

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, May 23, 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 May 9, 2012 *
- 4. Citizen Participation
- 5. Approval of Contracts, Transfers, and/or Encumbrances * Ms. Mooren
- 6. Approval of Bills Mr. Hegg
- 7. Foster Parent Recognition Ms. Hemauer
- 8. Resolution to Upgrade One HSD Account Clerk Position to an Accountant Position * Ms. Mooren
- 9. Annual Report Mr. Boutwell, Mr. Horozewski
- 10. Director's Report *
 - W2 / ES Caseload
- 11. Committee Requests for Future Agenda Items
- 12. Next meeting: Wednesday, June 13, 2012 at 4:30 p.m. at the *Rock County Health Care Center*, 3rd Floor Conference Room, in Janesville, Wisconsin.
- 13. Adjourn

Contract Review Cover Sheet

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

New Contract: Or; 11-124 (SS	ll (4(a) or,	·
(check box if yes) Amendment to Contract		Addendum to Contract #
Human Services Department	Sara Mooren	x <u>8431</u>
Originating Department	Contact Person	Phone
Contract with: <u>Energy Services, Inc.</u> (Name of entity)		
Contract Period: Start Date: 10/01/2011	Ехр	piration Date: <u>9/30/2012</u>
Contract Amount: \$350,400 (Adding \$51,853 to WHEA	P Client Services)	
Expenditure/ Revenue Account Numbers:		
(provide 9-digit object codes) 36-3614-4228-62119 WHEAP Operations		
36-3614-4229-62119 WHEAP Outreach		
36-3614-4236-62119 WHEAP Public Benefits C	perations	
36-3614-4227-62119 WHEAP Client Services	Norations	
36-3614-4237-62119 WHEAP Weatherization C 36-3614-4238-62119 WHEAP Crisis Client Sen		
Executive Summary: The purpose of this amendment is increase of \$51,853 in the corresponding State WHEAF Services, Inc., our contracted service provider for this pr	to increase the WHE	ds are passed through in their entirety to Energ
EW E AMENDMENT TO: SS1166	ADD	ENDUM TO:
DMINISTRATION CONTRACT REVIEW	NO	\$8 1572
Human Services and Energy Services Inc. To	reflect increas	se funding for WHEAD Clients
10/1/11 = 9/30/12	Incr	rease Amount: \$\$51.853.00
orporation Counsel has reviewed this ocument and finds it to be proper, as to form. 5/11/ Ignature Date	Total Fiscal Im	npact & Source of Funds:
Reviewed by Purchasing for compliance:	110	- 11/12
RFP 2011-68	Finance, Director	Date
1 n As As 1 6/1	\A/s-	hilaCanaral Gaddone

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.

	2-006 ment to Contract	or,		
(check box if yes) Amendr	Heur to Coutlact	# <i>F</i>	Addendum to Contract#	
Human Services Originating Department		Sara Mooren Contact Person	<u>.X8431</u> Phone	
Contract with: KSMS Our House, L. (Name of entity)	LC		rhone	
,				
Contract Period: Start Date: 01/	<u>/01/12</u>	Expiration Date:_1	12/31/12	
Contract Amount: Rate x number of	approved clie	ents		
Service	Rate	% Increase/Decrease	_	
Janesville Assisted Care – Base	\$3300.00	0%		
Janesville Assisted Care - High	\$3780.00	0%		
Janesville Memory Care - Base	\$3484.00	0%		
Janesville Memory Care - High	\$4143.00	0%		
Cambridge Assisted Care – Base	\$3100.00	0%		
Cambridge Assisted Care – High	\$3580,00	0%	·	
Whitewater Memory Care – Base	\$3575.00	0%		
	y Support Pro partment has collity services.	developed contract This is one of seve		
W 🗵 AMENDMENT TO:	12-006	ADDEN	DUM TO:	
MINISTRATION CONTRACT REVIEW		NO. SS	3 1573	
luman Services and KSMS Our Hou.	se LLC for C	BRF Services	dat for the street of the stre	-
1/1/12 - 12/31/12		Cost:	Rate X # of clients	 7
reporation Counsel has reviewed this cument and finds it to be proper, as to form	n. 5 14 1 -	2 1111	Act & Source of Funds:	1/1
*		11/8	- 5.71 10	<u>, , , , , , , , , , , , , , , , , , , </u>
Reviewed by Purchasing for compliance		Finance Director	Date	-
And & Millia 5/	1/12-	•		

White -- General Services

Contract Review Cover Sheet

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

⊠New Contract: 12-053 or,	OR	
Mew Contract. 12-000 101,	Amendment to Contract #	Addendum to Contract #
Human Services	Sara Mooren	X8431
. Originating Department	Contact Person	Phone
Contract with: Partners in Preventic	on – Rock County, Inc.	
Contract Period: Start Date: 01/0	01/12 Expiration Da	te: 12/31/12
Contract Amount: \$_46,500		
Expenditure/ Revenue Account Numbers (provide 9-digit object codes)	:	
36-3696-0000-42100 Treatme 36-3696-0000-62119 Treatmer	nt Alternative Program – Fed nt Alternative Program – Oth	deral Aid er Contracted Services
Executive Summary: This contract is for the provision of administered by Partners in Preve Services Grant provides funding to outreach to high risk, minority, inneroblems in the inner city areas.	ntion – Rock County, Inc. Th services in community prev	ne AODA Inner City vention, access, and
Were Bids or Quotations Solicite	d?	⊠ No
Covered by State Contract?	☐ Yes	⊠ No
W AMENDMENT TO:	ADD	ENDUM TO:
MINISTRATION CONTRACT REVIEW	NO.	SS 1570 ·
Human Services and Partners in I	Prevention for administra	tion of ACDA grant.
1/1/12 - 12/31/12	Cont	ract Amount: \$ 46,500.00
proporation Counsel has reviewed this polyment and finds it to be proper as to form and the proper as the proper	Total Fiscal Impact &	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1
No Central Purchasing Involvement	☐ Purchasin	g Procedure Followed
hite - General Services	Yellow - Issuing Dept.	Pink - County Clerk

	RESOLUTION NO.	AGENDA NO		
	ROC	RESOLUTION CK COUNTY BOARD OF SUPE	ERVISORS	
	Sara Mooren INITIATED BY		Sara Mooren DRAFTED BY	
	Human Services Board SUBMITTED BY		May 09, 2012 DATE DRAFTED	
	Upgrade One HSD	Account Clerk Position to	an Accountant Position	
1 2	WHEREAS, the Human Services D Account Clerk position assigned to t		County Board upgrade a vacant HSD n to an Accountant position; and,	
3 4 5 6	WHEREAS, the Department believ position with a higher skill set emplo		ntages to Rock County by filling this	
7 8 9	WHEREAS, this position currently and the Department believes the wor		e fiscal management of the Department s at the Accountant level; and,	
10 11 12 13 14	WHEREAS, work activities will inc budget, completing monthly allocati- performance tracking reports, staff to awards, analysis of accounts, fiscal to Consortium, and other duties as assistant	on reports and preparing jour ime study tracking for multip racking, monitoring, and and	le federal, state, and private grant	
16 17	WHEREAS, a cost analysis shows of time the HSD Account Clerk positions.		eutral change in 2012 due to the amount	
18 19 20 21		2012 does hereby upgrade the	nty Board of Supervisors duly assembled 2.1.0 FTE vacant HSD Account Clerk partment to fill this position.	

Upgrade One HSD Account Clerk Position to an Accountant Position Page 2

Respectfully submitted,	
HUMAN SERVICES BOARD	COUNTY BOARD STAFF COMMITTEE
Brian Knudson, Chair	J. Russell Podzilni, Chair
Sally Jean Weaver-Landers, Vice Chair	Sandra Kraft, Vice Chair
Terry Fell	Eva Arnold
William Grahn	Hank Brill
Kathy Kelm	Betty Jo Bussie
Phillip Owens	Ivan Collins
Terry Thomas	Marilynn Jensen
Shirley Williams	Louis Peer
Marvin Wopat	Kurtis Yankee
FISCAL NOTE: This resolution upgrades a vacant Account Clerk posservices. The upgrade will be funded by the vacancy Sherry Oja Finance Director	
LEGAL NOTE: County Board is authorized to take this a	ction pursuant to §59.22(2), Wis. Stats.
ADMINISTRATIVE NOTE: Recommended.	

Craig-Knutson

County Administrator

Executive Summary

Upgrade One HSD Account Clerk Position to an Accountant Position

The Human Services Department requests that the County Board upgrade a vacant HSD Account Clerk position assigned to the Fiscal Operations Division to an Accountant position. The Department believes there are operational advantages to Rock County by filling this position with a higher skill set employee.

This position currently plays an important role in the fiscal management of the Department and the Department believes the work required in this position is at the Accountant level. This includes work already assigned to the HSD Account Clerk, as well as additional tasks at the Accountant level that would be assigned if the upgrade is approved.

Work activities will include: assisting in the preparation and monitoring of the annual HSD budget (approximately \$55.5 million in expenditures), completing monthly allocation reports and preparing journal entries, preparation of various performance tracking reports, staff time study tracking for multiple federal, state, and private grant awards, analysis of accounts, fiscal tracking, monitoring, and analysis for the Income Maintenance Consortium, and other duties as assigned.

A cost analysis shows that this would be a budget neutral change in 2012 due to the amount of time the HSD Account Clerk position will be vacant. The difference in the annual starting salary between the two positions is approximately \$1,500.

ROCK COUNTY HUMAN SERVICES DEPARTMENT DIRECTOR'S REPORT Wednesday, May 23, 2012

HSD MANA Meeting C	EAM MEETIN	(G – May 8, 2012		
HSD MANA Meeting C	EAM MEETIN	G – May 15, 2012	<u> </u>	
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