



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, April 24, 2013 – 4:30 p.m.

Rock County Job Center – Room D/E, Janesville

Location Change

AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of April 10, 2013 *
4. Citizen Participation
5. Approval of Contracts, Transfers, and/or Encumbrances * – Ms. Mooren
6. Approval of Bills * – Mr. Hegg
7. Resolution to Recognize Administrative Professionals * – Mr. Singer
8. Report on CPS KidStat and QSR – Ms. Brown
9. Update on Family Care – Ms. Klyve
10. Director's Report *
11. Committee Requests for Future Agenda Items
12. Next Meeting: Wednesday May 8, 2013 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.

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 4/15/13
 Requested By Human Services Department
Department

Transfer No. 13-09
Charmian Klyve
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 36-3664-0000-63400 Description: YSC Operating Supplies Current Balance: \$27,945 SO 4/15/13	\$2,416	Account #: 36-3664-0000-67160 Description: Equipment over \$500	\$2,416
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

The YSC operating supply budget is used to purchase any needed supplies for YSC youth. At this point in the year it is too early to project underspending but this is the account we would have the most flexibility.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

HSD is requesting to purchase new refrigerator for the kitchen at the Youth Services Center. The existing one is very old and has recently stopped functioning.

FISCAL NOTE:

Sufficient funds are available for transfer.
4/15-13

ADMINISTRATIVE NOTE:

Recommended.
[Signature] *4-15-13*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

INDEX OF ACCOUNTS			
2012 Cost Centers and Programs			
		Index #	Funding
Agency Management and Support			
3600	Agency Management and Support	1	Federal/State/County
3602	Overhead	2	Federal/State/County
3603	Special Human Services Department Account	3	County or Contributions
Economic Support			
3604	Economic Support	4	Federal/County
3605	IM Consortium	5	Federal/State
3607	FSET	6	Federal
3610	Child Care Administration	7	Federal
3614	Low Income Home Energy Assistance Program (LIHEAP)	8	Federal
3622	Temporary Aid to Needy Families (TANF) Related	9	Federal/State
3624	Interim Assistance	10	County
Child Protective Services			
3634	Child Protective Services	11	Basic County Allocation/Cty
3637	Home Visitation	12	Federal
3638	Child Protective Services Substitute Care	13	Fees/County
3639	In-Home Safety	14	Federal
3641	Brighter Futures	15	Federal/State
3645	Children and Family Incentive Funds	16	Federal/State/County
3655	Kinship Care	17	State
Juvenile Justice Services			
3646	Juvenile Justice Services	18	State/Fees/County
3636	Independent Living Program	19	Federal
3648	Community Youth Aids	20	Federal/County/State
3649	Juvenile Accountability Incentive Block Grant	21	Federal/County
3654	Youth Aids	22	Fees/County
3656	Community Intervention Program	23	State
3659	Disproportionate Minority Contact Grant	24	Federal/Other
3660	Mental Health Block Grant	25	Federal
3664	Youth Services Center	26	Federal/County/Fees
Long Term Support			
3666	Long Term Support	27	BCA/County
3667	Medical Assistance Pass Through (MAPT)	28	Federal/County
3668	Community Options Program (COP)	29	State
3671	Elder Abuse & Neglect	30	State
3674	Community Options Waiver Program (COP-Waiver)	31	Federal/State
3675	Community Relocation Initiative (CRI)	32	Federal/State
3678	Community Integration Program (CIP-II)	33	Federal/State
3681	Nursing Home Diversion	34	Federal/State
3682	Alzheimers Family Caregiver Support Program (AFCSP)	35	State
3683	Aging and Disability Resource Center (ADRC)	36	Federal/State
Mental Health & AODA Services			
3686	Detox Services	37	County/Fees

INDEX OF ACCOUNTS

2012 Cost Centers and Programs

3687	Non-Residents	38	State
3688	Criminal Justice Coordinating Councils Grant	39	Federal
3689	Crisis Intervention Services	40	Federal/County/Fees
3690	Outpatient Services	41	Federal/State/County
3658	Severely Emotionally Disturbed (SED) Grant	42	Federal/County
3691	Children's Long Term Support	43	Federal
3694	Alcohol and Other Drug Abuse (AODA) Inner City Grant	44	Federal
3696	Treatment Alternatives Program (TAP)	45	Federal
3700	AODA Block Grant	46	Federal
3703	IDP Enhancement Grant	47	Federal
3704	Intoxicated Driver Program	48	Fees/Surcharges
3713	PATH	49	Federal/State/County
Adult Community Services			
3706	Community Support Program	50	County/Fees/Federal
3714	CSP Waiting List	51	State
Wisconsin Works			
3720	Wisconsin Works - Admin/Services	52	Federal
3721	Wisconsin Works - Benefits	53	Federal
3726	Child Care Eligibility	54	Federal
Job Center			
3730	Job Center	55	Partners/State/County

OGR30402

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
10							
3536240000-64604	PROGRAM EXPENSE	35,000.00	3.7%	-1,316.3	0.00	36,316.32	
3636243604		04/16/13	-VN#051785	SD REAL ESTATE		200.00	
3636243604		04/16/13	-VN#013780	KMART CORP #4255		47.20	
3636243604		04/16/13	-VN#013780	KMART CORP #4255		49.03	
3636243604		04/16/13	-VN#013780	KMART CORP #4255		49.51	
3636243604		04/16/13	-VN#013780	KMART CORP #4255		47.46	
3636243604		04/16/13	-VN#013780	KMART CORP #4255		49.77	
3636243604		04/16/13	-VN#017530	ALLIANT ENERGY		15.35	
3636243604		04/16/13	-VN#052386	GRAF, LAURIE A		150.00	
3636243604		04/16/13	-VN#050219	EMERSON HALL APARTMENTS		29.00	
3636243604		04/16/13	-VN#049050	WALKER PROPERTY MANAGEMENT LLC		150.00	
3636243604		04/16/13	-VN#052555	TOOK, JEFFREY J		150.00	
3636243604		04/16/13	-VN#050219	EMERSON HALL APARTMENTS		29.00	
3636243604		04/16/13	-VN#034101	ZECHLIN, ROBERT		200.00	
3636243604		04/16/13	-VN#052322	ROTHENBUEHLER, DAVID		150.00	1,316.32
				CLOSING BALANCE	35,000.00		
	INTERIM ASSIST		PROG-TOTAL-PO			1,316.32	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,316.32
 INCURRED BY INTERIM ASSISTANCE. 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.

Unknown COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD
 DATE _____ CHAIR

page 1 of 1

0AD30302

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
46 3637000000-62119	OTHER SERVICES	276,494.00	1.1%	-3,087.3	0.00	279,581.30	
3637000000		03/31/13	-VN#013809	KEALEY PHARMACY		588.95	
3637000000		03/31/13	-VN#013809	KEALEY PHARMACY		117.95	
3637000000		03/31/13	-VN#013809	KEALEY PHARMACY		158.95	
3637000000		03/31/13	-VN#013809	KEALEY PHARMACY		158.95	
3637001331		03/31/13	-VN#012097	CROSSROADS COUNSELING CENTER		35.00	
3637001331		03/31/13	-VN#012097	CROSSROADS COUNSELING CENTER		150.00	
3637001331		03/31/13	-VN#012097	CROSSROADS COUNSELING CENTER		185.00	
3637001331		03/31/13	-VN#012097	CROSSROADS COUNSELING CENTER		10.00	
3637001331		03/31/13	-VN#012097	CROSSROADS COUNSELING CENTER		225.00	
3637001331		03/31/13	-VN#012097	CROSSROADS COUNSELING CENTER		177.50	
3637001331		03/31/13	-VN#012097	CROSSROADS COUNSELING CENTER		150.00	
3637001331		03/31/13	-VN#012097	CROSSROADS COUNSELING CENTER		35.00	
3637001331		03/31/13	-VN#030576	JANESVILLE PSYCHIATRIC CLINIC		70.00	
3637001331		03/31/13	-VN#030576	JANESVILLE PSYCHIATRIC CLINIC		35.00	
3637001331		03/31/13	-VN#030576	JANESVILLE PSYCHIATRIC CLINIC		35.00	
3637001331		03/31/13	-VN#030576	JANESVILLE PSYCHIATRIC CLINIC		35.00	
3637001331		03/31/13	-VN#030576	JANESVILLE PSYCHIATRIC CLINIC		230.00	
3637001331		03/31/13	-VN#030576	JANESVILLE PSYCHIATRIC CLINIC		270.00	
3637001331		03/31/13	-VN#014260	LUTHERAN SOCIAL SERVICES		140.00	
3637001331		03/31/13	-VN#014260	LUTHERAN SOCIAL SERVICES		35.00	
3637001331		03/31/13	-VN#014260	LUTHERAN SOCIAL SERVICES		105.00	
3637001331		03/31/13	-VN#014260	LUTHERAN SOCIAL SERVICES		35.00	
3637001331		03/31/13	-VN#014260	LUTHERAN SOCIAL SERVICES		105.00	3,087.30

CLOSING BALANCE 276,494.00

48 3637040000-62119	OTHER SERVICES	191,585.00	3.8%	-7,327.5	0.00	198,912.50	
3637041326		03/31/13	-VN#033708	TELLURIAN UCAN INC		3,360.00	
3637041331		03/31/13	-VN#011210	BELOIT AREA		262.50	
3637041331		03/31/13	-VN#012097	CROSSROADS COUNSELING CENTER		35.00	
3637041331		03/31/13	-VN#012097	CROSSROADS COUNSELING CENTER		80.00	
3637041331		03/31/13	-VN#012097	CROSSROADS COUNSELING CENTER		35.00	
3637041331		03/31/13	-VN#012097	CROSSROADS COUNSELING CENTER		35.00	
3637041331		03/31/13	-VN#030576	JANESVILLE PSYCHIATRIC CLINIC		185.00	
3637041331		03/31/13	-VN#030576	JANESVILLE PSYCHIATRIC CLINIC		220.00	
3637041331		03/31/13	-VN#030576	JANESVILLE PSYCHIATRIC CLINIC		385.00	
3637041331		03/31/13	-VN#030576	JANESVILLE PSYCHIATRIC CLINIC		170.00	
3637041331		03/31/13	-VN#030576	JANESVILLE PSYCHIATRIC CLINIC		220.00	
3637041331		03/31/13	-VN#030576	JANESVILLE PSYCHIATRIC CLINIC		350.00	
3637041331		03/31/13	-VN#014260	LUTHERAN SOCIAL SERVICES		85.00	
3637041331		03/31/13	-VN#014260	LUTHERAN SOCIAL SERVICES		210.00	
3637041331		03/31/13	-VN#014260	LUTHERAN SOCIAL SERVICES		160.00	
3637041331		03/31/13	-VN#014260	LUTHERAN SOCIAL SERVICES		50.00	
3637041331		03/31/13	-VN#014260	LUTHERAN SOCIAL SERVICES		185.00	
3637041331		03/31/13	-VN#014260	LUTHERAN SOCIAL SERVICES		200.00	
3637041331		03/31/13	-VN#014260	LUTHERAN SOCIAL SERVICES		200.00	
3637041331		03/31/13	-VN#014260	LUTHERAN SOCIAL SERVICES		85.00	
3637041331		03/31/13	-VN#014260	LUTHERAN SOCIAL SERVICES		185.00	
3637041331		03/31/13	-VN#014260	LUTHERAN SOCIAL SERVICES		105.00	
3637041331		03/31/13	-VN#014260	LUTHERAN SOCIAL SERVICES		70.00	

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3637041331		03/31/13 -VN#014260	LUTHERAN SOCIAL SERVICES			35.00	
3637041331		03/31/13 -VN#014260	LUTHERAN SOCIAL SERVICES			105.00	
3637041331		03/31/13 -VN#014260	LUTHERAN SOCIAL SERVICES			80.00	
3637041331		03/31/13 -VN#014260	LUTHERAN SOCIAL SERVICES			70.00	
3637041331		03/31/13 -VN#014260	LUTHERAN SOCIAL SERVICES			35.00	
3637041331		03/31/13 -VN#014260	LUTHERAN SOCIAL SERVICES			70.00	
3637041331		03/31/13 -VN#014260	LUTHERAN SOCIAL SERVICES			60.00	7,327.50
				CLOSING BALANCE	191,585.00		
		IDP	PROG-TOTAL-PO			10,414.80	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$10,414.80 INCURRED BY INTOXICATED DRIVER PROGRAM. 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 _____ DEPT-HEAD

DATE _____ CHAIR

05530411

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
11 3636340000-64604 3636341814	PROGRAM EXPENSE	95,922.00 04/16/13 -VN#015485	0.1% -147.5	0.01	96,069.51	147.52	147.52
					CLOSING BALANCE	95,921.99	
19 3636360000-64604 3636360000	PROGRAM EXPENSE	7,804.00 04/16/13 -VN#015485	3.5% -23.0	300.01	7,526.99	23.00	23.00
					CLOSING BALANCE	7,503.99	
27 3636660000-64200 3636660000	TRAINING EXP	2,685.00 04/16/13 -VN#015485	3.3% -140.0	50.04	2,774.96	140.00	140.00
					CLOSING BALANCE	2,634.96	
55 3637300000-62400 3637300000	R & M SERV	71,297.00 04/16/13 -VN#015485	39.5% -37.9	28,219.83	43,115.15	37.98	37.98
					CLOSING BALANCE	43,077.17	
	JOB CENTER		PROG-TOTAL-PO			348.50	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$348.50 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 _____

DATE _____ DEPT-HEAD _____
CHAIR _____

OSS30409

Rock County - Production

04/16/13

COMMITTEE APPROVAL REPORT

Page 1

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
10							
3636240000-64604	PROGRAM EXPENSE	35,000.00 1.5%	-550.0	0.00	35,550.00		
3636240000	P1301738-PO# 04/16/13 -VN#044433			MIDWEST TRADE SERVICES INC		550.00	550.00
				CLOSING BALANCE	35,000.00		
11							
3636340000-64604	PROGRAM EXPENSE	95,922.00 4.1%	-4,000.0	0.01	99,921.99		
3636340000	P1301739-PO# 04/16/13 -VN#016853			UNITED WAY BLACKHAWK REGION		4,000.00	4,000.00
				CLOSING BALANCE	95,921.99		
15							
3636410000-64604	PROGRAM EXPENSE	294,864.00 57.3%	-1,008.2	170,194.36	125,677.91		
3636412570	P1301722-PO# 04/16/13 -VN#038867			PARTNERS IN PREVENTION		760.77	
3636415013	P1300928-PO# 04/16/13 -VN#052108			OREGON MENTAL HEALTH SERVICES		247.50	1,008.27
				CLOSING BALANCE	124,669.64		
18							
3636460000-64604	PROGRAM EXPENSE	15,950.00 0.0%	-8.3	0.00	15,958.38		
3636465017	04/16/13 -VN#044359			GRAF, LINDA		8.38	8.38
				CLOSING BALANCE	15,950.00		
26							
3636640000-63400	OPERATING SUPPLI	34,561.00 0.9%	-170.0	-170.00	34,901.00		
3636640000	P1301727-PO# 04/16/13 -VN#042046			LINDSEY, JAMIE		170.00	170.00
				CLOSING BALANCE	34,731.00		
55							
3637300000-62400	R & M SERV	71,297.00 38.8%	-542.8	28,219.83	43,619.99		
3637300000	P1301740-PO# 04/16/13 -VN#043504			FLOORING AND MORE INC		335.00	
3637300000	P1301737-PO# 04/16/13 -VN#016104			SHERWIN WILLIAMS		37.82	
3637300000	P1301736-PO# 04/16/13 -VN#016774			TRI COR MECHANICAL INC		170.00	542.82
				CLOSING BALANCE	43,077.17		
55							
3637300000-63100	OFC SUPP & EXP	12,000.00 28.5%	-808.7	-2,619.94	15,428.64		
3637300000	P1300596-PO# 04/16/13 -VN#048467			STAPLES ADVANTAGE		653.54	
3637300000	P1300596-PO# 04/16/13 -VN#048467			STAPLES ADVANTAGE		72.53	
3637300000	P1300596-PO# 04/16/13 -VN#048467			STAPLES ADVANTAGE		82.63	808.70
				CLOSING BALANCE	14,619.94		
	JOB CENTER		PROG-TOTAL-PO			7,088.17	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$7,088.17 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

DEPT-HEAD

DATE

CHAIR

SS-JOB CENTER

DEPT. PAGE 1

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1							
3636000000-64200	TRAINING EXP	22,340.00 0.6%	-149.0	0.00	22,489.00		
3636000000	P1301721-PO# 04/16/13 -VN#038049			CAREERTRACK		149.00	149.00
				CLOSING BALANCE	22,340.00		
2							
3636020000-62119	OTHER SERVICES	35,990.00 55.4%	-192.7	20,140.87	16,041.89		
3636020000	P1300589-PO# 04/16/13 -VN#050412			PAPER RECOVERY SERVICE CORPORA		105.28	
3636020000	P1300589-PO# 04/16/13 -VN#050412			PAPER RECOVERY SERVICE CORPORA		4.04	
3636020000	P1300589-PO# 04/16/13 -VN#050412			PAPER RECOVERY SERVICE CORPORA		63.52	
3636020000	P1300589-PO# 04/16/13 -VN#050412			PAPER RECOVERY SERVICE CORPORA		14.96	
3636020000	P1300589-PO# 04/16/13 -VN#050412			PAPER RECOVERY SERVICE CORPORA		4.96	192.76
				CLOSING BALANCE	15,849.13		
2							
3636020000-63100	OFC SUPP & EXP	85,282.00 14.8%	-1,090.2	-11,538.28	97,910.55		
3636020000	P1300578-PO# 04/16/13 -VN#012412			E AND D WATER WORKS INC		24.00	
3636020000	P1301450-PO# 04/16/13 -VN#028264			HENRICKSEN		49.59	
3636020000	P1300596-PO# 04/16/13 -VN#048467			STAPLES ADVANTAGE		209.95	
3636020000	P1300596-PO# 04/16/13 -VN#048467			STAPLES ADVANTAGE		30.60	
3636020000	P1300596-PO# 04/16/13 -VN#048467			STAPLES ADVANTAGE		405.21	
3636020000	P1300596-PO# 04/16/13 -VN#048467			STAPLES ADVANTAGE		14.89	
3636020000	P1300596-PO# 04/16/13 -VN#048467			STAPLES ADVANTAGE		4.66	
3636020000	P1300596-PO# 04/16/13 -VN#048467			STAPLES ADVANTAGE		239.50	
3636020000	P1300596-PO# 04/16/13 -VN#048467			STAPLES ADVANTAGE		11.87	
3636020000	P1300617-PO# 04/16/13 -VN#017412			WISCONSIN DEPARTMENT OF JUSTIC		100.00	1,090.27
				CLOSING BALANCE	96,820.28		
3							
3636030000-64908	CONTRIBUTIONS	8,000.00 1.1%	-91.8	0.00	8,091.86		
3636033012	P1301599-PO# 04/16/13 -VN#037446			LOOMIS, JOHN		91.86	91.86
				CLOSING BALANCE	8,000.00		
4							
3636040000-64604	PROGRAM EXPENSE	2,000.00 6.3%	-126.0	0.00	2,126.00		
3636040000	P1300593-PO# 04/16/13 -VN#035939			REDWOOD TOXICOLOGY LABORATORY		72.00	
3636040000	P1300593-PO# 04/16/13 -VN#035939			REDWOOD TOXICOLOGY LABORATORY		54.00	126.00
				CLOSING BALANCE	2,000.00		
11							
3636340000-62176	LABORATORY	4,000.00 23.1%	-633.0	-292.69	4,925.73		
3636340000	P1300593-PO# 04/16/13 -VN#035939			REDWOOD TOXICOLOGY LABORATORY		633.04	633.04
				CLOSING BALANCE	4,292.69		
11							
3636340000-64200	TRAINING EXP	18,096.00 0.3%	-100.0	160.00	18,036.00		
3636340000	P1301664-PO# 04/16/13 -VN#052353			WISCONSIN CHILD WELFARE PROFES		100.00	100.00
				CLOSING BALANCE	17,936.00		
11							
3636340000-64604	PROGRAM EXPENSE	95,922.00 3.4%	-652.6	4,000.01	92,574.61		
3636341803	P1301660-PO# 04/16/13 -VN#015572			RICHLAND COUNTY SHERIFFS DEPAR		471.55	

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3636341814		P1300583-PO# 04/16/13 -VN#013607		JANESVILLE GAZETTE INC		26.07	
3636345000		P1300617-PO# 04/16/13 -VN#017412		WISCONSIN DEPARTMENT OF JUSTIC		155.00	652.62
				CLOSING BALANCE	91,921.99		
12 3636370000-62119	OTHER SERVICES	236,610.00 3.1%	-7,346.9	0.00	243,956.93		
3636370000		P1301661-PO# 04/16/13 -VN#051636		KING CONSULTING		7,346.93	7,346.93
				CLOSING BALANCE	236,610.00		
12 3636370000-64200	TRAINING EXP	0.00 100.0%	-492.6	0.00	492.60		
3636370000		P1301600-PO# 04/16/13 -VN#045601		HOLIDAY INN HOTEL AND CONVENTI		492.60	492.60
				CLOSING BALANCE	0.00		
12 3636370000-64604	PROGRAM EXPENSE	5,650.00 6.3%	-360.0	0.00	6,010.00		
3636370000		P1301658-PO# 04/16/13 -VN#045054		EXCHANGE CLUB OF GREATER JANES		360.00	360.00
				CLOSING BALANCE	5,650.00		
15 3636410000-64200	TRAINING EXP	0.00 100.0%	-1,750.0	0.00	1,750.00		
3636410000		P1301598-PO# 04/16/13 -VN#052027		WHITE PINE CONSULTING SERVICE		1,750.00	1,750.00
				CLOSING BALANCE	0.00		
15 3636410000-64604	PROGRAM EXPENSE	294,864.00 57.4%	-660.0	170,194.36	125,329.64		
3636410000		P1301658-PO# 04/16/13 -VN#045054		EXCHANGE CLUB OF GREATER JANES		360.00	
3636415014		P1301659-PO# 04/16/13 -VN#052482		HOPE CHILD AND FAMILY COUNSELI		300.00	660.00
				CLOSING BALANCE	124,669.64		
18 3636460000-62176	LABORATORY	3,600.00 24.1%	-223.2	-645.25	4,468.51		
3636460000		P1300593-PO# 04/16/13 -VN#035939		REDWOOD TOXICOLOGY LABORATORY		205.26	
3636460000		P1300593-PO# 04/16/13 -VN#035939		REDWOOD TOXICOLOGY LABORATORY		18.00	223.26
				CLOSING BALANCE	4,245.25		
18 3636460000-63300	TRAVEL	91,500.00 0.1%	-138.9	0.00	91,638.99		
3636460000		04/16/13 -VN#T36298		JOHNSON, MICHELLE		41.25	
3636460000		04/16/13 -VN#T36298		JOHNSON, MICHELLE		51.98	
3636460000		04/16/13 -VN#T36297		KNIGHT, SUZANNE		45.76	138.99
				CLOSING BALANCE	91,500.00		
18 3636460000-64200	TRAINING EXP	4,140.00 1.4%	-129.0	70.00	4,199.00		
3636460000		P1301662-PO# 04/16/13 -VN#038049		CAREERTRACK		119.00	
3636460000		P1301663-PO# 04/16/13 -VN#032660		UNIVERSITY OF WISCONSIN EXTENS		10.00	129.00
				CLOSING BALANCE	4,070.00		
18 3636460000-64604	PROGRAM EXPENSE	15,950.00 23.6%	-2,444.2	-1,330.37	19,724.61		

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3636460000	P1301597-PO#	04/16/13	-VN#040172	ORION FAMILY SERVICES		2,261.88	
3636465016		04/16/13	-VN#029548	GERUE, LEA		78.15	
3636465016		04/16/13	-VN#029548	GERUE, LEA		104.21	2,444.24
				CLOSING BALANCE	17,280.37		
3636550000-64604	PROGRAM EXPENSE	2,000.00	27.2%	-210.0	-335.99	2,545.99	
3636550000	P1300617-PO#	04/16/13	-VN#017412	WISCONSIN DEPARTMENT OF JUSTIC		210.00	210.00
				CLOSING BALANCE	2,335.99		
3636640000-62119	OTHER SERVICES	10,000.00	28.3%	-406.5	-2,426.49	12,832.99	
3636640000	P1300576-PO#	04/16/13	-VN#032251	COUNTRY NURSES		112.00	
3636640000	P1300576-PO#	04/16/13	-VN#032251	COUNTRY NURSES		294.50	406.50
				CLOSING BALANCE	12,426.49		
3636640000-63400	OPERATING SUPPLI	34,561.00	5.8%	-2,035.9	0.00	36,596.93	
3636640000	P1300574-PO#	04/16/13	-VN#020525	BOB BARKER COMPANY INC		1,063.12	
3636640000		04/16/13	-VN#047781	COX, DARLA		5.28	
3636640000	P1301098-PO#	04/16/13	-VN#014692	MOORE MEDICAL CORP		153.57	
3636640000	P1301098-PO#	04/16/13	-VN#014692	MOORE MEDICAL CORP		542.35	
3636640000	P1300595-PO#	04/16/13	-VN#041569	SENTRY FOOD STORE		59.34	
3636640000	P1300596-PO#	04/16/13	-VN#048467	STAPLES ADVANTAGE		212.27	2,035.93
				CLOSING BALANCE	34,561.00		
3636640000-64200	TRAINING EXP	3,600.00	6.0%	-218.0	0.00	3,818.00	
3636640000	P1301720-PO#	04/16/13	-VN#050655	GREAT WOLF LODGE		218.00	218.00
				CLOSING BALANCE	3,600.00		
3636830000-67200	CAPITAL IMPROV	300,221.00	0.1%	-358.7	834.14	299,745.57	
3636830000	P1301649-PO#	04/16/13	-VN#048467	STAPLES ADVANTAGE		301.91	
3636830000	P1301649-PO#	04/16/13	-VN#048467	STAPLES ADVANTAGE		13.90	
3636830000	P1301649-PO#	04/16/13	-VN#048467	STAPLES ADVANTAGE		42.90	358.71
				CLOSING BALANCE	299,386.86		
3636890000-64604	PROGRAM EXPENSE	210,000.00	79.9%	-1,827.3	169,638.02	42,189.30	
3636890002		04/16/13	-VN#012216	DEL MAE MOTEL		180.00	
3636890002		04/16/13	-VN#014040	LANNON STONE MOTEL		40.00	
3636890002		04/16/13	-VN#038556	NORTHERN TOWN MOTEL		180.00	
3636890002		04/16/13	-VN#044083	SRB PROPERTY MANAGEMENT LLC		250.00	
3636890002		04/16/13	-VN#044083	SRB PROPERTY MANAGEMENT LLC		125.00	
3636890002		04/16/13	-VN#044083	SRB PROPERTY MANAGEMENT LLC		500.00	
3636890002		04/16/13	-VN#044083	SRB PROPERTY MANAGEMENT LLC		250.00	
3636890004		04/16/13	-VN#018338	HEMOCARE PHARMACY		4.00	
3636890004		04/16/13	-VN#018338	HEMOCARE PHARMACY		9.62	
3636890004		04/16/13	-VN#018338	HEMOCARE PHARMACY		24.20	
3636890004		04/16/13	-VN#013809	KEALEY PHARMACY		19.00	

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3636890004		04/16/13 -VN#013809		KEALEY PHARMACY		44.90	
3636890004		04/16/13 -VN#013809		KEALEY PHARMACY		136.75	
3636890004		04/16/13 -VN#013809		KEALEY PHARMACY		39.90	
3636890004		04/16/13 -VN#013809		KEALEY PHARMACY		23.95	1,827.32
				CLOSING BALANCE		40,361.98	
41							
3636900000-62119	OTHER SERVICES	62,524.00 92.1%	-26.8	57,625.83	4,925.02		
3636900000	P1300618-PO#	04/16/13 -VN#050490		VEOLIA ENVIRONMENTAL SERVICES-		26.85	26.85
				CLOSING BALANCE		4,898.17	
41							
3636900000-62503	INTERPRETER FEES	12,000.00 8.6%	-300.0	-739.98	13,039.98		
3636900000	P1301100-PO#	04/16/13 -VN#017809		GONZALEZ, BELEM		300.00	300.00
				CLOSING BALANCE		12,739.98	
3636970000-64200	TRAINING EXP	1,605.00 18.9%	-303.9	0.00	1,908.95		
3636970000		04/16/13 -VN#052658		OCONNER, TERA		303.95	303.95
				CLOSING BALANCE		1,605.00	
47							
3637030000-62119	OTHER SERVICES	41,172.00 33.2%	-13,687.9	0.00	54,859.96		
3637030000	P1301622-PO#	04/16/13 -VN#012097		CROSSROADS COUNSELING CENTER		13,687.96	13,687.96
				CLOSING BALANCE		41,172.00	
50							
3637060000-62119	OTHER SERVICES	11,066.00 53.6%	-54.5	5,993.93	5,126.59		
3637060000	P1300618-PO#	04/16/13 -VN#050490		VEOLIA ENVIRONMENTAL SERVICES-		54.52	54.52
				CLOSING BALANCE		5,072.07	
50							
3637060000-64604	PROGRAM EXPENSE	300,000.00 0.0%	-15.3	0.01	300,015.37		
3637060000		04/16/13 -VN#051773		LANCOUR, SARAH		15.38	15.38
				CLOSING BALANCE		299,999.99	
55							
3637300000-62400	R & M SERV	71,297.00 39.9%	-293.5	28,762.65	42,827.94		
3637300000	P1301596-PO#	04/16/13 -VN#016104		SHERWIN WILLIAMS		151.45	
3637300000	P1300618-PO#	04/16/13 -VN#050490		VEOLIA ENVIRONMENTAL SERVICES-		142.14	293.59
				CLOSING BALANCE		42,534.35	

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
	JOB CENTER		PROG-TOTAL-PO			36,319.28	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$36,319.28 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 _____ DEPT-HEAD

DATE _____ CHAIR

05530410

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3636340000-64604	PROGRAM EXPENSE	95,922.00	0.2%	-240.0	0.01	96,161.99	
3636341802		04/17/13	-VN#050804R	HAEFT, MICHELLE		120.00	
3636341802		04/17/13	-VN#050804R	HAEFT, MICHELLE		120.00	240.00
CLOSING BALANCE					95,921.99		
3636460000-64604	PROGRAM EXPENSE	15,950.00	0.2%	-45.0	0.00	15,995.00	
3636460000		04/17/13	-VN#012185	DAVIS CITGO SERVICE INC		15.00	
3636460000		04/17/13	-VN#012185	DAVIS CITGO SERVICE INC		30.00	45.00
CLOSING BALANCE					15,950.00		
JUVENILE JUSTICE PROG-TOTAL-PO						285.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$285.00 INCURRED BY JUVENILE JUSTICE SERVICES. 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

DEPT-HEAD

DATE

CHAIR

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RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve
INITIATED BY



Patrick Singer
DRAFTED BY

Human Services Board
SUBMITTED BY

April 3, 2013
DATE DRAFTED

RECOGNIZING ADMINISTRATIVE SUPPORT STAFF

1 **WHEREAS**, April 21-27, 2012 is observed as Administrative Professionals Week and April 24, 2013
2 is declared Administrative Professionals Day; and,
3

4 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wish
5 to commend the Administrative Professionals and Paraprofessionals in the Rock County Human
6 Services Department for their excellence in administering services to the citizens of Rock County;
7 and,
8

9 **WHEREAS**, the Human Services Department has a great number of administrative professionals and
10 paraprofessionals in the Administrative Services, Accounting, Technology, Records and Quality
11 Management and Economic Support Services Divisions serving in a wide variety of positions and
12 assisting every Rock County Human Services program area; and,
13

14 **WHEREAS**, the Accountant, Account Clerk, Administrative Assistant, Application Support
15 Specialist, Clerk, Clerk-Typist, Data Processing Operator, Information Processing Operator, Job
16 Center Support Specialist, Legal Stenographer, Medical Record Technician, Release of Information
17 Coordinator, Secretary, and Word Processing Operator perform a wide variety of duties which
18 include, but are not limited to, taking meeting minutes, transcribing reports, managing records, setting
19 up databases, supporting applications, data entry, producing statistics, completing mandated state
20 reports, issuing statements, paying bills, greeting visitors, answering telephones, inventorying forms,
21 supplies and equipment, troubleshooting equipment problems, scheduling therapy appointments,
22 collecting information, writing reports, and covering many other administrative functions for the
23 Human Services Department.
24

25 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
26 assembled this _____ of _____, 2013 commends all Rock County Human Services
27 Administrative Professionals for their diligent efforts which make possible the delivery of services to
28 the citizens of Rock County.
29

30 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy
31 of this resolution to the Rock County Human Services Department.

Respectfully Submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Phillip Owens

Sally Jean Weaver-Landers, Vice-Chair

Terry Thomas

Terry Fell

Shirley Williams

William Grahm

Marvin Wopat

Ashley Kleven

**ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
Wednesday, April 24, 2013**

HSD MANAGEMENT TEAM MEETING – April 9, 2013

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **CJCC Resource Fair June 6th**
- **HIPPA Changes**
- **Employee Directory on Intranet**

INFORMATION ITEMS

HSD Board Agenda

HSD MANAGEMENT TEAM MEETING – April 16, 2013

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **Record of Receipt of P&P List**
- **Evaluations Not Received for Jan-Feb**
- **HCC Building Issues**
- **Coroner's Office Morgue Project Memo**
- **HR Question and Answer Discussion**

INFORMATION ITEMS

HSD Board Agenda
