



ROCK COUNTY HUMAN SERVICES BOARD MEETING
Wednesday, November 14, 2012 – 4:30 P.M.

Call to Order: Chair Knudson called the meeting to order at 4:30 p.m. on Wednesday, November 14, 2012, in the 3rd Floor Conference Room at the Rock County Health Care Center, Janesville, Wisconsin.

Committee Members Present: Brian Knudson, Supervisor; Sally Jean Weaver-Landers, Citizen Representative; Shirley Williams, Citizen Representative; Terry Thomas, Supervisor; Phillip Owens, Supervisor; Ashley Kleven, Citizen Representative; Marvin Wopat, Supervisor; William Grahn and Terry Fell, Supervisor.

Committee Members Absent: None.

Staff Present: Charmian Klyve, Director; Phil Boutwell, Deputy Director; Sara Mooren, Fiscal Operations Manager; Tim Zuehlke, Controller; Jennifer Thompson, LTS Manager; and Tina Day, CST Worker.

Others Present: Mickey Crittenden, Information Technology Director; Elizabeth Pohlman-McQuillen, Corporation Counsel; and Steve Howland, County Board member.

Approval of Agenda: Supervisor Owens moved the agenda, seconded by Supervisor Thomas. Chair Knudson advised the agenda was amended and the only change was the addition of Citizen Participation. The agenda was unanimously approved. APPROVED.

Approval of Minutes of Human Services Board Meeting of October 24, 2012: Citizen Representative Weaver-Landers moved the minutes as presented, seconded by Supervisor Fell with unanimous approval. APPROVED.

Citizen Participation: None.

Resolution Authorizing Contract for JAG Criminal Justice Coordinating Councils (2010) Grant Consultant: Citizen Representative Weaver-Landers moved the resolution, seconded by Supervisor Grahn. Ms. Pohlman-McQuillen presented the resolution and advised Zia Partners would be the consultant for strategic planning as part of the Behavioral Health Redesign grant. Zia Partners will be consulting on creating a strategic plan for the County Mental Health and Justice system. Supervisor Wopat commented on the great job Ms. Pohlman-McQuillen is doing with CJCC. The resolution was unanimously approved. APPROVED.

Approval of Contracts, Transfers, and/or Encumbrances: Citizen Representative Weaver-Landers moved the contracts and transfers, seconded by Supervisor Thomas. Ms. Mooren presented twenty-one contracts and eight transfers for approval and explained with exception of two contracts all were renewals. The contracts and transfers were unanimously approved. APPROVED

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

IDP	15,763.00	Juvenile Justice	2,390.39
Interim Asslst	2,984.03	Job Center	31,341.74
Job Center	83,837.58		

Mr. Zuehlke explained there is an end of year discount given by AlcoCare and it is showing as a credit on the bills. Citizen Representative Weaver-Landers moved the bills, seconded by Supervisor Fell with unanimous approval. APPROVED.

Report on Family and Holiday Committee: Ms. Day explained she is participating in the Holiday program but her role has changed.

Ms. Day explained the Emergency Food Pantry moved from second to first floor and has turned out to be a positive change because she has found more Divisions are now utilizing it for their clients. Years ago the Holiday Committee was started for CPS families only. Now it is open to all Human Services Divisions. Families just need a referral from a worker in order to receive holiday gifts. There has been a lot of success with Adopt-a-Family and many businesses are participating. She also receives a lot of monetary donations from businesses to purchase items. An auction is done every year for a quilt donated by the Quilter's Guild to raise funds. She would be willing to organize other auctions for other items that could be donated.

The Holiday Room will be located in the second floor conference room starting on December 10th through December 21st from 9:00 a.m. to 3:00 p.m. She invited the Board members to visit. Ms. Day explained it is difficult to find space for donated items. Supervisor Owens suggested there will be space possibly on first floor next year when the Sheriff's Department Diversion Unit moves.

Ms. Day explained that appeal letters are sent out and she also personally talks to as many businesses and individuals she can for donations. Chair Knudson challenged the Board members to donate per diems and Supervisor Grahn will be the spokesperson for the challenge to the County Board.

Ms. Day connects with 211, Salvation Army, and School districts to make sure there are not duplications. Families should only receive donations from one agency and are told that. Ms. Day sees very little duplication occurring. Supervisor Wopat stressed cross-referencing and checking addresses, as well as names.

Ms. Day advised the largest contributor for the school supplies is a company out of state. Supervisor Owens suggested contacting Staples for donations.

December 18th is the deadline to drop off items for the Adopt-a-Family donations. Anyone wishing to sponsor a family can call Tina Day at 757-5088. Suggestions for gift giving is one clothing item and one toy for each child, about \$25 per child.

Resolution Amending the 2012 Human Services Department Budget to Accept Additional Funding for Disproportionate Minority Contact: Supervisor Owens moved the resolution, seconded by Supervisor Wopat. Ms. Mooren presented the resolution and explained these funds were awarded by the MacArthur Foundation and they agreed to extend the grant period through 2012 to allow the Department to expend unspent funds from the previously awarded grant allocation. These funds must be used for staff costs and training. The resolution was unanimously approved. APPROVED.

Resolution Awarding Contract for Courier Services: Citizen Representative Weaver-Landers moved the resolution, seconded by Supervisor Fell. Mr. Zuehlke presented the resolution awarding the contract for courier services. He explained since Rock Haven is moving, Human Services would be responsible for delivery of mail. An RFP was sent out and Package Pro was chosen resulting in a savings of \$30,000 to the County. The contract is for one year with the option to renew for two years. Mr. Zuehlke responded to questions and verified Package Pro is located in Rock County. The resolution was unanimously approved. APPROVED.

Update on ADRC: Ms. Thompson distributed a handout of the ADRC floor plan. She explained a storage area had been added, and there are a couple extra offices added for future growth. Angus Young has been doing a great job. After a suggestion from Supervisor Owens, the Samuels Group

came to Rock County and reviewed the plans. They were very helpful. All their recommendations were quickly incorporated.

A total of sixteen vendors, six of which were general contractors responded to the construction RFP that was sent out. The deadline for the bids for this project is November 29, 2012. The contract will be awarded on December 13, 2012. The goal is to have the contractor start work on January 2, 2013.

The ADRC staff will be hired and trained throughout January and February, and the ADRC will open on March 4, 2013. Ms. Thompson distributed a list of details required on the ADRC Application. After review by Mr. Knutson the Application will be sent to the State next week.

Ms. Thompson will be notifying other community agencies about the ADRC. She will continue to update the Board regularly.

Director's Report:

- ES/W-2 Caseload:

The W-2 numbers are currently at 150 cases.

Ms. Klyve distributed a copy of the letter from Chair Knudson that will be sent to Forward Services inviting both Marcia Christiansen and Lisa Omen to the next HSD Board meeting.

Ms. Klyve distributed a copy of the letter that she received from Secretary Eloise Anderson recognizing Rock County's CPS Division for reaching 100% on the Initial Assessment 60-day deadline.

Ms. Klyve advised the Board that there are zero individuals in youth corrections at this time. This is remarkable and shows the hard work being done in the Juvenile Justice & Prevention Division.

Ms. Klyve distributed a copy of the Janesville Gazette article about overdose deaths in Rock County. She advised that the Department will be refocusing funds from Brighter Futures to be used in prevention in the opiate area. She and Rebecca Rudolph will be meeting with Kate Baldwin from Partners-in-Prevention to address this issue in hopes of making a difference in our community. We will be receiving guidance from the State and hopefully begin a new way of dealing with this problem for 2013.

Citizen Representative Williams suggested contacting Debbie Fischer at Youth to Youth to discuss their community drug grant. Ms. Klyve advised she will contact Ms. Fischer when she meets with Kate Baldwin.

Committee Requests for Future Agenda Items: Ms. Klyve responded to questions from Supervisor Wopat about zero adolescents in corrections. She explained the Diversion staff are working out in the community and we are utilizing Rosecrance. She advised that Mr. Horozewski could address these questions further.

The December meeting dates were discussed, and the dates will stay December 12th and December 26th.

Next Meeting: Wednesday, November 28, 2012 at 4:30 p.m., at the Rock County Health Care Center, 3rd Floor Conference Room, Janesville, Wisconsin.

Adjournment: Supervisor Grahn motioned to adjourn, seconded by Supervisor Thomas with unanimous approval at 5:47 p.m.

Jodi Parson, Administrative Secretary

NOT OFFICIAL UNTIL APPROVED BY THE BOARD