



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, December 12, 2012 – 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 November 28, 2012 *
4. Citizen Participation
5. Approval of Contracts, Transfers, and/or Encumbrances * – Ms. Mooren
6. Approval of Bills – Mr. Zuehlke
7. Resolution Awarding Contract for Food Services at the Youth Services Center * – Ms. Mooren
8. Resolution Recognizing Cyndy Garcia's Retirement * – Ms. Thompson
9. Resolution Recognizing Rita Leyes' Retirement * – Ms. Thompson
10. Resolution Awarding Contract for Construction of Renovated Space in the Job Center for the ADRC *
– Mr. Boutwell, Ms. Thompson
11. Resolution Amending the 2013 Developmental Disabilities and Human Services Department Budgets
for Family Support Program * – Mr. Boutwell
12. Director's Report *
 - W2 / ES Caseload
13. Committee Requests for Future Agenda Items
14. Next Meeting: Wednesday **December 26, 2012 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.

11/28/12

*In Index

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_0027

G:\BUSINESS\CONTRACT\2013 Contracts\SUB\St. Rose

New Contract: or, _____ 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: Lad Lake, Inc., d/b/a St. Rose Youth & Family Center, Inc.
(Name of entity)

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

Contract Amount: \$ Rate x Number of approved clients

Service	Rate	Unit	Change from prior year
Residential Care Center	\$306.80	Day	-3.6%
Group Homes	\$194.90	Day	1.4%
Group Home Crisis Respite	\$192.10	Day	0.0%
Residential Respite*	\$135.00	Day	0.0%
STAGES Stabilization*	\$250.00	Day	0.0%
Crossroads Group Home*	\$194.90	Day	1.4%

*Indicates services requiring special approval

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

- 36-3638-0000-64604 Child Protective Services – Substitute Care
- 36-3654-0000-64604 Juvenile Justice Services – Substitute Care

Executive Summary:

Rock County Human Services Department has contracts with several substitute care providers. The number of children approved for placement at each facility will determine the actual amount of each contract. The State rather than the County now negotiates the rates with each agency based on a universal standard.

The 2013 County Adopted Budget includes the following funds for substitute care:

<u>Child Protective Services</u>		<u>Juvenile Justice Services</u>	
\$1,890,412	Foster Homes I-V	\$397,144	Foster Homes I-V
\$167,998	Group Homes	\$254,322	Group Homes
\$1,688,261	Residential Care Centers	\$916,812	Residential Care Centers
\$3,746,671	Total	\$1,568,278	Total

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

11128112
*In Index

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_0019 G:\BUSINESS\CONTRACT\2013 Contracts\SUB\Norris Adolescent Center

New Contract: or, _____ 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: _____ **Norris Adolescent Center**
 (Name of entity)

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

Contract Amount: \$ Rate x Number of approved clients

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change from prior year</u>
George P. Berman Group Home	\$194.90	Day	1.4%
Schroeder Group Home	\$194.90	Day	1.4%
Fannie Wells Group Home	\$194.90	Day	1.4%
Residential Care Center	\$306.80	Day	0.3%

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

- 36-3638-0000-64604 Child Protective Services – Substitute Care
- 36-3654-0000-64604 Juvenile Justice Services – Substitute Care

Executive Summary:

Rock County Human Services Department has contracts with several substitute care providers. The number of children approved for placement at each facility will determine the actual amount of each contract. The State rather than the County now negotiates the rates with each agency based on a universal standard.

The 2013 County Adopted Budget includes the following funds for substitute care:

<u>Child Protective Services</u>		<u>Juvenile Justice Services</u>	
\$1,890,412	Foster Homes I-V	\$397,144	Foster Homes I-V
\$167,998	Group Homes	\$254,322	Group Homes
<u>\$1,688,261</u>	<u>Residential Care Centers</u>	<u>\$916,812</u>	<u>Residential Care Centers</u>
\$3,746,671	Total	\$1,568,278	Total

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

11/30/12

*In Index

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_0021

G:\BUSINESS\CONTRACT\2013 Contracts\SUB\Oconomowoc

New Contract: or, _____ 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: Oconomowoc Development Training Center
 (Name of entity)

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

Contract Amount: \$ Rate x Number of approved clients

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change from prior year</u>
Residential Care Centers	\$339.84	Day	0%
Group Homes	\$339.84	Day	0%
RCC Intensive Treatment*	\$433.66	Day	0%
Day School - Regular*	\$195.00	Day	0%
Day School - Intensive*	\$260.00	Day	0%
Respite - Regular*	\$188.00	Day	0%
	\$21.00	Hour	0%
Respite - Intensive*	\$216.00	Day	0%
	\$31.00	Hour	0%
One-on-One School Aide*	\$123.00	Day	0%

*Indicates services requiring special approval

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

36-3638-0000-64604 Child Protective Services - Substitute Care

36-3654-0000-64604 Juvenile Justice Services - Substitute Care

Executive Summary:

Rock County Human Services Department has contracts with several substitute care providers. The number of children approved for placement at each facility will determine the actual amount of each contract. The State rather than the County now negotiates the rates with each agency based on a universal standard. ODTCC specializes in serving youth with complex mental health and developmental disabilities.

The 2013 County Adopted Budget includes the following funds for substitute care:

<u>Child Protective Services</u>		<u>Juvenile Justice Services</u>	
\$1,890,412	Foster Homes I-V	\$397,144	Foster Homes I-V
\$167,998	Group Homes	\$254,322	Group Homes
\$1,688,261	Residential Care Centers	\$916,812	Residential Care Centers
\$3,746,671	Total	\$1,568,278	Total

1129112

*Index

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_0024

G:\BUSINESS\CONTRACT\2013 Contracts\SUB\Prentice

New Contract: or, _____ 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: Prentice House, Inc.
(Name of entity)

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

Contract Amount: \$ Rate x Number of approved clients

Service	Rate	Unit	Change from prior year
Group Home	\$185.00	Day	0.5%

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

36-3638-0000-64604 Child Protective Services – Substitute Care
36-3654-0000-64604 Juvenile Justice Services – Substitute Care

Executive Summary:

Rock County Human Services Department has contracts with several substitute care providers. The number of children approved for placement at each facility will determine the actual amount of each contract. The State rather than the County now negotiates the rates with each agency based on a universal standard.

The 2013 County Adopted Budget includes the following funds for substitute care:

Child Protective Services		Juvenile Justice Services	
\$1,890,412	Foster Homes I-V	\$397,144	Foster Homes I-V
\$167,998	Group Homes	\$254,322	Group Homes
\$1,688,261	Residential Care Centers	\$916,812	Residential Care Centers
\$3,746,671	Total	\$1,568,278	Total

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

11/28/12
*In Index

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_0029 G:\BUSINESS\CONTRACT\2013 Contracts\SUB\Tomorrow's Children

New Contract: or, _____ 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: Tomorrow's Children, Inc.
(Name of entity)

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

Contract Amount: \$ Rate x Number of approved clients

Service	Rate	Unit	Change from prior year
Residential Care Center	\$288.00	Day	0%

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

- 36-3638-0000-64604 Child Protective Services – Substitute Care
- 36-3654-0000-64604 Juvenile Justice Services – Substitute Care

Executive Summary: Rock County Human Services Department has contracts with several substitute care providers. The number of children approved for placement at each facility will determine the actual amount of each contract. The State rather than the County now negotiates the rates with each agency based on a universal standard.

The 2013 County Adopted Budget includes the following funds for substitute care:

<u>Child Protective Services</u>		<u>Juvenile Justice Services</u>	
\$1,890,412	Foster Homes I-V	\$397,144	Foster Homes I-V
\$167,998	Group Homes	\$254,322	Group Homes
\$1,688,261	Residential Care Centers	\$916,812	Residential Care Centers
\$3,746,671	Total	\$1,568,278	Total

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

ENCUMBRANCE

Rock County - Production

12/04/12

COMMITTEE APPROVAL REPORT

Page 1

Account Number	Name	Yearly Prct Appropriation	Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3636020000-62119 ENC 3636020000	OTHER SERVICES R1300174-PO# 01/01/13 -VN#043089	35,990.00	0.0%	0.0	0.00	35,990.00	2,800.00	2,800.00
						CLOSING BALANCE		33,190.00
3636020000-63101 ENC 3636020000	POSTAGE R1300181-PO# 01/01/13 -VN#043740	52,500.00	0.0%	0.0	0.00	52,500.00	52,500.00	52,500.00
						CLOSING BALANCE		0.00
3636050000-62119 ENC 3636050000	OTHER SERVICES R1300178-PO# 01/01/13 -VN#047826	2,405,000.00	0.0%	0.0	0.00	2,405,000.00	7,111.00	7,111.00
						CLOSING BALANCE		2,397,889.00
3636100000-62119 ENC 3636100000	OTHER SERVICES R1300180-PO# 01/01/13 -VN#047366	15,000.00	0.0%	0.0	0.00	15,000.00	15,000.00	15,000.00
						CLOSING BALANCE		0.00
3636140000-62119 ENC 3636140000	OTHER SERVICES R1300175-PO# 01/01/13 -VN#012511	379,840.00	0.0%	0.0	0.00	379,840.00	379,840.00	379,840.00
						CLOSING BALANCE		0.00
3636460000-62119 ENC 3636460000 ENC 3636460000 ENC 3636460000	OTHER SERVICES R1300176-PO# 01/01/13 -VN#046841 R1300182-PO# 01/01/13 -VN#034793 R1300186-PO# 01/01/13 -VN#048434	185,222.00	0.0%	0.0	0.00	185,222.00	5,880.00 35,443.00 5,880.00	47,203.00
						CLOSING BALANCE		138,019.00
3636640000-62105 ENC 3636640000	FOOD SERVICES R1300169-PO# 01/01/13 -VN#039742	65,058.00	0.0%	0.0	0.00	65,058.00	65,058.00	65,058.00
						CLOSING BALANCE		0.00
3636640000-62163 ENC 3636640000	LAUNDRY R1300170-PO# 01/01/13 -VN#010938	16,743.00	0.0%	0.0	0.00	16,743.00	16,743.00	16,743.00
						CLOSING BALANCE		0.00
3636860000-62112 ENC 3636860000	SECURITY R1300173-PO# 01/01/13 -VN#043499	40,565.00	0.0%	0.0	0.00	40,565.00	40,565.00	40,565.00
						CLOSING BALANCE		0.00
3636890000-62112 ENC 3636890000	SECURITY R1300173-PO# 01/01/13 -VN#043499	121,694.00	0.0%	0.0	0.00	121,694.00	121,694.00	121,694.00
						CLOSING BALANCE		0.00

SS-CRISIS

DEPT. PAGE 1

EncumBRANCE

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3636890000-62119	OTHER SERVICES	1,396,908.00	0.0%	0.0	0.00	1,396,908.00	
ENC 3636890200	R1300187-PO# 01/01/13 -VN#016856					UNIVERSITY OF WISCONSIN HOSPIT	180,481.00
ENC 3636890400	R1300171-PO# 01/01/13 -VN#038128					AURORA HEALTH CARE	170,000.00
ENC 3636890500	R1300172-PO# 01/01/13 -VN#039684					CLEARVIEW NORTH	298,000.00
							648,481.00
						CLOSING BALANCE	748,427.00
3636900000-65321	BLDG/OFC LEASE	65,565.00	0.0%	0.0	0.00	65,565.00	
ENC 3636900000	R1300183-PO# 01/01/13 -VN#050321					SARA INVESTMENT REAL ESTATE LL	28,864.00
						CLOSING BALANCE	36,701.00
3637060000-65321	BLDG/OFC LEASE	93,797.00	0.0%	0.0	0.00	93,797.00	
ENC 3637060000	R1300183-PO# 01/01/13 -VN#050321					SARA INVESTMENT REAL ESTATE LL	58,604.00
						CLOSING BALANCE	35,193.00
3637300000-62119	OTHER SERVICES	99,672.00	0.0%	0.0	0.00	99,672.00	
ENC 3637300000	R1300184-PO# 01/01/13 -VN#045356					SERVICE MASTER COMMERCIAL CLEA	47,602.00
ENC 3637300000	R1300185-PO# 01/01/13 -VN#032519					SOUTHWEST WISCONSIN WORKFORCE	51,600.00
						CLOSING BALANCE	470.00
3637300000-62200	UTILITIES	90,600.00	0.0%	0.0	0.00	90,600.00	
ENC 3637300000	R1300168-PO# 01/01/13 -VN#017530					ALLIANT ENERGY	84,500.00
ENC 3637300000	R1300177-PO# 01/01/13 -VN#020695					JANESVILLE WATER AND WASTEWATE	6,100.00
						CLOSING BALANCE	0.00
3637300000-62400	R & M SERV	71,297.00	0.0%	0.0	0.00	71,297.00	
ENC 3637300000	R1300179-PO# 01/01/13 -VN#037639					MPI JANESVILLE INC	40,217.00
						CLOSING BALANCE	31,080.00
3637300000-65321	BLDG/OFC LEASE	285,720.00	0.0%	0.0	0.00	285,720.00	
ENC 3637300000	R1300179-PO# 01/01/13 -VN#037639					MPI JANESVILLE INC	285,720.00
						CLOSING BALANCE	0.00
	JOB CENTER					PROG-TOTAL-PO	2,000,202.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,000,202.00 INCURRED BY JOB CENTER. 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.

HUMAN SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____
C. Blume DEPT-HEAD
 DATE _____ CHAIR

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY



Sara Mooren
DRAFTED BY

November 27, 2012
DATE DRAFTED

Awarding Contract for Food Services at the Youth Services Center

- 1 **WHEREAS**, the Youth Services Center will provide an estimated 21,000 meals and 7,000 snacks in
2 2012; and,
3
4 **WHEREAS**, Rock County requested sealed proposals from qualified vendors for contracted food
5 services with meals made off-site and delivered to the Youth Services Center; and,
6
7 **WHEREAS**, each meal needs to meet the minimum requirements as to the nutritional content as
8 specified by the National School Lunch Program and School Breakfast Program Meal Patterns; and,
9
10 **WHEREAS**, two vendors responded to RFP #2013-09 but only one could be considered (see attached
11 results); and,
12
13 **WHEREAS**, Human Services Department staff did review the application from Aramark and
14 determined they did meet the required qualifications; and,
15
16 **WHEREAS**, Aramark has significant expertise and experience in delivering high quality, cost
17 effective food service operations.
18
19 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors, duly assembled
20 this _____ day of _____, 2012, that a contract for food services commencing January 1, 2013,
21 be awarded to Aramark of Downers Grove, Illinois for comprehensive food service operations for the
22 Youth Services Center.
23
24 **BE IT FURTHER RESOLVED**, that it be a one-year contract with an option for four additional one-
25 year renewal periods upon the approval of the Human Services Board.

Awarding Contract for Food Services and the Youth Services Center

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

PURCHASING PROCEDURAL
ENDORSEMENT

Reviewed and approved on a vote of
_____.

Mary Mawhinney, Chair

FISCAL NOTE:

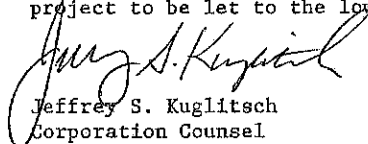
Sufficient funding is included in the 2013 Human Services Department Budget for the cost of this contract.



Sherry Oja
Finance Director

LEGAL NOTE:

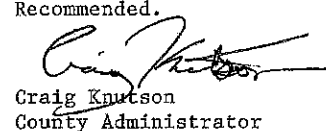
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary

Awarding Contract for Food Services at the Youth Services Center

The Human Services Department contracts for food services for the Youth Services Center (YSC). The Youth Services Center will provide an estimated 21,000 meals and 7,000 snacks in 2012. Meals need to be prepared off-site and delivered to YSC 365 days a year for breakfast, lunch, and dinner.

The Youth Services Center is enrolled in the National School Lunch and Severe Need Breakfast Programs, which are administered by the United States Department of Agriculture and the Wisconsin Department of Public Instruction. Each meal needs to meet the minimum requirements as to the nutritional content as specified by the National School Lunch Program/School Breakfast Program (NSLP/SBP) Meal Patterns to receive the authorized reimbursement rates for weekday lunch, breakfast and snacks.

Rock County Purchasing requested sealed proposals from qualified vendors for contracted food services. Two vendors responded. However, one vendor submitted a proposal contingent upon being awarded the Jail food service contract. Since they were not awarded that contract, their proposal could not be considered.

Billing for food services is based on "cost per meal". The total annual cost will be based on the actual number of meals and snacks served in 2013. Aramark was the successful applicant with a \$3.844 cost per meal and \$.50 cost per snack. Meals will be made on-site at the Rock County Jail and delivered to YSC.

Human Services Department staff did review the proposal from Aramark for both qualifications and cost. Aramark has significant expertise and experience in delivering high quality, cost effective food service operations. Aramark is the current provider of food services to YSC. This will be a one-year contract with the option to renew for up to four additional one-year periods.



PROPOSAL SUMMARY FORM

PROJECT: CONTRACTED FOOD SERVICES
PROJECT #: 2013-09
PROPOSAL DUE DATE: OCTOBER 18, 2012 - NOON
DEPARTMENT: HUMAN SERVICES - YOUTH SERVICES CENTER

	ARAMARK DOWNERS GROVE IL
COST PER MEAL-BREAKFAST / LUNCH / DINNER	3.844
COST PER MEAL-SNACK	.50

Request for Proposals was advertised in the Janesville Gazette and on the Internet. Seven additional vendors were solicited that did not respond. One vendor submitted a Proposal contingent upon being awarded the Jail food service contract. Since they were not awarded that contract, their Proposal could not be considered.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ARAMARK FOOD SERVICES

Charmian J. Hylce
SIGNATURE _____ DATE _____

GOVERNING COMMITTEE APPROVAL:

CHAIR _____ VOTE _____ DATE _____

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR _____ VOTE _____ DATE _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve
INITIATED BY



Jennifer Thompson
DRAFTED BY

Human Service Board
SUBMITTED BY

December 5, 2012
DATE DRAFTED

RECOGNIZING CYNDY GARCIA

WHEREAS, Cyndy Garcia has served the citizens of Rock County for over twenty-six (26) years as a dedicated and valued employee of Rock County; and,

WHEREAS, Cyndy Garcia began her career on October 7, 1986 as a nurse in the Rock Haven Nursing Home. After a brief time there, Ms. Garcia began her career path working with individuals with mental illness as a psychiatric nurse in the Long-term Psychiatric Unit in the Health Care Center. Ms. Garcia assisted with group therapy, care plans, medications, and provided one-on-one care to individuals living at the facility. In 1989, Ms Garcia changed her role and moved to the 5th floor to work with individuals with acute mental illness, often being held on emergency detentions. In addition, Ms. Garcia assisted the Adult Services Division by completing the COP assessments on individuals referred due to a mental illness and/or drug and alcohol addictions. After one year in that role, Ms. Garcia took another position in the Acute Psychiatric Unit as a Charge Nurse meeting with the psychiatric teams to develop care plans for discharge and making referrals to the community for resources. Two years later, Ms. Garcia moved to the Beloit Community Support Program to assist mental health clients with medication administration. Ms. Garcia worked in the Community Support Program for three years before taking a position in the Juvenile Detention Facility in 1994 to work with children in the facility who presented symptoms of illness. She also had infection control functions in the Acute Psychiatric Unit by administering TB tests, assisting with physicals and managing quality assurance with staff. In June 2002, when the Psychiatric Hospital closed, Ms. Garcia transitioned into the Detox Unit to assist individuals through their addictions and direct them to services. Ms. Garcia continued in this role until the Detox Unit was closed in 2006 and then moved to the Long Term Support Division to work with elderly and physically disabled clients with severe medical conditions.

Ms. Garcia advocated and worked on behalf of her clients; going above and beyond her role at times, to search for services and provide good care for her clients. Ms. Garcia's passion to help and understand individuals with chronic mental illness has benefited hundreds of people in the community. Ms. Garcia will be retiring from Rock County Department of Human Services on January 1, 2013; and,

WHEREAS, Cyndy Garcia has proven herself to be a compassionate and caring employee, advocating on behalf of Rock County residents; and,

WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to recognize Cyndy Garcia for her achievements and significant contributions to the citizens of Rock County and her lifelong and faithful service.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this _____ day of _____, does hereby recognize Cyndy Garcia for her 26 years of service and extend best wishes to her in her future endeavors; and,

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to Cyndy Garcia.

RECOGNIZING CYNDY GARCIA

Page 2

Rock County 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

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Marilynn Jensen

Louis Peer

Kurtis L. Yankee

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve
INITIATED BY



Jennifer Thompson
DRAFTED BY

Human Service Board
SUBMITTED BY

December 5, 2012
DATE DRAFTED

RECOGNIZING RITA LEYES

WHEREAS, Rita Leyes has served the citizens of Rock County for over thirty-seven (37) years as a dedicated and valued employee of Rock County; and,

WHEREAS, Rita Leyes began her career on July 21, 1975 as a limited term employee working in the guardianship program. After a brief six-months in that role, Ms. Leyes took a position in the Adult Services Division working in the Supportive Homecare Program. While working in this program, Ms. Leyes received intake calls and made referrals to the homemakers for the program. Her German-speaking background helped in one specific case where she was able to translate for a German-speaking client and helped her receive the home care services she needed from the program. Ms. Leyes also performed welfare checks on individuals who were on the home care program, thereby assuring the health and safety of the clients. In addition to this full-time position, Ms. Leyes worked additional hours by taking the after-hours pager and accepting calls to help children in need of county services. In the early 1980's Ms. Leyes took her final position in the County as the Adult Family Home Coordinator. Starting with a program of approximately only 10 homes, Ms. Leyes reached out into the community and promoted this worthy program. The Rock County Adult Family Home program now has over 80 certified homes and has the capability to serve over 140 adults. Ms. Leyes extensive knowledge of the Adult Family Homes has been an invaluable asset to the Rock County staff she works with, to the homes she certifies, and to the clients who benefit from the program. Ms. Leyes has helped to match hundreds of clients to good homes in Rock County and has encouraged long-lasting relationships. Ms. Leyes has supported the work of Adult Family Home owners through trainings, seminars, coordinator meetings, and "simple" telephone conversations. The Rock County Adult Family Home program is what it is today because of Ms. Leyes passion to make this program larger, her devotion to advocate for both residents and Adult Family Homes, and her love of the job. Ms. Leyes will be retiring from Rock County Department of Human Services on December 28, 2012; and,

WHEREAS, Rita Leyes has proven herself to be a compassionate and caring employee, advocating on behalf of Rock County residents; and,

WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to recognize Rita Leyes for her achievements and significant contributions to the citizens of Rock County and her lifelong and faithful service.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this ____ day of _____, 2012, does hereby recognize Rita Leyes for her 37 years of service and extend best wishes to her in her future endeavors; and,

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to Rita Leyes.

RECOGNIZING RITA LEYES

Page 2

Rock County 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

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Marilynn Jensen

Louis Peer

Kurtis L. Yankee

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve
INITIATED BY

Human Services Board,
General Services Committee,
Finance Committee
SUBMITTED BY



Phil Boutwell
& Jennifer Thompson
DRAFTED BY

December 5, 2012
DATE DRAFTED

Awarding Contract for Construction of Renovated Space in the Job Center for the ADRC

- 1 **WHEREAS**, the State of Wisconsin has asked that all counties have an Aging and Disabilities Resource
2 Center (ADRC) and is willing to reimburse counties for the actual cost of construction of their ADRC;
3 and,
4
5 **WHEREAS**, in September 2012, the Rock County Board of Supervisors authorized an Application to the
6 State to operate an ADRC; and,
7
8 **WHEREAS**, the design team for renovating space in the Job Center for the ADRC, composed of the
9 architectural firm of Angus Young and Associates, the owner's representatives from the Samuel's Group,
10 and staff from the Rock County Human Services Department completed construction documents for the
11 projects; and,
12
13 **WHEREAS**, bids were solicited for the project; and,
14
15 **WHEREAS**, seven general contractors submitted bids for the project that were reviewed by the
16 Purchasing Division and Human Services; and,
17
18 **WHEREAS**, Scherrer of Burlington , Wisconsin, was determined to be the lowest qualified bidder; and,
19
20 **WHEREAS**, contingency funds are included in the project budget to cover unforeseen conditions and
21 necessary changes that may arise throughout the course of the project.
22
23 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
24 assembled this _____ day of _____, 2012 does hereby award a contract for renovation of space
25 in the Job Center for the ADRC to the lowest qualified bidder, Scherrer of Burlington, Wisconsin, in the
26 amount of \$181,688; and,
27
28 **BE IT FURTHER RESOLVED**, that progress payments be made to the vendor upon approval of the
29 Human Services Board; and,
30
31 **BE IT FINALLY RESOLVED**, that the General Services Committee be delegated authority to approve
32 all change orders for the renovation of space in the Job Center.

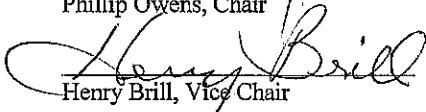
Awarding Contract for Construction of Renovated Space in the Job Center for the ADRC

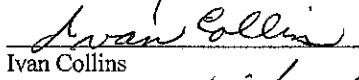
Page 2

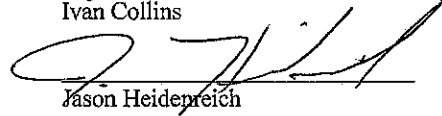
Respectfully submitted,

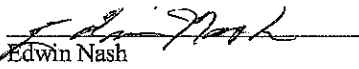
General Services Committee


Phillip Owens, Chair


Henry Brill, Vice Chair


Ivan Collins


Jason Heidepreich


Edwin Nash

Purchasing Procedural Endorsement

Reviewed and approved on a vote of

Mary Mawhinney, Chair

Human Services Board

Brian Knutson, Chair

Sally Jean Weaver-Landers, Vice-Chair

Terry Fell

William Grahm

Ashley Kleven

Phillip Owens

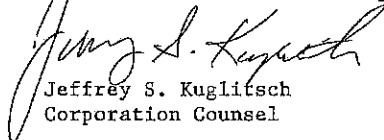
Terry Thomas

Shirley Williams

Marvin Wopat


LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), 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

FISCAL NOTE:

Sufficient funds are available in the 2013 ADRC capital improvement account, A/C 36-3683-0000-67200, for the cost of this contract.


Sherry Oza
Finance Director

Executive Summary

This resolution awards a construction contract to the lowest qualified bidder to renovate space within the Rock County Job Center. Bids were due November 29th and seven (7) contractors submitted bids. Scherrer from Burlington, Wisconsin submitted the low bid. The total amount of the bid award is \$181,688. That figure includes the base bid of \$178,600 and the alternate of \$3,088. The alternate replaces the florescent light fixtures called for in the base bid with L.E.D. light fixtures. The L.E.D. fixtures provide better light, lower energy costs, and longer life (less maintenance).

The finished ADRC will encompass approximately 3,600 square feet of renovated space. Included in the renovation are offices or cubicles for 15 staff, 2 vacant cubicles for future expansion, a storage room, a reception area, 2 rooms to meet with customers, a unisex bathroom, and a canopy over the front entrance. Funding to pay for the construction is included in the 2013 County Budget.

The project will start early in January 2013 and should be completed by early March. It is an aggressive project schedule. County staff will work closely with the Architect, the Contractor and the Committees of the County Board to stay on track.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION

BID SUMMARY FORM

BID NUMBER 2012-72
 BID NAME AGING & DISABILITY RESOURCE CENTER
 BID DUE DATE NOVEMBER 29, 2012 - 1:30 P.M.
 DEPARTMENT HUMAN SERVICES - JOB CENTER

	SCHERRER BURLINGTON WI	DRAEVING BELOIT WI	BAUER & RAETHER MADISON WI	CREATIVE CONSTRUCTORS MENOMONEE FALLS WI	CORPORATE CONTRACTORS BELOIT WI	GILBANK BELOIT WI	MAGILL ELKHORN WI
BASE BID	178,600.00	182,900.00	188,000.00	193,500.00	196,500.00	207,400.00	207,900.00
ALTERNATE E-1	3,088.00	2,900.00	3,200.00	3,200.00	2,900.00	3,100.00	3,231.00
TOTAL BID	\$ 181,688.00	\$ 185,800.00	\$ 191,200.00	\$ 196,700.00	\$ 199,400.00	\$ 210,500.00	\$ 211,131.00
BID BOND	YES	YES	YES	YES	YES	YES	YES
ADDENDA	YES	YES	YES	YES	YES	YES	YES
START DATE	1/2/13	1/2/13	1/2/13	1/2/13	1/2/13	1/1/13	1/2/13
COMPLETION DATE	3/7/13	3/1/13	3/1/13	3/1/13	3/1/13	3/1/13	3/1/13

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Alternate E-1: Provide LED light fixtures in lieu of Type A fluorescent light fixtures.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: _____

SIGNATURE _____ DATE _____

GOVERNING COMMITTEE APPROVAL:

CHAIR 

PURCHASING PROCEDURAL ENDORSEMENT: _____ VOTE _____ DATE _____

CHAIR _____ VOTE _____ DATE _____

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 dues 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 <u>1/1/13</u>	Increase <u>(Decrease)</u>	Amended <u>Budget</u>
<u>Source of Funds</u>			
36-3699-0000-42200 State Aid	\$0	\$117,853	\$117,853
33-3320-0000-42200 State Aid	\$666,526	(\$117,853)	\$548,673
<u>Use of Funds</u>			
36-3699-0000-64604 Program Expense	\$0	\$117,853	\$117,853
33-3310-0000-62606 Family Support	\$47,445	(\$47,445)	\$0
33-3310-0000-62633 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 Grah

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

Developmental Disabilities Board

Marilynn Jensen, Chair

Becky Heimerl, Vice Chair

Cheryl Drozdowicz

Ed Brandsey

Louis Peer

Bridget Rolek

Lynda Olson

Nancy Lamert

Terry Fell

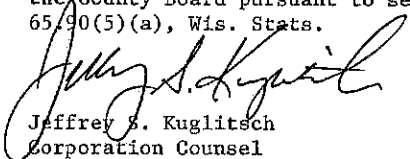
FINANCE COMMITTEE ENDORSEMENT

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

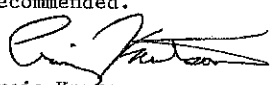
FISCAL NOTE:

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.

**ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
Wednesday, December 12, 2012**

HSD MANAGEMENT TEAM MEETING – November 27, 2012

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **LogistiCare Update**
- **12/12/12 AR Day**
- **Facebook Access**
- **Zero Youth in Corrections**
- **Revising Policy on P&Ps**
- **Urine Collection Guidelines**
- **2013 Mileage Rate Reimbursement**
- **Cost Share Policy**
- **Edgerton Police Department**

INFORMATION ITEMS

- **HSD Board Agenda**
- MEETING WRAP-UP
-

HSD MANAGEMENT TEAM MEETING – December 4, 2012

Meeting Cancelled.
