programs, Inc.**

Contract Period: Start Date: 1/1/2014 Expiration Date: 12/31/2014

Contract Amount: \$ Rate x Number of approved clients

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change from prior year</u>
Group Counseling	\$25.00	Hour	0%
Individual Counseling	\$35.00	Hour	0%
Urinalysis	\$10.00	Each	0%

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

- 36-3700-0000-62119 AODA Block Grant - Other Contracted Services
- 36-3704-0000-62119 Intoxicated Driver Program - Other Contracted Services

Executive Summary: The Human Services Department's Adopted 2014 Budget includes Federal, State, and Intoxicated Driver Program (IDP) funds to purchase AODA treatment services. This provider is one of many providers available for eligible clients to choose from. AODA treatment services are provided within the limits of available Federal, State, and IDP revenues. Waiting lists are established if necessary.

Were Bids or Quotations Solicited? Yes No (Renewal)

Covered by State Contract? Yes No

State Contract #

Contract will be signed by: County Board Chair
 Other? Who? Human Services Board Chair

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.

HSD_2013_0068_A1

G:\BUSINESS\CONTRACT\2013 Contracts\ACS\CBRF\St. Elizabeth

New Contract: or, HSD_2013_0068 or, _____
 (check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Sara Mooren x 8431
 Originating Department Contact Person Phone

Contract with: _____ **St. Elizabeth Manor**
 (Name of entity)

Contract Period: Start Date: 1/1/2013 Expiration Date: 12/31/2014

Contract Amount: \$ Rate x Number of approved clients

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change from prior year</u>
CBRF Single Room	\$3,624.09	Month	NA
CBRF Double Room	\$2,898.58	Month	New

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
- 36-3675-0000-64604 Community Relocation Initiative
- 36-3678-0000-64604 Community Integration Program (CIP II)
- 36-3681-0000-64604 Nursing Home Diversion
- 36-3706-0000-64604 Community Support Program (CSP)
- 36-3689-0000-64604 Crisis

Executive Summary:

Rock County Human Services Department is amending this contract to include a double room rate. The 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.

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? Human Services Board Chair

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.

HSD_2002_0065_A12 (MED/UW Hospital)

New Contract: or, 02-65 (SS760, SS1345) OR
Amendment to Contract #

_____ Addendum to Contract #

Human Services
Originating Department

Sara Mooren
Contact Person

X8431
Phone

Contract with: University Health Care Inc.

Contract Period: Start Date: 01/01/14 Expiration Date: 12/31/14

Contract Amount: Total contract value will be dependent upon the number of covered billable services billed by provider during the calendar year at the rates specified below. HSD budget for 2014 is \$74,960.

Hospital per diem:	
\$1,829.00	Per Diem - Hospital Charge (6.1% increase from 2013)
Physician Charges:	
\$ 330.00	Day Admission (3.8% increase from 2013)
\$ 105.00	Group Psychotherapy per Client (Same as 2013)
\$ 260.00	Initial Hospital Care Level I (New for 2013)
\$ 350.00	Initial Hospital Care Level II (New for 2013)
\$ 430.00	Initial Hospital Care Level III (New for 2013)
\$ 122.00	Inpatient Day Level (Same as 2013)
\$ 154.00	Inpatient Day Level II (Same as 2013)
\$ 256.00	Inpatient Day Level III (Same as 2013)
\$ 295.00	Observation/Hospital Care, Level III (Same as 2013)
\$ 418.00	Observation/Hospital Care, Level IV (Same as 2013)
\$ 502.00	Observation/Hospital Care, Level V (Same as 2013)
\$ 180.00	Day Discharge - 30 min or less (Same as 2013)
\$ 308.00	Day Discharge - more than 30 min.-Physician Charge (Same as 2013)

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

36-3689-0000-62119 Crisis

Executive Summary:

This is an amendment to the letter of agreement between HSD and the University of Wisconsin Hospital for inpatient psychiatric services for calendar year 2014. Inpatient hospital services and related physician charges are a necessity for County clients who are experiencing a severe mental health crisis beyond the scope of our treatment capabilities.

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

State Contract # _____

Contract will be signed by: County Board Chair
 Other HSD Board Chair

10/17/13
update language
10/30/13

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.

HSD_2013_0142 (CPS/BFI)

New Contract: or,
(check box if yes)

Amendment to Contract # _____

or, _____

Addendum to Contract # _____

Human Services Department

Sara Mooren

x8431

Originating Department

Contact Person

Phone

Contract with: Zia Partners, Inc.
(Name of entity)

Contract Period: Start Date: 9/01/2013

Expiration Date: 12/31/2013

Contract Amount: \$12,000 (new)

Expenditure/ Revenue Account Numbers: 36-3641-2570-64604 Brighter Futures AODA Prevention Program
(provide 9-digit object codes)

Executive Summary: Zia Partners will work with the AODA Steering Committee to continue developing a continuum of AODA services in Rock County. Zia Partners will provide training and technical assistance and assist in developing policies and procedures.

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

05531102

Rock County HSD

COMMITTEE APPROVAL REPORT

11/05/2013

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3603-0000-64908 36-3603-3015	CONTRIBUTIONS		11/04/2013	ROCK COUNTY HUMAN SERVICES DEP	350.00
SPECIAL HSD	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,000.00	3,508.47	0.00	350.00	4,141.53
36-3604-0000-64604 36-3604-0000	PROGRAM EXPENSE		11/04/2013	BELOIT TRANSIT SYSTEM	900.00
ECONOMIC SUPPORT	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,000.00	1,473.49	246.54	900.00	(820.03)
36-3634-0000-64604 36-3634-1814	PROGRAM EXPENSE		11/04/2013	ROCK COUNTY HUMAN SERVICES DEP	28.32
CPS	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	95,922.00	42,915.98	20,565.14	28.32	32,412.56
36-3636-0000-64604 36-3636-0000	PROGRAM EXPENSE		11/04/2013	ROCK COUNTY HUMAN SERVICES DEP	169.00
INDEPEND LIVING	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	7,804.00	4,851.88	150.70	169.00	2,632.42
36-3646-0000-64604 36-3646-5017	PROGRAM EXPENSE		11/04/2013	ROCK COUNTY HUMAN SERVICES DEP	158.25
JUVENILE JUSTICE	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	16,950.00	16,943.35	260.49	158.25	(1,412.09)
36-3683-0000-64200 36-3683-0000	TRAINING EXP		11/04/2013	ROCK COUNTY HUMAN SERVICES DEP	20.00
ADRC	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,725.00	3,230.50	445.00	20.00	(1,970.50)
36-3689-0000-64604 36-3689-0000	PROGRAM EXPENSE		11/04/2013	ROCK COUNTY HUMAN SERVICES DEP	60.00
CRISIS	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	250,000.00	75,707.67	172,698.36	60.00	1,533.97
36-3706-0000-64604 36-3706-1206	PROGRAM EXPENSE		11/04/2013	ROCK COUNTY HUMAN SERVICES DEP	525.00
CSP	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	300,000.00	470,719.68	3,571.59	525.00	(174,816.27)
36-3713-0000-64604 36-3713-2014	PROGRAM EXPENSE		11/04/2013	ROCK COUNTY HUMAN SERVICES DEP	226.00
SHELTER PLUS	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,134.00	10,726.27	0.00	226.00	3,181.73

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$2,436.57**.
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: _____ Dept Head _____

Committee Chair _____

05531104

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3634-0000-64604	PROGRAM EXPENSE					
36-3634-1724			11/01/2013	CADD,PEG	250.00	
36-3634-1802			11/01/2013	GOTTULA,GENIE	240.00	
36-3634-1803			11/01/2013	DEWEY'S SERVICE	50.00	
36-3634-1803			11/01/2013	PINE TREE INN	190.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
CPS	95,922.00		42,944.30	20,565.14	730.00	31,682.56
36-3641-0000-64604	PROGRAM EXPENSE					
36-3641-5013			11/01/2013	SENTRY FOODS INC STORE #375	149.92	
36-3641-5013			11/01/2013	PINE TREE INN	380.00	
36-3641-5014			11/01/2013	PINE TREE INN	900.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
BRIGHTER FUTURES	294,864.00		210,354.65	39,024.85	1,429.92	44,054.58

I have examined the preceding bills and encumbrances in the total amount of **\$2,159.92**
 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: _____ Dept Head _____
 Committee Chair _____

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Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3600-0000-62100 36-3600-0000	CONTRACTED SERV	P1303461	10/11/2013	GONZALEZ,BELEM	100.00
AGENCY MGT & SUP	Budget 27,228.00		YTD Exp 20,421.00	YTD Enc 0.00	Pending 100.00 Closing Balance 6,707.00
36-3600-0000-64200 36-3600-0000	TRAINING EXP	P1303396	11/05/2013	HOTEL MEAD	70.00
AGENCY MGT & SUP	Budget 22,340.00		YTD Exp 5,725.65	YTD Enc 2,679.10	Pending 70.00 Closing Balance 13,865.25
36-3602-0000-63100 36-3602-0000 36-3602-0000	OFC SUPP & EXP		10/08/2013	AARONS LOCK AND SAFE INC	41.37
		P1300578	10/30/2013	E AND D WATER WORKS INC	23.00
OVERHEAD	Budget 96,917.00		YTD Exp 53,712.22	YTD Enc 5,053.85	Pending 64.37 Closing Balance 38,086.56
36-3602-0000-67200 36-3602-0000	CAPITAL IMPROV	P1303298	10/11/2013	MC MASTER CARR SUPPLY CO	1,374.74
OVERHEAD	Budget 21,000.00		YTD Exp 1,475.00	YTD Enc 0.00	Pending 1,374.74 Closing Balance 18,150.26
36-3603-0000-64605 36-3603-0000	NON-REIMB EXP		10/29/2013	PARSON,JODI	10.98
SPECIAL HSD	Budget 1,000.00		YTD Exp 653.72	YTD Enc 0.00	Pending 10.98 Closing Balance 335.30
36-3604-0000-62119 36-3604-0000	OTHER SERVICES	P1303481	10/10/2013	CITY OF BELOIT	9,330.00
ECONOMIC SUPPORT	Budget 20,876.00		YTD Exp 9,664.00	YTD Enc 0.00	Pending 9,330.00 Closing Balance 1,882.00
36-3604-0000-64604 36-3604-5027 36-3604-5027	PROGRAM EXPENSE	P1303179	10/01/2013	SULLIVAN SIGNS INC	105.00
		P1303182	10/04/2013	GLOBAL INDUSTRIAL EQUIPMENT	141.64
ECONOMIC SUPPORT	Budget 2,000.00		YTD Exp 2,373.49	YTD Enc 0.00	Pending 246.54 Closing Balance (620.03)
36-3604-0000-67160 36-3604-0000	CA \$500-\$4,999	P1303032	10/07/2013	HENRICKSEN	1,607.99
ECONOMIC SUPPORT	Budget 27,645.00		YTD Exp 11,316.13	YTD Enc 2,629.42	Pending 1,607.99 Closing Balance 12,091.46
36-3634-0000-62119 36-3634-5013 36-3634-5013	OTHER SERVICES	P1303354	11/06/2013	SMALL WONDERS LEARNING CENTER	1,465.88
		P1303443	10/16/2013	VERLO MATTRESS FACTORY	1,115.98
CPS	Budget 93,423.00		YTD Exp 2,138.49	YTD Enc 0.00	Pending 2,581.86 Closing Balance 88,702.65

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3634-0000-63300 36-3634-0000	TRAVEL		11/05/2013	HARRIS,LAUREN	58.76	
CPS	Budget 165,000.00		YTD Exp 146,552.16	YTD Enc 0.00	Pending 58.76	Closing Balance 18,389.08
36-3634-0000-64604	PROGRAM EXPENSE					
36-3634-1395		P1303315	11/05/2013	HOARD,LISA	140.00	
36-3634-1731			11/05/2013	KATH,KRISTIN	4.60	
36-3634-1814		P1300581	10/11/2013	GREGG INVESTIGATIONS INC	25.00	
36-3634-1814		P1300583	10/05/2013	JANESVILLE GAZETTE INC	56.20	
36-3634-1814		P1303316	10/02/2013	ROCK RIVER TIMES,THE	70.00	
36-3634-1814		P1303317	09/11/2013	RIVER VALLEY NEWSPAPERS	11.94	
CPS	Budget 95,922.00		YTD Exp 43,674.30	YTD Enc 20,424.40	Pending 307.74	Closing Balance 31,515.56
36-3636-0000-64604	PROGRAM EXPENSE					
36-3636-0000		P1303345	10/18/2013	SADDLEBACK EDUCATIONAL PUBLISH	150.70	
INDEPEND LIVING	Budget 7,804.00		YTD Exp 5,020.88	YTD Enc 0.00	Pending 150.70	Closing Balance 2,632.42
36-3641-0000-64604	PROGRAM EXPENSE					
36-3641-5013		P1300928	10/02/2013	OREGON MENTAL HEALTH SERVICES	673.94	
BRIGHTER FUTURES	Budget 294,864.00		YTD Exp 211,784.57	YTD Enc 39,698.79	Pending 673.94	Closing Balance 42,706.70
36-3646-0000-62119	OTHER SERVICES					
36-3646-3041		P1300708	11/05/2013	COMMUNITY CARE RESOURCES INC	2,125.00	
36-3646-5009		P1303480	09/30/2013	FFT LLC	20,000.00	
36-3646-5011		P1303491	11/05/2013	ST JOHNS EVANGELICAL LUTHERAN	1,025.00	
36-3646-5013		P1303417	10/01/2013	CROSSROADS COUNSELING CENTER	170.00	
36-3646-5014		P1300928	10/02/2013	OREGON MENTAL HEALTH SERVICES	558.58	
36-3646-5015		P1300927	11/05/2013	FOUNDATIONS COUNSELING CENTER	4,033.15	
36-3646-5015		P1303207	09/16/2013	ST AEMILIAN LAKESIDE	200.00	
36-3646-5015		P1303418	08/06/2013	ST AEMILIAN LAKESIDE	3,447.50	
JUVENILE JUSTICE	Budget 217,240.00		YTD Exp 125,213.15	YTD Enc 23,581.33	Pending 31,559.23	Closing Balance 36,886.29
36-3646-0000-64604	PROGRAM EXPENSE					
36-3646-5016			11/05/2013	DOBSON,BENJAMIN	10.98	
36-3646-5016		P1300595	10/24/2013	SENTRY FOOD STORE	95.05	
JUVENILE JUSTICE	Budget 15,950.00		YTD Exp 17,101.60	YTD Enc 355.54	Pending 106.03	Closing Balance (1,613.17)
36-3664-0000-62119	OTHER SERVICES					
36-3664-0000		P1300576	10/11/2013	COUNTRY NURSES	312.50	
YOUTH SERVICES	Budget 20,000.00		YTD Exp 12,556.75	YTD Enc 312.50	Pending 312.50	Closing Balance 6,818.25
36-3664-0000-62400	R & M SERV					

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Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3664-0000		P1303467	10/08/2013	HOBART SALES AND SERVICE	587.60	
YOUTH SERVICES	Budget 2,100.00		YTD Exp 2,958.67	YTD Enc 0.00	Pending 587.60	<i>transfer coming</i> Closing Balance (1,446.27)
36-3666-0000-64200	TRAINING EXP					
36-3666-0000			11/05/2013	ANDERSON, DRYW	35.00	
36-3666-0000		P1303297	11/05/2013	KALAHARI RESORT CONVENTION CEN	70.00	
LTS - ACS	Budget 2,685.00		YTD Exp 2,378.35	YTD Enc 318.00	Pending 105.00	Closing Balance (116.35)
36-3671-0000-64200	TRAINING EXP					
36-3671-0000			10/24/2013	THOMPSON, JENNIFER	80.00	
ELDER ABUSE/NEG	Budget 0.00		YTD Exp 50.00	YTD Enc 0.00	Pending 80.00	Closing Balance (130.00)
36-3671-0000-64604	PROGRAM EXPENSE					
36-3671-0000			10/03/2013	THOMPSON, JENNIFER	80.00	
36-3671-0000		P1300596	10/12/2013	STAPLES ADVANTAGE	89.95	
ELDER ABUSE/NEG	Budget 40,400.00		YTD Exp 18,855.12	YTD Enc 1,998.85	Pending 169.95	Closing Balance 19,376.08
36-3683-0000-62400	R & M SERV					
36-3683-0000		P1303465	10/18/2013	SULLIVAN SIGNS INC	210.00	
ADRC	Budget 700.00		YTD Exp 422.95	YTD Enc 0.00	Pending 210.00	Closing Balance 67.05
36-3683-0000-64200	TRAINING EXP					
36-3683-0000			10/22/2013	THOMPSON, JENNIFER	24.22	
36-3683-0000			11/05/2013	FOSSUM, DAWN	32.65	
ADRC	Budget 1,725.00		YTD Exp 3,250.50	YTD Enc 445.00	Pending 56.87	<i>transfer coming</i> Closing Balance (2,027.37)
36-3689-0000-62119	OTHER SERVICES					
36-3689-0300		P1303479	09/30/2013	TELLURIAN UCAN INC	3,080.00	
36-3689-1226			10/01/2013	AZURA HARBOR HOLDINGS LLC	3,749.21	
CRISIS	Budget 1,396,908.00		YTD Exp 1,112,094.59	YTD Enc 285,807.74	Pending 6,829.21	<i>transfer coming</i> Closing Balance (7,823.54)
36-3689-0000-64200	TRAINING EXP					
36-3689-0000		P1303468	09/09/2013	BEST EVENTS	397.50	
CRISIS	Budget 4,050.00		YTD Exp 6,231.26	YTD Enc 0.00	Pending 397.50	<i>transfer coming</i> Closing Balance (2,578.76)
36-3689-0000-64604	PROGRAM EXPENSE					
36-3689-0000		P1300584	11/05/2013	JANESVILLE TRANSIT SYSTEM	1,170.00	
36-3689-0000		P1303482	10/01/2013	ROCK MED LTC PHARMACY	1,391.67	
36-3689-0000		P1303489	09/30/2013	COMMUNITY HEALTH SYSTEMS INC	38.24	
36-3689-0002			11/05/2013	DRIFTWOOD MOTEL	155.00	
36-3689-0002			10/11/2013	RED ROAD HOUSE INC	500.00	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3689-0002			10/24/2013	REDWOOD MOTEL	700.00	
36-3689-0002			10/16/2013	SRB PROPERTY MANAGEMENT LLC	835.00	
36-3689-0002			10/23/2013	NAMAN LLC	1,285.00	
36-3689-0002			09/06/2013	LANNON STONE MOTEL	546.00	
36-3689-0004			11/05/2013	KEALEY PHARMACY	1,732.42	
36-3689-0004			11/05/2013	HOMECARE PHARMACY LLC	203.07	
36-3689-1214		P1303318	10/07/2013	MARCUS,JEFFREY	681.80	
CRISIS	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	250,000.00		75,767.67	171,776.65	9,218.20	(6,762.52)
36-3690-0000-62119	OTHER SERVICES					
36-3690-0000		P1300594	10/18/2013	SAFEWAY PEST CONTROL	11.55	
36-3690-0000		P1301255	11/01/2013	CLIENTELL INC	100.00	
36-3690-0000		P1301788	10/15/2013	NEEDY MEDS INC	204.00	
OUTPATIENT SER	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	64,024.00		51,228.83	13,411.05	315.55	(931.43)
36-3690-0000-62170	PHYSICIAN/OTHER					
36-3690-0000		P1300573	11/05/2013	PSYCHOLOGY CLINIC INC,THE	8,937.50	
36-3690-0000		P1300586	11/05/2013	MARCUS,JEFFREY	3,309.00	
36-3690-0000		P1301256	11/05/2013	KAYE PHD,DR MICHAEL	884.34	
36-3690-0000		P1303483	11/05/2013	DIAMOND,RONALD J	750.00	
36-3690-0000		P1303490	09/30/2013	COMMUNITY HEALTH SYSTEMS INC	600.00	
OUTPATIENT SER	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	130,920.00		86,696.76	13,130.84	14,480.84	16,611.56
36-3690-0000-84200	TRAINING EXP					
36-3690-0000			11/05/2013	COTTINGTON, AMY	54.42	
36-3690-0000			10/18/2013	RUDOLPH,REBECCA	119.26	
OUTPATIENT SER	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	7,697.00		3,024.47	30.00	173.68	4,468.85
36-3690-0000-87160	CA \$500-\$4,999					
36-3690-0000			11/05/2013	COTTINGTON, AMY	90.71	
OUTPATIENT SER	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	23,213.00		0.00	7,597.51	90.71	15,524.78
36-3703-0000-62119	OTHER SERVICES					
36-3703-0000		P1302702	08/12/2013	CORRECTIONAL COUNSELING INC	343.46	
36-3703-0000		P1302983	09/06/2013	CORRECTIONAL COUNSELING INC	5,000.00	
36-3703-0000		P1303151	10/28/2013	WISCONSIN COMMUNITY SERVICES I	1,740.00	
36-3703-0000		P1303488	10/22/2013	CORRECTIONAL COUNSELING INC	1,555.46	
IDP ENHAN GRANT	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	35,825.00		37,775.00	0.00	8,638.92	(10,588.92)
36-3706-0000-62119	OTHER SERVICES					
36-3706-0000		P1300594	10/18/2013	SAFEWAY PEST CONTROL	23.45	

Transferring Closing Balance

Resolution coming Closing Balance

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
CSP	Budget 11,066.00		YTD Exp 11,022.88	YTD Enc 1,407.41	Pending 23.45	Closing Balance (1,387.74)
36-3730-0000-62119 36-3730-0000	OTHER SERVICES	P1300594	10/18/2013	SAFeway PEST CONTROL		38.00
JOB CENTER	Budget 99,672.00		YTD Exp 79,622.25	YTD Enc 19,997.75	Pending 38.00	Closing Balance 14.00
36-3730-0000-62400 36-3730-0000 36-3730-0000 36-3730-0000	R & M SERV	P1300588 P1300597 P1303466	10/18/2013 10/14/2013 10/08/2013	MENARDS STATE ELECTRICAL SUPPLY INC TRI COR MECHANICAL INC		33.76 757.00 297.50
JOB CENTER	Budget 71,297.00		YTD Exp 45,413.95	YTD Enc 11,655.58	Pending 1,088.26	Closing Balance 13,139.21
36-3730-0000-67200 36-3730-0000	CAPITAL IMPROV	P1303033	10/07/2013	HENRICKSEN		1,078.35
JOB CENTER	Budget 10,000.00		YTD Exp 0.00	YTD Enc 0.00	Pending 1,078.35	Closing Balance 8,921.65

I have examined the preceding bills and encumbrances in the total amount of **\$92,137.47**. 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: _____ Dept Head _____
 _____ Committee Chair _____

0GR31101

Rock County HSD

COMMITTEE APPROVAL REPORT

11/05/2013

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3624-0000-64804	PROGRAM EXPENSE					
36-3624-3604			11/04/2013	ALLIANT ENERGY	32.00	
36-3624-3604			11/04/2013	GARDNER,LELA	200.00	
36-3624-3604			11/04/2013	WHITE,MICHAEL RYAN	200.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
INTERIM ASSIST	35,000.00		21,617.66	0.00	432.00	12,950.34

I have examined the preceding bills and encumbrances in the total amount of **\$432.00**
 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: _____ Dept Head _____

Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

November 4, 2013
DATE DRAFTED

**Authorizing Acceptance of Additional Home Visitation Grant Funds and Amending
the 2013 Human Services Department Budget**

1 **WHEREAS**, the Wisconsin Department of Children and Families has awarded the Human Services
2 Department additional funding, above what was expected, for the third year of grant funding through
3 the Family Foundations Comprehensive Home Visitation Program; and,
4

5 **WHEREAS**, the Human Services Department partners with the Rock County Home Visit Network to
6 enhance and expand home visiting services for underserved at-risk children and families; and,
7

8 **WHEREAS**, research has shown that home visiting programs can improve outcomes for children and
9 families, including improving maternal and child health, reducing child maltreatment, increasing
10 parental employment, and improving the rate at which children reach developmental milestones.
11

12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
13 this _____ day of _____, 2013, does hereby authorize the acceptance of an additional
14 \$88,069 for the Family Foundations Comprehensive Home Visitation Program; and,
15

16 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2013 be amended
17 as follows:
18

19	Account/Description	Budget	Increase	Amended
20	<u>Source of Funds</u>	<u>11/1/13</u>	<u>(Decrease)</u>	<u>Budget</u>
21	36-3637-0000-42100	\$321,565	\$88,069	\$409,634
22	Federal Aid			
23				
24				
25	<u>Use of Funds</u>			
26	36-3637-0000-62119	\$236,610	\$107,419	\$344,029
27	Other Contracted Services			
28	36-3637-0000-64200	\$0	\$1,735	\$1,735
29	Training			
30	36-3637-0000-64604	\$5,650	\$9,447	\$15,097
31	Program Expense			
32	36-3637-0000-68204	\$79,305	(\$30,532)	\$48,773
33	Allocated Child Protective Services			

Authorizing Acceptance of Additional Home Visitation Grant Funds and Amending the 2013 Human Services Department Budget

Page 2

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

William Grahn

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$88,069 in Federal Aid for the Human Services Home Visitation program. No County matching funds are required.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

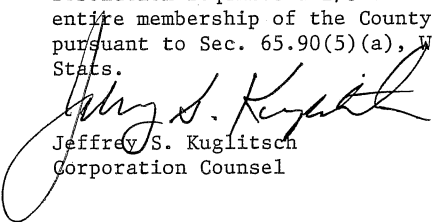
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair

LEGAL NOTE:

The County Board is authorized to accept funds pursuant to Sec. 59.52(19), Wis. Stats. 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

Executive Summary

Authorizing Acceptance of Additional Home Visitation Grant Funds and Amending the 2013 Human Services Department Budget

This resolution authorizes acceptance of \$88,069 through the Family Foundations Comprehensive Home Visitation Program grant administered by the Wisconsin Department of Children and Families. The resolution also amends the 2013 HSD Budget.

This grant funding is awarded on a federal fiscal year and this is the start of the third year of funding. The HSD was awarded funds above what was expected for this grant year.

With this funding the Human Services Department has partnered with the Rock County Home Visit Network and local agencies to enhance and expand home visiting services for underserved at-risk children and families.

Home visiting programs promote positive parent-child interactions and healthy child development as well as connect families to local services that help children learn and thrive. Research has shown that home visiting programs can improve outcomes for children and families, including improving maternal and child health, reducing child maltreatment, increasing parental employment, and improving the rate at which children reach developmental milestones.



BID SUMMARY FORM

PROJECT NUMBER 2014-13
 PROJECT NAME WASTE COLLECTION SERVICES
 BID DUE DATE OCTOBER 15, 2013 – 1:30 P.M.
 DEPARTMENT HUMAN SERVICES – JOB CENTER & FRANKLIN STREET

JOB CENTER	SHERMAN JANESVILLE WI	ADVANCED FT ATKINSON WI	ROCK JANESVILLE WI	WASTE MGMT JANESVILLE WI
2014 COST	1,308.00	1,596.00	2,254.92	2,361.36
2015 COST	1,308.00	1,632.00	2,322.57	2,432.16
2016 COST	1,347.24	1,680.00	2,392.24	2,505.12
TOTAL 3-YEAR COST	\$ 3,963.24	\$ 4,908.00	\$ 6,969.73	7,298.64

FRANKLIN ST	SHERMAN JANESVILLE WI	ADVANCED FT ATKINSON WI	ROCK JANESVILLE WI	WASTE MGMT JANESVILLE WI
2014 COST	780.00	960.00	961.20	1,240.80
2015 COST	780.00	984.00	990.04	1,278.00
2016 COST	803.40	1,008.00	1,019.74	1,316.40
TOTAL 3-YEAR COST	\$ 2,363.40	\$ 2,952.00	\$ 2,970.98	\$ 3,835.20

Invitation to Bid was advertised in the Beloit Daily News and on the Internet.

PREPARED BY: Alan Dransfield
 SENIOR BUYER

DEPARTMENT HEAD RECOMMENDATION: Sherman

SIGNATURE *Charmian J. Kyle* DATE 10/5/13

GOVERNING COMMITTEE APPROVAL:

CHAIR _____ VOTE _____ DATE _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY



Timothy Zuehlke
HSD Controller
DRAFTED BY

November 1, 2013
DATE DRAFTED

Awarding Contract for Cleaning at Various Human Services Buildings

- 1 **WHEREAS**, Human Services is responsible for coordinating contract cleaning services at the Rock
- 2 County Job Center and Franklin St.; and,
- 3
- 4 **WHEREAS**, Rock County prepared specifications and requested sealed proposals for 2014, 2015, and
- 5 2016, from qualified vendors to provide cleaning services for the Human Services locations; and,
- 6
- 7 **WHEREAS**, the Rock County Human Services fiscal staff did review the proposals and are
- 8 recommending the most qualified bidder of RFP #2014-06.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors, duly assembled
- 11 this _____ day of _____, 2013, that a contract for cleaning services at the Rock County Job
- 12 Center be awarded to ServiceMaster of Janesville, WI in the amount of \$42,793 for 2014; and,
- 13
- 14 **BE IT FURTHER RESOLVED**, that a contract for cleaning services at 113 Franklin St. be awarded to
- 15 CleanPower of Madison, WI in the amount of \$11,637 for 2014; and,
- 16
- 17 **BE IT FURTHER RESOLVED**, that it be a one-year contract with an option for two additional one-
- 18 year renewal periods upon the approval of the Human Services Board.

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

William Grahn

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

FISCAL NOTE:

Sufficient funds are available in the Human Services 2014 budget for the cost of these contracts.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to Sec. 59.01 and 59.51, Wis. Stats. In addition, Sec. 59.52(19), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended

Craig Knutson
County Administrator

Executive Summary

The purpose of this resolution is to award the 2014 contract for cleaning services at the Job Center and 113 Franklin St. Bids were solicited for the years 2014, 2015 and 2016. The resolution gives the Human Services Board the authority to award contracts for 2015 and 2016.

Four bids were received for the Job Center, with the lowest, most qualified and responsible bid coming from ServiceMaster of Janesville. Four bids were received for 113 Franklin St., with the lowest, most qualified and responsible bid coming from Clean Power of Madison.

ServiceMaster and Clean Power have provided cleaning services for the past three years for these locations and have met the requirements of the contract.



PROPOSAL SUMMARY FORM

PROJECT NUMBER 2014-06
 PROJECT NAME CLEANING SERVICES
 PROPOSAL DUE DATE SEPTEMBER 30, 2013 – 12:00 NOON
 DEPARTMENT HUMAN SERVICES – JOB CENTER

MONDAY THROUGH FRIDAY

	SERVICEMASTER JANESVILLE WI	CLEAN POWER MADISON WI	PETERSON ROCKFORD IL	DIVERSIFIED JANESVILLE WI
RATER 1	82	81	77	76
RATER 2	75	70	70	55
TOTAL	157	151	147	131
2014	42,793.00	52,698.06	45,480.00	52,700.00
2015	44,077.00	52,698.06	46,844.40	53,700.00
2016	45,400.00	53,225.04	48,249.73	54,700.00
TOTAL	\$ 132,270.00	\$ 158,621.16	\$ 140,574.13	\$ 161,100.00

Proposals were evaluated based on the following criteria:

1. General quality and adequacy of response (20 POINTS MAXIMUM)
 - Completeness and thoroughness
 - Proposers Proof of Responsibility
 - Copy of Training Program
 - List of Current Contracts Held/Reference
2. Organization, personnel and experience (40 POINTS MAXIMUM)
 - Qualification of personnel assigned to Rock County
 - Experience of personnel assigned to Rock County
 - Experience of firm
3. Cost (40 POINTS MAXIMUM)

Request for Proposal was advertised in the Beloit Daily News and on the Internet. Three additional vendors were solicited that did not respond. One vendor did not sign their Proposal therefore it is considered non-responsive.

PREPARED BY: JODI MILLIS
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: SERVICEMASTER

SIGNATURE *J. Millis* DATE 11/5/13

GOVERNING COMMITTEE APPROVAL:

CHAIR _____ VOTE _____ DATE _____



PROPOSAL SUMMARY FORM

PROJECT NUMBER 2014-06
 PROJECT NAME CLEANING SERVICES
 PROPOSAL DUE DATE SEPTEMBER 30, 2013 – 12:00 NOON
 DEPARTMENT HUMAN SERVICES – FRANKLIN STREET

MONDAY THROUGH FRIDAY

	CLEAN POWER MADISON WI	SERVICEMASTER JANESVILLE WI	DIVERSIFIED JANESVILLE WI	PETERSON ROCKFORD IL
RATER 1	96	77	76	67
RATER 2	85	70	60	65
TOTAL	181	147	136	132
2014	11,637.22	11,850.00	15,496.00	13,200.00
2015	11,637.22	11,950.00	15,996.00	13,596.00
2016	11,753.59	12,050.00	16,496.00	14,003.88
TOTAL	\$ 35,028.03	\$ 35,850.00	\$ 47,988.00	\$ 40,799.88

Proposals were evaluated based on the following criteria:

1. General quality and adequacy of response (20 POINTS MAXIMUM)
 - Completeness and thoroughness
 - Proposers Proof of Responsibility
 - Copy of Training Program
 - List of Current Contracts Held/Reference
2. Organization, personnel and experience (40 POINTS MAXIMUM)
 - Qualification of personnel assigned to Rock County
 - Experience of personnel assigned to Rock County
 - Experience of firm
3. Cost (40 POINTS MAXIMUM)

Request for Proposal was advertised in the Beloit Daily News and on the Internet. Three additional vendors were solicited that did not respond. One vendor did not sign their Proposal therefore it is considered non-responsive.

PREPARED BY: JODI MILLIS
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: CLEAN POWER

SIGNATURE *Jodi Millis* DATE 11/5/13

GOVERNING COMMITTEE APPROVAL:

CHAIR _____ VOTE _____ DATE _____

**ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
Wednesday, November 13, 2013**

HSD MANAGEMENT TEAM MEETING – October 22, 2013
Meeting Cancelled.

HSD MANAGEMENT TEAM MEETING – October 29, 2013
Meeting Cancelled

HSD MANAGEMENT TEAM MEETING – November 5, 2013

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **P&P #0105 RCHSD Building Hours and Locking**
- **P&P #0145 Dept. Issued Equipment**
- **UA/Saliva Testing Billing**

INFORMATION ITEMS

HSD Board Agenda