



**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 26, 2012 – 4:30 p.m.**

**Rock County Health Care Center – 3<sup>rd</sup> Floor Conference Room, Janesville**

**AGENDA**

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of September 12, 2012 \*
4. Citizen Participation
5. Approval of Contracts, Transfers, and/or Encumbrances – Ms. Mooren
6. Approval of Bills – Mr. Zuehlke
7. Recognition of Staff for the Fast Feet For Families Event
8. Resolution Authorizing an Application to the State of Wisconsin to Operate an Aging and Disability Resource Center \* – Ms. Thompson
9. Resolution for the Approval of Contract with Angus Young and Associates for ADRC Architectural Design Services \* – Mr. Boutwell
10. Director's Report \*
  - W2 / ES Caseload
11. Committee Requests for Future Agenda Items
12. Next Meeting: Wednesday **October 10, 2012 at 4:30 p.m.** at the **Rock County Health Care Center, 3<sup>rd</sup> 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.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Department  
INITIATED BY



Jennifer Thompson  
DRAFTED BY

Committee  
SUBMITTED BY

September 14, 2012  
DATE DRAFTED

**AUTHORIZING AN APPLICATION TO THE STATE OF WISCONSIN TO OPERATE AN  
AGING AND DISABILITY RESOURCE CENTER**

- 1 **WHEREAS**, it is the vision of the State of Wisconsin to implement Aging and Disability Resource  
2 Centers statewide by then end of 2013; and,  
3  
4 **WHEREAS**, Aging and Disability Resource Centers are the single point of entry for elderly individuals  
5 and people with physical disabilities and/or developmental disabilities to obtain accurate, unbiased  
6 information on all aspects of life. Aging and Disability Resource Centers provide support and assistance  
7 on a broad range of programs and services, help people understand the various long term care options  
8 to make informed choices, work with individuals to apply for programs or benefits, and assist  
9 individuals to gain access to publically funded long term care; and,  
10  
11 **WHEREAS**, in 2010 Rock County organized a Steering Committee of fifteen stakeholders  
12 representing each of the three target groups and nine Rock County staff representing County  
13 Administration, the Human Services Department, the Developmental Disabilities Board, and the  
14 Council on Aging. The final product of this committee was a recommended plan to implement an  
15 Aging and Disability Resource Center in Rock County; and,  
16  
17 **WHEREAS**, the Rock County Administration has recommended the Aging and Disability Resource  
18 Center be recognized as a division under the Human Services Department; and,  
19  
20 **WHEREAS**, Rock County will receive funding from the State of Wisconsin to support the construction  
21 of the Aging and Disability Resource Center. In addition, Rock County will receive State GPR to match  
22 with Federal dollars to continue to support the operation; and,  
23  
24 **WHEREAS**, it is intended for the Aging and Disability Resource Center to open its doors to the residents  
25 of Rock County on March 4, 2013.  
26  
27 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
28 this \_\_\_\_\_ day of \_\_\_\_\_, 2012 does hereby authorize and approve the submittal of an application  
29 to the State of Wisconsin to operate an Aging and Disability Resource Center.

**AUTHORIZING AN APPLICATION TO THE STATE OF WISCONSIN TO OPERATE AN  
AGING AND DISABILITY RESOURCE CENTER**

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**HUMAN SERVICES BOARD**

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice-Chair

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Billy Bob Grahn

\_\_\_\_\_  
Ashley Kleven

\_\_\_\_\_  
Phillip Owens

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Marvin Wopat

**ADMINISTRATIVE NOTE:**


Despite not being a Family Care County the State is encouraging Rock County to move forward and establish an ADRC. The ADRC in Rock County will function with the MA Waiver programs currently run through the Long Term Support Division of the Human Services Department and the Developmental Disabilities Board. Whether Rock County goes to Family Care will be a decision made at a future point in time. Establishing an ADRC is recommended.



Craig Knutson  
County Administrator

**FISCAL NOTE:**

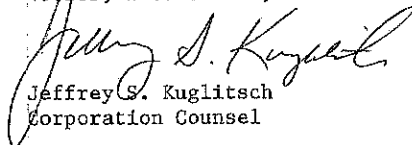
This resolution authorizes the submittal of an application to the State of Wisconsin to operate an ADRC. Funding for the ADRC will need to be approved through the 2013 budget process or by separate resolution.



Sherry Oja  
Finance Director

**LEGAL NOTE:**

The County Board is authorized to take this action pursuant to §§59.01, 59.51 and 46.283, Wis. Stats., in addition to Wis. Admin. Code § DHS 10.



Jeffrey S. Kuglitsch  
Corporation Counsel

## Executive Summary

Since 2006, the State of Wisconsin and Rock County have had multiple discussions related to Family Care and opening an Aging and Disability Resource Center (ADRC). In 2010, Rock County formed a Steering Committee to assist in the development of an ADRC. The goal was to open the ADRC in November 2011 with Family Care enrollment beginning January 2012. However, in Governor Walker's March 2011 budget presentation, he announced Family Care expansion would be put on hold while the Legislative Audit Bureau evaluated the program and its sustainability. At that point and up until recently, it was unclear to Rock County Administration if or when we could *or should* move forward with our Steering Committee's recommended ADRC plan. Finally, in July of this year, the State encouraged Rock County to move forward with the ADRC, despite the uncertainties of Managed Care. Therefore, with careful consideration, it is Rock County's recommendation to move forward with this initiative and open an ADRC in March 2013.

The "ADRC of Rock County" will be the first place for individuals in the community to go and obtain accurate, unbiased information on all aspects of life related to elderly or individuals with physical and/or developmental disabilities. It will provide a "one-stop-shop," to acquire information on a broad range of programs and services, help people understand the various long term care options and make informed choices, help individuals apply for programs or benefits, and is the access point for publicly funded long term care.

Although still in the planning stages, the "ADRC of Rock County" will likely be located at the Job Center. The \$255,000 estimate to remodel the Job Center space will largely be covered by the State and will provide office area for an ADRC manager, supervisor, administrative assistant, ten Information and Assistance Specialists, two Disability Benefit Specialists, and additional office space for meeting rooms and growth. In addition, \$1,355,982 in State GPR and Federal match, will be provided to Rock County when fully operational (2014) to fund the ADRC with the opportunity to earn a higher Federal match.

This statewide initiative is an exciting opportunity for Rock County to be apart of and we look forward to providing the residents of Rock County a place where they can feel comfortable going to and obtain the information they need to keep them or their family members happy, healthy, and safe in their homes.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board  
INITIATED BY

General Services Committee, Finance  
Committee & Human Services Board  
SUBMITTED BY



Phil Boutwell  
HSD Deputy Director  
DRAFTED BY

September 13, 2012  
DATE DRAFTED

**Approval of Contract with Angus Young and Associates for ADRC Architectural  
Design Services**

1 **WHEREAS**, the State of Wisconsin desires that all Wisconsin residents have access to expertise and  
2 assistance on their long term care options for public services and for private services; and,  
3

4 **WHEREAS**, the State of Wisconsin requires that the access point for assistance is an Aging and  
5 Disabilities Resource Center (ADRC) in every Wisconsin county by the end of 2013 regardless of  
6 whether or not Family Care is operating in the county; and,  
7

8 **WHEREAS**, Rock County has studied the options for an ADRC and deems that the best centralized  
9 location for such a facility is in the Job Center; and,  
10

11 **WHEREAS**, the Wisconsin Department of Health Services has designated state and federal funds to pay  
12 for the construction and operation of an ADRC in Rock County; and,  
13

14 **WHEREAS**, in order to expedite the start-up and operation of the ADRC by the Human Services  
15 Department in 2013, the Human Services Board request that architectural services be contracted as soon  
16 as practical so that space can be renovated in the Job Center to house the ADRC.  
17

18 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly  
19 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012 does hereby authorize a contract with Angus Young  
20 and Associates of Janesville, Wisconsin, in the amount of \$23,310 for Architectural Services that include  
21 schematic design, design development and construction documents relating to the renovation of space in  
22 the Job Center for the ARDC offices; and,  
23

24 **BE IT FURTHER RESOLVED** that Rock County will utilize the Samuel's Group of Wausau,  
25 Wisconsin to conduct the quality assurance review of the construction documents at a cost of \$700; and,  
26

27 **BE IT FURTHER RESOLVED** that payments be made to the vendor upon approval of the General  
28 Services Committee; and,  
29

30 **BE IT FURTHER RESOLVED** that the 2012 budget be amended as follows to pay for architectural  
31 services and quality assurance:  
32


	Budget <u>9/13/12</u>	Increase <u>(Decrease)</u>	Amended <u>Budget</u>
36 Account/Description			
37 <u>Source of Funds</u>			
38 36-3683-0000-42200			
39 State Aid	\$0	\$24,010	\$24,010
40			
41 <u>Use of Funds</u>			
42 36-3683-0000-67200			
43 Capital Improvements	\$0	\$24,010	\$24,010

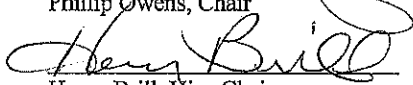
Approval of Contract with Angus Young and Associates for ADRC Architectural Design Services

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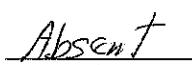
Respectfully submitted,

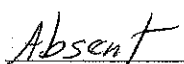
General Services Committee

  
Phillip Owens, Chair

  
Henry Brill, Vice Chair

  
Ivan Collins

  
Jason Heidenreich

  
Edwin Nash

Human Services Board

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Brian Knutson, Chair

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Sally Jean Weaver-Landers, Vice-Chair

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Terry Fell

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William Grahn

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Ashley Kleven

\_\_\_\_\_  
Phillip Owens

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Terry Thomas


\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Marvin Wopat

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

4-0.

  
Mary Mawhinney, Chair


FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$24,010 in State Aid for architectural services relating to the renovation of space in the Job Center for the ADRC offices.

  
Sherry Oja  
Finance Director


LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes sections 59.01(2), 59.51(2) and 59.52(6), and by the Rock County Purchasing Ordinance. As an amendment of the 2012 County Budget, passage of this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5), Wis. Stats.

  
Eugene P. Dumas  
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

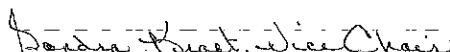
Recommended.

  
Craig Knutson  
County Administrator

PURCHASING PROCEDURAL ENDORSEMENT

Reviewed and approved on a vote of

4-0.

  
Mary Mawhinney, Chair

## Executive Summary

The purpose of the attached resolution is to authorize a contract with Angus Young and Associates (AYA) for the Architectural design of the ADRC that will be located in the Job Center. AYA is the logical choice for this professional service contract because it did the architectural design for the Job Center in the mid-1990's. Thus, the firm has the plans for the Job Center and knows the intricacies of the building.

The finished ADRC will encompass approximately 3,600 square feet of renovated space. Included in the renovation are offices or cubicles for 15 staff, 2 vacant cubicles for future expansion, a reception area, 2 rooms to meet with customers, a unisex bathroom, and a canopy over the front entrance. The total project is estimated at approximately \$255,000 of which is \$24,010 of soft cost included in the budget amendment in the attached resolution. Those cost include \$20,810 for AYA's architectural work, \$2,500 estimated reimbursable expenses for AYA, and \$700 for the Samuel's Group to conduct quality assurance on the construction specifications. The \$231,000 of funding to pay for the construction will be included in the 2013 County Budget for consideration by the Board in November.

The table below contains the timeline for this project. It is an aggressive schedule and will require county staff to work closely with the Architect, contractor and Committees of the County Board to stay on track.

Description/Activity	Date
Architect Tour of Job Center and Start Schematic Design Plan	9/13/12
Approval of Schematic Design	9/18/12
AYA Contract Resolution to General Services Committee	9/18/12
Start Design Development by AYA	9/19/12
AYA Contract Resolution to Finance Committee	9/20/12
AYA Contract Resolution to Human Services Board	9/26/12
AYA Contract Resolution to County Board for Approval	9/27/12
Review and Approval of Design Development	10/14/12
Start Construction Documents	10/15/12
Complete Construction Documents	11/1/12
Quality Assurance/County Review/Print Construction Docs	11/6/12
Out for Bid to Contractors	11/8/12
Pre-bid Conference	11/12/12
Bids Due to County	11/29/12
Packets Ready for County Board	12/6/12
Human Services Board Construction Contract Resolution	12/12/12
County Board Award Construction Contract	12/13/12
Sign Contracts with Contractor	12/14/12
Start Construction On-Site at Job Center	1/2/13
Substantial Completion	3/1/13
Move-in	3/1/13
First day of Service	3/4/13

**ROCK COUNTY HUMAN SERVICES DEPARTMENT**

**DIRECTOR'S REPORT**

**Wednesday, September 26, 2012**

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**HSD MANAGEMENT TEAM MEETING – September 11, 2012**

Meeting Cancelled.

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**HSD MANAGEMENT TEAM MEETING – September 18, 2012**

Meeting Cancelled.

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