



Rock County Human Services Department
P. O. Box 1649, 3530 N. County Trunk F
Janesville, Wisconsin 53547-1649
Phone: 608/757-5271
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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

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.

New Contract: or, 12-006 or, _____
 (check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Sara Mooren X8431
 Originating Department Contact Person Phone

Contract with: KSMS Our House, LLC
 (Name of entity)

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

Contract Amount: Rate x number of approved clients

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%

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
 36-3678-0000-64604 Community Integration Program (CIP-II)
 36-3706-0000-64604 Community Support Program (CSP)

Executive Summary:
 Rock County Human Services 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.

NEW AMENDMENT TO: 12-006 ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS 1573

Human Services and KSMS Our House LLC for CBRF Services
1/1/12 - 12/31/12 Cost: Rate X # of clients

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.
[Signature] 5/17/12
 Signature Date

Total Fiscal Impact & Source of Funds:
[Signature] 5-11-12
 Finance Director Date

Reviewed by Purchasing for compliance:
[Signature] 5/11/12

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

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 **WHEREAS**, the Human Services Department requests that the County Board upgrade a vacant HSD
2 Account Clerk position assigned to the Fiscal Operations Division to an Accountant position; and,
3
4 **WHEREAS**, the Department believes there are operational advantages to Rock County by filling this
5 position with a higher skill set employee; and
6
7 **WHEREAS**, this position currently plays an important role in the fiscal management of the Department
8 and the Department believes the work required for this position is at the Accountant level; and,
9
10 **WHEREAS**, work activities will include: assisting in the preparation and monitoring of the annual HSD
11 budget, completing monthly allocation reports and preparing journal entries, preparation of various
12 performance tracking reports, staff time study tracking for multiple federal, state, and private grant
13 awards, analysis of accounts, fiscal tracking, monitoring, and analysis for the Income Maintenance
14 Consortium, and other duties as assigned; and,
15
16 **WHEREAS**, a cost analysis shows that this would be a budget neutral change in 2012 due to the amount
17 of time the HSD Account Clerk position will be vacant.
18
19 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
20 this _____ day of _____, 2012 does hereby upgrade the 1.0 FTE vacant HSD Account Clerk
21 position to an Accountant and authorize the Human Services Department to fill this position.

Upgrade One HSD Account Clerk Position to an Accountant Position

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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

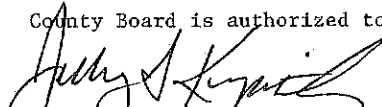
FISCAL NOTE:

This resolution upgrades a vacant Account Clerk position to an Accountant level position in Human Services. The upgrade will be funded by the vacancy savings.


Sherry Oja
Finance Director


LEGAL NOTE:

County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

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 MANAGEMENT TEAM MEETING – May 8, 2012
Meeting Cancelled.**

**HSD MANAGEMENT TEAM MEETING – May 15, 2012
Meeting Cancelled.**
