



**ROCK COUNTY HUMAN SERVICES BOARD MEETING**  
**Wednesday, November 9, 2011 – 4:30 P.M.**

**Call to Order:** Chair Knudson called the meeting to order at 4:34 p.m. on Wednesday, November 9, 2011, in Room N2 on the 5<sup>th</sup> Floor in the Rock County Courthouse, Janesville, Wisconsin.

**Committee Members Present:** Brian Knudson, Supervisor; Robert Fizzell, Supervisor; Phillip Owens, Supervisor; Sally Jean Weaver-Landers, Citizen Representative; Terry Fell, Supervisor; Kathleen Kelm, Citizen Representative; and Terry Thomas, Supervisor.

**Committee Members Absent:** Marvin Wopat, Supervisor.

**Staff Present:** Phil Boutwell, Deputy Director; Sara Mooren, Fiscal Operations Manager; Lance Horozewski, Juvenile Justice & Prevention Manager; Tom Selbert, Youth Specialist; Sandy Brown, Child Protective Services Manager; Merebeth Rye, CPS Access Supervisor; Patrick Singer, TRQM Manager.

**Others Present:** Mr. Watson, Watson Security. Russell Podzilni, County Board Chair.

**Approval of Agenda:** Supervisor Fizzell moved the agenda, seconded by Supervisor Owens with unanimous approval. APPROVED.

**Approval of Minutes of Human Services Board Meeting of October 26, 2011:** Citizen Representative Kelm moved the minutes as presented, seconded by Supervisor Thomas with unanimous approval. APPROVED.

**Citizen Participation:** Mr. Watson expressed his concerns regarding the process Rock County used to select the security contract and he wanted some explanation of why his bid was not recommended.

**Approval of Contracts, Transfers, and/or Encumbrances:** Ms. Mooren presented twelve contracts and five transfers for approval and responded to questions. Citizen Representative Weaver-Landers moved the contracts and transfers, seconded by Supervisor Fizzell with unanimous approval. APPROVED.

**Approval of Bills:** Ms. Mooren presented the bills for approval and responded to questions.

IDP	16,655.10	Interim Assist	5,277.81
CSP	26,741.90		
CPS	969.90		

Supervisor Owens moved to approve the bills, seconded by Citizen Representative Kelm with unanimous approval. APPROVED.

**Approval of Contracted Professional Security Services:** Supervisor Owens moved approval of the contracted Professional Security Services, seconded by Citizen Representative Weaver-Landers. Ms. Mooren explained there were three different people rating the proposals. Proposals were evaluated based on the following criteria:

1. Experience - 25 points Maximum
2. Staff Qualifications - 25 points Maximum
3. Pricing – 50 points Maximum

There were five proposals and Diamond Security received the highest rating. Supervisor Owens expressed concerns that Watson Security is local and the lowest bidder. Ms. Klyve indicated there had

been review of these proposals, and protocol was followed. She advised the Board can table this item to the next meeting to obtain more detail on the criteria used. Chair Knudson added all proposals were given a fair opportunity to submit information and it is important in his judgement to stick to current proposal practice. Mr. Kuglitsch was brought to the meeting and responded to questions. This is an RFQ and is a contract for under \$25,000, therefore, the contract does not automatically go to the lowest bid. Supervisor Fizzell commented there is not a reason to second guess the raters. Supervisor Fell asked to be given more information on how the points were awarded and what components were considered to rate the proposals. Supervisor Owens would like more information to be able to make a more informed decision. Supervisor Fell moved to table this approval until the November 21, 2011 meeting, seconded by Supervisor Owens. Chair Knudson clarified this will not allow for any additional material to be added to the RFQs and any of the submissions already received can not be altered. Supervisor Owens, Citizen Representative Weaver-Landers, Supervisor Fell, Supervisor Thomas, and Citizen Representative Kelm voted in favor to table the approval of the contracted Professional Security Services until the November 21, 2011 meeting. Chair Knudson and Supervisor Fizzell opposed. APPROVED.

**Approval of the Contract for the Juvenile Detention Center Door Replacement:** Supervisor Owens moved the approval of the contract for the Juvenile Detention Center door replacement, seconded by Supervisor Fizzell with unanimous approval. APPROVED.

**Resolution to Amend the 2011 Rock County Human Services Department Budget to Reallocate Funding for Child Care Administration and Operations:** Supervisor Fell moved the resolution to amend the budget to reallocate funding for Child Care Administration and Operations, seconded by Supervisor Fell. Ms. Mooren explained that previously these were two separate allocations but it has been consolidated to one allocation. The resolution was unanimously approved. APPROVED.

**Update on Juvenile Justice:** Mr. Horozewski presented an update on the Juvenile Justice and Prevention Division. He explained that Dragon Speaking has been piloted by one worker in the division. This individual has had great success with this software. This will be a good tool for workers to utilize and will allow workers more time with youth and families.

The Trauma Informed Care training for the Youth Services Center staff went well today. The training was very informative and well received. The national trainers feel Rock County is taking the correct path with changing to the Youth Services Center. The recommendations they gave to help Rock County are relatively low in cost and will be implemented. They will be coming back regularly in 2012 which will be very helpful.

Supervisor Fizzell does acknowledge that this is a whole new way of thinking. Supervisor Fizzell, Supervisor Owens and Supervisor Thomas attended the training and recommend it. Mr. Horozewski added the trainers will be back to give a large group presentation in 2012.

Mr. Horozewski distributed an article from the Janesville Gazette about the decline of juvenile arrests in the State. Rock County has reduced juvenile detentions and across the state juvenile arrests have sharply declined.

**Update on CPS:** Ms. Brown reviewed handouts showing the timeline for approvals of CPS Initial Assessments. The Rock County CPS Division has consistently improved meeting the 60 day approval deadline since April. She has noticed that workers are being accountable and taking pride in meeting the deadlines. She is very pleased and proud of the CPS staff. By the end of 2011, the CPS backlog should be completely wiped out. The CPS Division is definitely moving in the right direction.

Ms. Brown introduced Ms. Merebeth Rye, who started on October 3, 2011 as the new Screening Supervisor. Ms. Rye explained she has five years of background working in CPS. When she started this position she began training and then screening with Dee Jaye Miles. For the last three full weeks she has been screening all the reports. Ms. Brown recognized Ms. Rye for doing an excellent job.

Ms. Brown explained Ms. Hammes is currently consulting with the CPS Ongoing and Substitute Care Units and will report her findings and recommendations to the Board when completed.

Ms. Brown is very happy to report Rock County has received the Data Grant. For the next two years Rock County will be involved with other partners around the state to figure out what kind of reports are needed for staff to help do their jobs.

Rock County has also received the Permanency Round Table Grant. This grant is for CPS ongoing cases "stuck" in the system and needing permanency. Permanency Round Table reviews will start in January 2012. There have been 75 cases identified in CPS that need to be reviewed. Periodically, she will bring back more information.

Mr. Singer explained a transfer of funds for the Dragon Speaking software. The software will be purchased and later in November should arrive and be deployed to the CPS employees that need it the most.

**Director's Report:**

• **ES/W-2 Caseload:**

The W-2 numbers are currently at 183 cases with no intensive CSJ cases. We did receive notification that we will receive additional funding from the State and based on preliminary calculations our W-2 caseload, W2 administration, and services should be fully covered for 2012.

• **IM Consortium**


Ms. Klyve explained we have been in tough negotiations with the State on the State/County contract for the Income Maintenance. All lead agency Directors have been working together with Andy Phillips from WCA on the contract. There has been head way made on the audits, the Call Center and quarterly QA target issues. The county leads are working well together. Andy Phillips assistance is very much appreciated. There may be a larger meeting organized through WCA for County Directors, County Board and Corporation Counsels to attend in December.

Ms. Klyve distributed a copy of a letter that County Administrator Knutson sent to the State on the ADRC Planning. There will be more planning in 2012. The ADRC funding specifically excludes funding any IM services.

**Committee Requests for Future Agenda Items:** None.

**Next Meeting:** *Monday, November 21, 2011* at 4:30 p.m., at the Rock County Health Care Center, 3<sup>rd</sup> Floor Conference Room, Janesville, Wisconsin.

**Adjournment:** Supervisor Fizzell motioned to adjourn, seconded by Citizen Representative Kelm with unanimous approval at 5:43 p.m.

  
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Jodi Parson, Administrative Secretary

**NOT OFFICIAL UNTIL APPROVED BY THE BOARD**