



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, September 14, 2011 – 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 August 24, 2011 *
4. Citizen Participation
5. Juvenile Justice and Prevention Update – Mr. Horozewski
6. Information on Trauma Informed Care Grant – Mr. Horozewski
7. Report on IM Consortium – Ms. Klyve, Mr. Boutwell
8. Approval of IM Consortium Letter of Intent *– Ms. Klyve, Mr. Boutwell
9. Report AODA Contracted Services – Ms. Flanagan
10. Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP) Services and Amending the 2011 Rock County HSD Budget *– Ms. Mooren
11. Approval of Contracts, Transfers, and/or Encumbrances * – Ms. Mooren
12. Approval of Bills – Mr. Zuehlke
13. Director's Report *
 - W2 / ES Caseload
14. Committee Requests for Future Agenda Items
15. Next Meeting: Wednesday, **September 28, 2011** at 4:30 p.m. at the *Rock County Health Care Center, 3rd Floor Conference Room, in Janesville, Wisconsin.*
16. Adjourn

NOTE TO COMMITTEE MEMBERS: To ensure a quorum, please call the Administrative Secretary at 757-5484 if you are unable to attend the meeting.

* Attachment ** These items may be handed out at the meeting if not available for the mailing.

NOTICE OF INTENT TO REGARDING CONSORTIUM MEMBERSHIP

Completion of this form is voluntary; however, failure to submit a form may result in State assumption of County Caseload.

1. APPLICANT INFORMATION

County/Tribe Rock County	Date of Request 9/14/11
-----------------------------	----------------------------

2. CONTACT PERSON

Name Charmian Klyve	Title HSD Director
Address (Street, City, State, Zip) 3530 N. County Trunk F, Janesville WI 53545	
Email Klyve@co.rock.wi.us	Telephone Number 608 757-5270

3. CONSORTIUM MEMBERSHIP

W your county/tribe decided to:

Join a consortium? Decline to join a consortium?

If your County/Tribe will be joining a consortium, indicate the consortium name or lead county/tribe/agency here:

Rock County (Southern Consortium)

4. AUTHORITY

By whose authority was this decision made:

<input type="checkbox"/> County Executive	<input type="checkbox"/> Tribal Council
<input type="checkbox"/> County Board Official	<input checked="" type="checkbox"/> Human Services Director
<input type="checkbox"/> County Administrator	<input checked="" type="checkbox"/> HS Board Approval 9/14

5. SIGNATURE

Name Brian Knudson, Human Services Board Chair	Date 9/14/11
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(signature)

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

September 7, 2011
DATE DRAFTED

Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP) Services and Amending the 2011 Rock County Human Services Department Budget

1 **WHEREAS**, the Rock County Human Services Department annually receives funding from the State of
2 Wisconsin Department of Administration Wisconsin Home Energy Assistance Program (WHEAP); and
3

4 **WHEREAS**, funding is used to assist low-income Rock County residents with their utility costs; and,
5

6 **WHEREAS**, the Rock County Purchasing Division issued a request for proposals to administer WHEAP
7 services in Rock County; and,
8

9 **WHEREAS**, one proposal was received from Energy Services, Inc.; and,
10

11 **WHEREAS**, Rock County Purchasing and Human Services Department staff did review the proposal,
12 which met all requirements of the specifications set forth in the request for proposals.
13

14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
15 this _____ day of _____, 2011, does hereby award the contract for WHEAP services
16 to Energy Services, Inc per the terms and conditions set forth in the request for proposals; and,
17

18 **BE IT FURTHER RESOLVED**, that the 2011 Human Services Department Budget is amended as
19 follows:

Account/Description	Budget 9/1/11	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
36-3614-0000-42100 Federal Aid	\$405,404	\$30,000	\$435,404
<u>Use of Funds</u>			
36-3614-0000-62119 Other Contracted Services	\$405,404	\$30,000	\$435,404

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Kathy Kelm

Sally Jean Weaver-Landers, Vice Chair

Tammy King

Terry Fell

Phillip Owens

Robert Fizzell

Terry Thomas

Marvin Wopat

Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP) Services and Amending the 2011 Rock County Human Services Department Budget
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PURCHASING PROCEDURAL ENDORSEMENT

FINANCE COMMITTEE ENDORSEMENT

Mary Mawhinney, Chair

Reviewed and approved on a vote of
_____.


Vote

Date

Mary Mawhinney, Chair

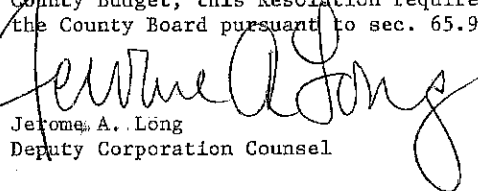
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of an additional \$30,000 in Federal Aid for WHEAP. No County matching funds are required to accept this grant.


Jeffrey A. Smith
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. As an amendment to the adopted 2011 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.


Jerome A. Long
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

Executive Summary

Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP) Services and Amending the 2011 Rock County Human Services Department Budget

The Rock County Human Services Department annually receives funding from the State of Wisconsin Department of Administration Wisconsin Home Energy Assistance Program (WHEAP) to assist eligible low-income Rock County residents with their utility costs.

A request for proposals (#2011-68) was issued to administer this program in Rock County. Energy Services, Inc. was previously awarded these funds and was the only entity to submit a proposal for this award. Rock County Purchasing and Human Services Department staff reviewed the proposal, which met all requirements of the specifications set forth in the request for proposals.

This resolution awards the contract to Energy Services, Inc. and also amends the 2011 Human Services Department budget to accept \$30,000 in additional funds through the WHEAP. Funding is allocated on a federal fiscal year and a contract will be developed to begin on October 1, 2011 and end September 30, 2012.

No additional county funds are required.

Thank you for your consideration.

ROCK COUNTY, WISCONSIN
FINANCIAL SERVICES

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517



PROJECT NUMBER #2011-68
PROJECT NAME WHEAP SERVICES
WISCONSIN HOME ENERGY ASSISTANCE PROGRAM
PROPOSAL DUE DATE AUGUST 15, 2011 – 12 NOON
DEPARTMENT HUMAN SERVICES

	ENERGY SERVICES FOR ROCK COUNTY BELOIT WI
2012 BUDGET	\$285,555.00
RATER 1	100
RATER 2	97
RATER 3	98
COMBINE SCORE	295
AVERAGE SCORE	98

Proposal was advertised in the Beloit Daily News and on the Internet. Two additional vendors were solicited that did not respond.

Proposals were evaluated based on the following criteria:

1. General quality and adequacy of response 25 Points Maximum
 - Completeness and thoroughness
 - Understanding of the project
 - Responsiveness to terms and conditions
 - The listing of any exceptions or conditions detailed by the Proposer to the specifications as written
2. Technical approach -- quality of package provided 25 Points Maximum
 - Approach to problem analysis
 - Clarity and organization in concept development
 - Quality and quantity of services to be rendered
3. Organization, personnel and experience 35 Points Maximum
 - Qualification of personnel
 - Experience of personnel
 - Experience of firm
4. Reasonableness of cost estimates 15 Points Maximum
 - Evidence of efficient use of resources
 - Total costs

PREPARED BY: Jodi Millis
Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: Energy Services for Rock County

Signature

Charmian J. Klyne

9/7/11

Date

GOVERNING COMMITTEE APPROVAL:

Chair

Vote

Date

PURCHASING PROCEDURAL ENDORSEMENT:

Chair

Vote

Date

1/31

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: 11-045 or, _____ OR _____
Amendment to Contract # Addendum to Contract #

Human Services Sara Mooren X8431
Originating Department Contact Person Phone

Contract with: Community Health Systems, Inc.

Contract Period: Start Date: 09/01/11 Expiration Date: 12/31/11

Contract Amount: AODA Outpatient Treatment is based upon the number of referrals Times the contracted rates.

Standard AODA Outpatient Rates:	
Group Counseling	\$25.00/Hour
Individual Counseling	\$30.00/Hour
Urinalysis	\$10.00/Each

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

- 36-3692-0000-62119 IV Drug - Other Contracted Services
- 36-3700-0000-62119 AODA Block Grant - Other Contracted Services
- 36-3704-0000-62119 Intoxicated Driver Program - Other Contracted Services

Executive Summary:

The Human Services Department's Adopted 2011 Budget includes Federal, State, and Intoxicated Driver Program (IDP) funds to purchase AODA treatment services. This provider is one of many providers available for eligible clients to choose from. AODA treatment services are provided within the limits of available Federal, State, and IDP revenues. Waiting lists are established if necessary.

NEW 11-045 AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. 881127

Contract between Rock Co. Human Services Dept. and Community Health Systems Inc. for AODA
Outpatient Treatment for period of 9/1/11 - 12/31/11.
Contract Amount: Rate x no. of approved clients.

Corporation Counsel has reviewed this document and finds it to be proper, as to form.
[Signature] 9/6/11
Signature Date

Total Fiscal Impact & Source of Funds:
Sufficient funds available
[Signature] 9/6/11
Finance Director Date

Reviewed by Purchasing for compliance:
[Signature] 9/6/11

White - General Services
Yellow - Originating Department
Pink - County Clerk

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: 11-121 or, _____ OR _____
Amendment to Contract # Addendum to Contract #

Human Services Sara Mooren X8431
Originating Department Contact Person Phone

Contract with: Community Health Systems, Inc.

Contract Period: Start Date: 08/01/11 Expiration Date: 12/31/11

Contract Amount: \$47,500

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

36-3692-0000-62119 IV Drug – Other Contracted Services

Executive Summary:

The Human Services Department receives funding from the State for IV Drug treatment as well as IV- Drug street outreach. A portion of these funds is required to be used for street outreach and for awareness of diseases related to IV- Drug use. HSD is contracting with Community Health Systems, Inc. to provide these services.

Were Bids or Quotations Solicited? Yes No
Covered by State Contract? Yes No

NEW 11-121 AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS1126

Contract between Rock Co. Human Services Dept. and Community Health Systems Inc. for IV Drug Treatment as well as IV-Drug Street Outreach for period of 8/1/11 - 12/31/11.
Contract Amount: \$47,500.00

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.
[Signature] 9/6/11
Signature Date

Total Fiscal Impact & Source of Funds:
Source: 60-1127
[Signature] 9-6-11
Finance Director Date

Reviewed by Purchasing for compliance:
Jodi R Miller 9/6/11

White - General Services
Yellow - Originating Department
Pink - County Clerk

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, 10-108/SS630 or, _____
 (check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Sara Mooren x8431
 Originating Department Contact Person Phone

Contract with: Energy Services, Inc.
 (Name of entity)

Contract Period: Start Date: 10/01/2010 Expiration Date: 9/30/2011

Contract Amount: \$408,782 (Adding \$123,227 to WHEAP Client Services)

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

- 36-3614-4128-62119 WHEAP Operations
- 36-3614-4129-62119 WHEAP Outreach
- 36-3614-4136-62119 WHEAP Public Benefits Operations
- 36-3614-4127-62119 WHEAP Client Services
- 36-3614-4137-62119 WHEAP Weatherization Operations
- 36-3614-4138-62119 WHEAP Crisis Client Services

Executive Summary: The purpose of this amendment is to increase the WHEAP Client Services contract line to reflect an increase of \$123,227 in the corresponding State WHEAP contract. These funds are passed through in their entirety to Energy Services, Inc. our contracted service provider for this program. There are no County funds required.

NEW AMENDMENT TO: 10-108/SS632 ADDENDUM TO: _____
 ADMINISTRATION CONTRACT REVIEW NO. SS1091

Contract with Energy Services Department to increase the WHEAP Client Services contract line to reflect an increase of \$123,227 in the corresponding State WHEAP contract.

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.
[Signature] 8/18/11
 Signature Date

Total Fiscal Impact & Source of Funds:
Included in HSD's 2011
[Signature]
[Signature] 8/19/11
 Finance Director Date

Reviewed by Purchasing for compliance:
RFP# 200849
[Signature] 8/17/11

White - General Services
 Yellow - Originating Department
 Pink - County Clerk

8/12

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.

11-120
New Contract: or, _____ or, _____
(Check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Sara Mooren x8431
Originating Department Contact Person Phone

Contract with: UW-Whitewater GIS Center
(Name of entity)

Contract Period: Start Date: August 15, 2011 Expiration Date: September 30, 2011

Contract Amount: \$ 2,550.00

Expenditure/ Revenue Account Numbers: 36-3659-3010-64604 DMC Program Expense

Executive Summary: The Human Services Department is initiating a contract with the Global Information System (GIS) Center at the University of Wisconsin-Whitewater to develop several maps highlighting juvenile crimes, juvenile residences and juvenile arrests at schools. Each map will delineate racial breakdowns and all personal information is held in confidence. This work will be helpful in determining disproportionate minority contact from a variety of perspectives. It is funded 100% with MacArthur DMC funds. The skills and capacity of the UW-W GIS center are necessary in completing this project in a timely manner, within the timeframe of the MacArthur grant.

Were Bids or Quotations Solicited? Yes No

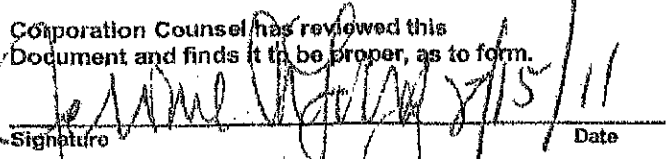
Covered by State Contract? Yes No

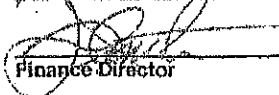
NEW AMENDMENT TO: _____ ADDENDUM TO: _____

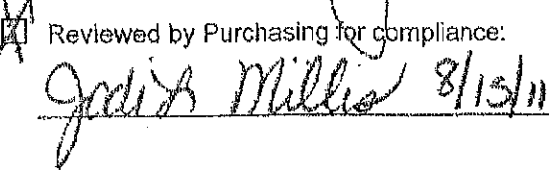
ADMINISTRATION CONTRACT REVIEW NO. SS1089

Contract with UW-Whitewater GIS Center to develop maps highlighting juvenile crimes.

August 15, 2011 through September 30, 2011 in the amount of \$2550.00.

Corporation Counsel has reviewed this
Document and finds it to be proper, as to form.

Signature _____ Date 8/15/11

Total Fiscal Impact & Source of Funds:
Sufficient funds available
UW-Whitewater GIS Center

Finance Director _____ Date 8/15/11

Reviewed by Purchasing for compliance:

Goddess Millie 8/15/11

White - General Services
Yellow- Originating Department
Pink - County Clerk

**ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
WEDNESDAY, September 14, 2011**

HSD MANAGEMENT TEAM MEETING -- August 23, 2011

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Social Media Policy**
- **Work Rules**
- **HITF Cultural Competency Service Delivery Training**
- **Praise and Recognition**

INFORMATION ITEMS

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

HSD MANAGEMENT TEAM MEETING -- August 30, 2011

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Work Rules**
- **Social Media Policy**

INFORMATION ITEMS

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

HSD MANAGEMENT TEAM MEETING -- September 6, 2011

Meeting Cancelled.
