



**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, December 14, 2011 – 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 November 21, 2011 \*
4. Citizen Participation
5. Approval of Contracts, Transfers, and/or Encumbrances \* -- Ms. Mooren
6. Approval of Bills – Mr. Zuehlke
7. Resolution Authorizing Acceptance of the Family Foundations Comprehensive Home Visitation Grant and Amending the 2011 Human Services Department Budget \* – Ms. Mooren
8. Resolution to Recognize Mark Richardson's Retirement \* – Ms. Quirk
9. Resolution to Recognize Jeanne Larson's Retirement \* – Ms. Quirk
10. Update on Detox and AODA Services – Ms. Flanagan
11. Discussion of County Complex Building Names -- Mr. Boutwell
12. Resolution Authorizing 2012 Income Maintenance Contract Between the Department of Health Services (DHS) and the Southern Consortium \* – Ms. Klyve and Mr. Boutwell
13. Resolution Authorizing 2012 Cooperative Agreement with Columbia County Health and Human Services to Provide Income Maintenance Fraud Prevention Investigative Services for Rock County Human Services \* – Mr. Boutwell
14. Director's Report \*
  - W2 / ES Caseload
  - Addressing Calls from Litigants
15. Committee Requests for Future Agenda Items

**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.

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**Janesville, Wisconsin 53547-1649**  
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16. Next Meeting: Wednesday, December 28, 2011 at 4:30 p.m. at the *Rock County Health Care Center*, 3<sup>rd</sup> Floor Conference Room, in Janesville, Wisconsin.

17. 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.

**11-127**

New Contract:  or, \_\_\_\_\_ or, \_\_\_\_\_  
 (check box if yes)                      Amendment to Contract #                      Addendum to Contract #

Human Services                      Sara Mooren                      X5152  
 Originating Department                      Contact Person                      Phone

Contract with: Country Nurses, Inc  
 (Name of entity)

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

Contract Amount: \$44.00 per hour weekdays  
 \$45.00 per hour weekends  
 \$15.00 per day for travel expenses

Expenditure/ Revenue Account Numbers (provide 9-digit object codes):  
 36-3664-0000-62119    Other Contracted Services

Executive Summary:  
 The Human Services Department is contracting with Country Nurses, Inc to provide required healthcare services at the Youth Services Center. Country Nurses have provided services this year to cover YSC nursing staff vacancies or when the YSC nurses have taken vacation or sick time.

NEW  11-127    AMENDMENT TO: \_\_\_\_\_                      ADDENDUM TO: \_\_\_\_\_

ADMINISTRATION CONTRACT REVIEW                      NO. SS1259

Contract between Rock Co. Human Services Dept, and Country Nurses Inc, to provide required healthcare services at the Youth Services Center for period of 1/1/11 - 12/31/11.  
Contract Amount: \$44.00/hr weekdays; \$45.00/hr weekends; \$15.00/day travel expenses

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.  
[Signature]                      12/5/11  
 Signature                      Date  
[Signature]                      12/2/11  
 Purchasing Manager                      Date

Total Fiscal Impact & Source of Funds:  
[Signature]  
12/15/11  
[Signature]                      12/5/11  
 Finance Director                      Date

No Central Purchasing Involvement                       Purchasing Procedure Followed

White - General Services                      Yellow - Issuing Dept.                      Pink - County Clerk

11/18

# 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:  (12-054) or, \_\_\_\_\_ or, \_\_\_\_\_  
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Sara Mooren 8431  
Originating Department Contact Person Phone

Contract with: First Congregational United Church of Christ  
(Name of entity)

Contract Period: Start Date: 1/01/2012 Expiration Date: 12/31/2012

Contract Amount: \$490 per month

Expenditure/ Revenue Account Numbers:  
36-3646-0000-62119 JJS Other Contracted Services

### Executive Summary:

This is continuation of a space agreement allowing the Department to utilize rooms of a facility in downtown Janesville owned by First Congregational United Church of Christ for Juvenile Justice Diversion Programming.

Were Bids or Quotations Solicited?  Yes  No

Covered by State Contract?  Yes  No

NEW  12-054 AMENDMENT TO: \_\_\_\_\_ ADDENDUM TO: \_\_\_\_\_

ADMINISTRATION CONTRACT REVIEW NO. SS1231

Contract between Rock Co. Human Services Dept. and First Congregational United Church of Christ for Space Usage Agreement to utilize rooms in the First Congregational Church for Juvenile Diversion Programming, for period of 1/1/12 - 12/31/12. Contract Amt.: \$,880.00/yr

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

Total Fiscal Impact & Source of Funds:

[Signature] 11/21/11  
Signature Date

Sufficient funds available in ASDIS 2012 budget

[Signature] 11/21/11  
Purchasing Manager Date

[Signature] 11/21/11  
Finance Director Date

No Central Purchasing Involvement  Purchasing Procedure Followed

White - General Services Yellow - Issuing Dept. 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.

12-020

New Contract: (check box if yes) or, \_\_\_\_\_ or, \_\_\_\_\_  
Amendment to Contract # Addendum to Contract #

Human Services Sara Mooren X8431  
Originating Department Contact Person Phone

Contract with: Senior Services of Rock County, Inc.  
(Name of entity)

Contract Period: Start Date: 01/01/12 Expiration Date: 12/31/13

Contract Amount: Rate x number of approved clients

Service	Rate	Unit	% Increase/Decrease
Supportive Home Care	- \$16.00	Hour	6.7%
Respite Care	\$10.00	Hour	17.7%
Lot Maintenance	\$5.00	Fee per service	0.0%
Snow Removal	\$25 - \$100	various sq ft	0.0%
Lawn Mowing	\$15 - \$95	various sq ft	0.0%
Eave Trough Cleaning	\$40.00	Per service	0.0%

- 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 supportive home care services. This is one of several providers from which Rock County clients may choose for such services.

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

State Contract # \_\_\_\_\_

Contract will be signed by:  County Board Chair  
 Other HSD Board Chair 12/14/11

# 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.

**12-021**

New Contract: \_\_\_\_\_ or, \_\_\_\_\_ Amendment to Contract # \_\_\_\_\_ or, \_\_\_\_\_ Addendum to Contract # \_\_\_\_\_  
(check box if yes)

Human Services \_\_\_\_\_ Sara Mooren \_\_\_\_\_ X8431 \_\_\_\_\_  
Originating Department Contact Person Phone

Contract with: Society's Assets Inc.  
(Name of entity)

Contract Period: Start Date: 01/01/12 Expiration Date: 12/31/13

Contract Amount: Rate x number of approved clients

Service	Rate	Unit	% Increase/Decrease
Supportive Home Care	\$17.25	Hour	1.6%
Personal Care	\$19.00	Hour	0.7%
Respite	\$19.00	Hour	0.7%

- 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 supportive home care services. This is one of several providers from which Rock County clients may choose for such services.

NEW  12-021 AMENDMENT TO: \_\_\_\_\_ ADDENDUM TO: \_\_\_\_\_

ADMINISTRATION CONTRACT REVIEW NO. SS1242

Contract between Rock Co. Human Services Dept. and Society's Assets Inc. for supportive home care services for period of 1/1/12 - 12/31/13.  
Contract Amount: Rate x no. of approved clients.

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.  
[Signature] 12/5/11  
Signature Date

Total Fiscal Impact & Source of Funds:  
[Signature] 12/4/11  
Finance Director Date

[Signature] 12/2/11  
Purchasing Manager Date

No Central Purchasing Involvement  Purchasing Procedure Followed

11/18

# 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:  (12-055) or, \_\_\_\_\_ or, \_\_\_\_\_  
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Sara Mooren 8431  
Originating Department Contact Person Phone

Contract with: The River of Life United Methodist Church  
(Name of entity)

Contract Period: Start Date: 1/1/2012 Expiration Date: 12/31/2012

Contract Amount: \$490 per month (\$5,880 total for the contract period)

Expenditure/ Revenue Account Numbers:  
36-3646-0000-62119 JJS Other Contracted Services

Executive Summary:

This is continuation of a space agreement allowing the Department to utilize rooms of a facility in Beloit owned by The River of Life United Methodist Church for Juvenile Justice Diversion Programming.

NEW  12-055 AMENDMENT TO: \_\_\_\_\_ ADDENDUM TO: \_\_\_\_\_

ADMINISTRATION CONTRACT REVIEW NO. 991232

Contract between Rock Co. Human Services Dept. and The River of Life United Methodist Church for Space Usage Agreement to utilize rooms in the River of Life United Methodist Church for Juvenile Justice Diversion Programming for period of 1/1/12 - 12/31/12. Contract Amt: \$5,880.00

Corporation Council has reviewed this Document and finds it to be proper, as to form.  
[Signature] 11/21/11  
Signature Date

[Signature] 11/21/11  
Purchasing Manager Date

Total Fiscal Impact & Source of Funds:  
[Signature] 1231

[Signature] 11/21/11  
Finance Director Date

No Central Purchasing Involvement  Purchasing Procedure Followed

White - General Services

Yellow - Issuing Dept.

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: 11-126 or, \_\_\_\_\_ or, \_\_\_\_\_  
 (check box if yes) Amendment to Contract # Addendum to Contract #

\_\_\_\_\_  
 Human Services Originating Department      Sara Mooren Contact Person      X8431 Phone

Contract with: Vintage on the Ponds  
 (Name of entity)

Contract Period: Start Date: 10/01/11 Expiration Date: 12/31/12

Contract Amount: Rate x number of approved clients

Monthly Rate	% increase/decrease
\$2,745.76	New Contract

- 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  11-126 AMENDMENT TO: \_\_\_\_\_ ADDENDUM TO: \_\_\_\_\_

ADMINISTRATION CONTRACT REVIEW NO. SS1245

Contract between Rock Co. Human Services Dept. and Vintage on the Ponds for Community Based Residential Facility services for period of 10/1/11 - 12/31/12  
Contract Amount: Rate x no. of approved clients.

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.  
[Signature] 12/5/11  
 Signature Date  
[Signature] 12/2/11  
 Purchasing Manager Date

Total Fiscal Impact & Source of Funds:  
[Signature] 12/2/11  
 Finance Director Date  
[Signature] 12/5/11  
 Date

No Central Purchasing Involvement       Purchasing Procedure Followed

ROCK COUNTY

11-90  
Transfer No.

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

Requested by Human Services Department Charmian Klyve Department Head 12/6/11 Date

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
36-3604-0000-62119	ESS Other Contracted Svc	4,491

TO

ACCOUNT #	DESCRIPTION	AMOUNT
36-3604-0000-67160	HSD Equip Under \$5,000	1,491
36-3604-0000-64604	ESS Program Exp	3,000

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *OK*

REQUIRED APPROVAL:

DATE COMMITTEE CHAIR

Governing Committee

Finance Committee

File

FINANCE DIRECTOR  
RECEIVED

11-90  
DEC 7 2011

# ROCK COUNTY TRANSFER REQUESTS

TO: FINANCE DIRECTOR

REQUESTED BY: HSD

*Cherian D. Payne*  
Department Head Signature

DATE: 12/26/11

Department

FROM:	AMOUNT
ACCOUNT #: 36-3604-0000-62119 DESCRIPTION: ESS Other Contracted Services	\$4,491
CURRENT BALANCE: \$ 25,023 PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 36-3604-0000-67160 DESCRIPTION: HSD Equipment Under \$5,000	\$1,491
ACCOUNT #: 36-3604-0000-64604 DESCRIPTION: ESS Program Expense	\$3,000
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

- 1)
- 2)
- 3)
- 4)

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:**

Economic Support Other Contracted Services - HSD budgeted funds to contract with a provider for health services in 2011 and after discussions with the provider the annual amount was lower than expected.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC:**

HSD Equipment: HSD requests a transfer to purchase a scanner for the Economic Support Services Division. The cost of the scanner is \$1,321.15, and the cost of the 3-year warranty is \$169.66 for a total request of \$1,490.81.

The Rock County HSD has a large backlog of IM files (approximately 4,080) that need to be scanned into a statewide database by January 1, 2012. We need to accomplish this so that our Change Center Workers (as well as consortium partners) have access to those files. We will place a seasonal employee at the scanning station through year-end. Furthermore, the State requires we work out of a Centralized Document Processing Unit (CDPU) starting January 1. Our customers will need to scan pertinent documents into the CDPU. Thus, our plan is to set-up the scanning station in an accessible area of the Resource Room where it can be monitored from the Reception Desk.

Program Expense: The ESS Division started operating the Rock Change Center in early 2011. There have been additional expenses related to phone lines that were not included in the 2011 Adopted HSD Budget.

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board  
INITIATED BY



Sara Mooren  
DRAFTED BY

Human Services Board  
SUBMITTED BY

December 7, 2011  
DATE DRAFTED

**Authorizing Acceptance of the Family Foundations Comprehensive Home Visitation Grant and Amending the 2011 Human Services Department Budget**

1 **WHEREAS**, the Wisconsin Department of Children and Families awarded the Human Services  
2 Department a grant through the Family Foundations Comprehensive Home Visitation Program; and,  
3  
4 **WHEREAS**, the Human Services Department will partner with the Rock County Home Visit Network to  
5 enhance and expand home visiting services for underserved at-risk children and families; and,  
6  
7 **WHEREAS**, home visiting services will be provided in the homes of pregnant women, children from  
8 birth to five, and their families; and,  
9  
10 **WHEREAS**, home visiting programs promote positive parent-child interactions and healthy child  
11 development as well as connect families to local services that help children learn and thrive; and,  
12  
13 **WHEREAS**, this funding will target and serve an additional fifty African-American families in Beloit;  
14 and,  
15  
16 **WHEREAS**, research has shown that home visiting programs can improve outcomes for children and  
17 families, including improving maternal and child health, reducing child maltreatment, increasing  
18 parental employment, and improving the rate at which children reach developmental milestones.  
19  
20 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
21 this \_\_\_\_\_ day of \_\_\_\_\_, 2011, does hereby authorize the acceptance of the Family  
22 Foundations Comprehensive Home Visitation Program grant; and,  
23  
24 **BE IT FURTHER RESOLVED**, the Rock County Human Services Director is authorized to sign all  
25 Family Foundations Comprehensive Home Visitation Program grant documents on behalf of Rock  
26 County; and,  
27  
28 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2011 be amended  
29 as follows:

Account/Description	Budget 12/1/11	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
36-3637-0000-42100 Federal Aid	\$0	\$321,565	\$321,565
<u>Use of Funds</u>			
36-3637-0000-62119 Other Contracted Services	\$0	\$236,610	\$236,610
36-3637-0000-64200 Training	\$0	\$4,650	\$4,650
36-3637-0000-64604 Program Expense	\$0	\$1,000	\$1,000
36-3637-0000-68204 Allocated Child Protective Services	\$0	\$79,305	\$79,305

**Authorizing Acceptance of the Family Foundations Comprehensive Home Visitation Grant and Amending the 2011 Human Services Department Budget**  
Page 2

Respectfully submitted,

**Human Services Board**

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

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

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

\_\_\_\_\_  
Robert Fizzell

\_\_\_\_\_  
Kathy Kelm

\_\_\_\_\_  
Vacant

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

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

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

**FINANCE COMMITTEE ENDORSEMENT**

Reviewed and approved on a vote of

\_\_\_\_\_  
Mary Mawhinney, Chair

ADMINISTRATIVE NOTE:

Recommended,

  
Craig Knudson  
County Administrator

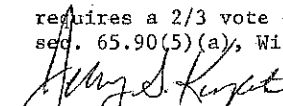
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$321,565 in Federal Aid for Human Services Home Visitation programs. No County matching funds are required to accept this grant.

  
Jeffrey A. Smith  
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. 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.

  
Jeffrey S. Kuglitsch  
Corporatin Counsel

## Executive Summary

### **Authorizing Acceptance of the Family Foundations Comprehensive Home Visitation Grant and Amending the 2011 Human Services Department Budget**

This resolution authorizes acceptance of \$321,565 through the Family Foundations Comprehensive Home Visitation Program grant administered by the Wisconsin Department of Children and Families. The resolution also amends the 2011 HSD Budget and authorizes the Human Services Director to sign any related Home Visitation grant documents on behalf of Rock County.

Home visiting programs promote positive parent-child interactions and healthy child development as well as connect families to local services that help children learn and thrive. Research has shown that home visiting programs can improve outcomes for children and families, including improving maternal and child health, reducing child maltreatment, increasing parental employment, and improving the rate at which children reach developmental milestones.

The Human Services Department will partner with the Rock County Home Visit Network to enhance and expand home visiting services for underserved at-risk children and families. Through this partnership home visiting services will be provided in the homes of pregnant women, children from birth to five, and their families by family assessment workers and health educators. Funding will be used to target and to serve an additional fifty African-American families in Beloit.

The Human Services Department will be the fiscal agent for the project and responsible for overall coordination. Sub-contracts will be developed with the local agencies outlined in the grant proposal which include:

- Exchange Family Resource Center
- UW-Extension Time for Parents
- Rock – Walworth Comprehensive Family Services
- Home Visit Network
- King Consulting
- Dr. Sally McCoy (a mental health consultant)

The initial grant period is from October 1, 2011 through September 30, 2012 with the possibility of up to four one-year renewals.

There is a twenty-five percent match requirement to accept these funds. Match can either be from cash or in-kind sources and will be provided and tracked by both the Human Services Department and the sub-contracted partners. **No additional county funds are required.**

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

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

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve  
INITIATED BY



Mary Donahue  
DRAFTED BY

Human Service Board  
SUBMITTED BY

November 29, 2011  
DATE DRAFTED

**RECOGNIZING MARK RICHARDSON**

1 **WHEREAS**, Mark Richardson has served the citizens of Rock County for over twenty-four  
2 (24) years as a dedicated and valued employee of Rock County; and,  
3

4 **WHEREAS**, Mark Richardson began his career on August 3, 1987 under the Rock County  
5 Department of Social Services, as a General Relief caseworker. He then worked in the intake  
6 unit processing new applications for public assistance. After an internal reorganization, Mr.  
7 Richardson became a caseworker handling new and ongoing AFDC, Medicaid, and Food  
8 Stamp cases. Mr. Richardson then became the agency's Front-End Verification Specialist for  
9 the fraud prevention program. He did that for six years, returning to ongoing casework as an  
10 Economic Support Specialist for a few years until another agency reorganization combined his  
11 ongoing casework responsibilities with the Front-End responsibilities. He has been the  
12 agency's Front-End Verification Specialist for the last ten years. Mr. Richardson's strong  
13 sense of what a true Economic Support Specialist is and his diligent ways have benefited  
14 many Rock County citizens throughout his twenty-four (24) year career. Mr. Richardson will  
15 be retiring from Rock County Department of Human Services on January 1, 2012; and,  
16

17 **WHEREAS**, Mark Richardson has proven himself to be a compassionate, caring, and  
18 committed employee, always advocating for the Economic Support program participants; and,  
19

20 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock  
21 County, wishes to recognize Mark Richardson for his significant contributions to the Human  
22 Services Department and his long and faithful service.  
23

24 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
25 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011, does hereby recognize Mark  
26 Richardson for his twenty-four (24) years of service and extend best wishes to him in his  
27 future endeavors; and,  
28

29 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish  
30 a copy of this resolution to Mark Richardson.

Respectfully Submitted,

**RECOGNIZING MARK RICHARDSON**

Page 2

Rock County Human Services Board

---

Brian Knudson, Chair

---

Sally Jean Weaver-Landers, Vice Chair

---

Terry Fell

---

Robert Fizzell

---

Kathy Kelm

---

Phillip Owens

---

Terry Thomas

---

Marvin Wopat

---

Vacant

**COUNTY BOARD STAFF COMMITTEE**

---

J. Russell Podzilni, Chair

---

Sandra Kraft, Vice Chair

---

Eva Arnold

---

Henry Brill

---

Betty Jo Bussie

---

Ivan Collins

---

Marilynn Jensen

---

Louis Peer

---

Kurtis L. Yankee



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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve  
INITIATED BY

Sherry Quirk  
DRAFTED BY



Human Service Board  
SUBMITTED BY

November 21, 2011  
DATE DRAFTED

**TO RECOGNIZE JEANNE LARSEN**

- 1 **WHEREAS**, Jeanne Larsen has served the citizens of Rock County over the past 21 years as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Jeanne Larsen began her career with the county on September 25, 1990 for the
- 5 Human Services Department, and has diligently worked in the capacity of Economic Support
- 6 Specialist/Supportive Services Planner until her retirement on December 2, 2011 from the
- 7 Human Services Department; and,
- 8
- 9 **WHEREAS**, Jeanne Larsen has proven herself to be a compassionate, caring, and committed
- 10 Economic Support Specialist, always advocating for Economic Support program participants,
- 11 specializing in the area of the elderly, blind, and disabled population for the past 6½ years;
- 12 and,
- 13
- 14 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock
- 15 County, wishes to commend Jeanne Larsen for her achievements and long and faithful service
- 16 to the Human Services Department and citizens of Rock County.
- 17
- 18 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,
- 19 duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011, does hereby recognize Jeanne Larsen for
- 20 her 21 years of service and extend best wishes to her in her future endeavors; and
- 21
- 22 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish
- 23 a copy of this resolution to Jeanne Larsen.

Respectfully Submitted,

Rock County Human Services Board

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

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

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

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

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

\_\_\_\_\_  
Vacant

\_\_\_\_\_  
Robert Fizzell

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

\_\_\_\_\_  
Kathy Kelm

**COUNTY BOARD STAFF COMMITTEE**

---

J. Russell Podzilni, Chair

---

Sandra Kraft, Vice Chair

---

Eva Arnold

---

Henry Brill

---

Betty Jo Bussie

---

Ivan Collins

---

Marilynn Jensen

---

Louis Peer

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Kurtis L. Yankee

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board  
INITIATED BY



Phil Boutwell, HSD Deputy Director  
DRAFTED BY

Human Services Board  
SUBMITTED BY

December 7, 2011  
DATE DRAFTED

**Authorizing 2012 Income Maintenance Contract Between the Department of Health Services (DHS) and the Southern Consortium**

- 1 **WHEREAS**, 2011 Wisconsin Act 32 modifies current law relating to the authorization for DHS to enter  
2 into contracts with individual counties for Income Maintenance (IM) program administration services and  
3 instead authorizes the formation of county-based regional consortia and further authorizes the consortia to  
4 enter into a contract with DHS related to the provision of services; and,  
5  
6 **WHEREAS**, Wisconsin Act 32 directs that each county with a population of less than 750,000  
7 participate in a multi-county consortium that is approved by DHS; and,  
8  
9 **WHEREAS**, on September 14, 2011 the Rock County Human Services Board approved submission of a  
10 Letter of Intent to make application to DHS as the seven-county Southern Consortium composed of  
11 human and/or social services agencies representing Crawford, Grant, Green, Iowa, Jefferson, Lafayette,  
12 and Rock Counties, and that the Rock County Human Services Department would act as the lead agency  
13 of the said Consortium; and,  
14  
15 **WHEREAS**, on October 28, 2011 DHS certified the Southern Consortium's application to administer IM  
16 programs for the participating counties and explained that the organizational and operational details  
17 would be defined in the upcoming IM contract; and,  
18  
19 **WHEREAS**, on behalf of the ten IM consortia, the Wisconsin Counties Association and the Wisconsin  
20 Counties Human Services Association successfully negotiated contract language with DHS that is  
21 acceptable to the Associations and the State; and,  
22  
23 **WHEREAS**, DHS and the Southern Consortium are directed by Wisconsin Statutes, s. 49.78 to enter into  
24 a contract for Income Maintenance Services provided by the Consortium for the period January 1, 2012  
25 through December 31, 2012.  
26  
27 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
28 this \_\_\_\_\_ Day of \_\_\_\_\_ 2011, does hereby authorize the Rock County Human  
29 Services Department to serve as the Lead Agency on behalf of the Southern Consortium; and,  
30  
31 **BE IT FURTHER RESOLVED** that Rock County is authorized to sign the Income Maintenance  
32 Contract between the Department of Health Services and Rock County, as the Southern Consortium lead  
33 agency.

**Authorizing 2012 Income Maintenance Contract Between the Department of Health Services (DHS) and the Southern Consortium**

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Respectfully submitted,

**Human Services Board**

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Brian Knudson, Chair

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Sally Jean Weaver-Landers, Vice Chair

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Terry Fell

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Robert Fizzell

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Kathy Kelm

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Vacant

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Phillip Owens

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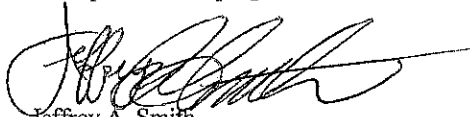
Terry Thomas

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Marvin Wopat

FISCAL NOTE:

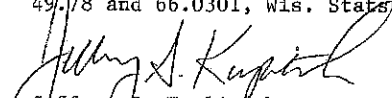
Sufficient funding is included in Human Services' 2012 budget for this program. Please refer to the County Administrator's comments in the 2012 Recommended Budget document for a detailed description of this program.



Jeffrey A. Smith  
Finance Director

LEGAL NOTE:

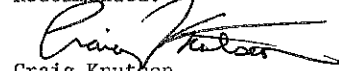
The County Board is authorized to take this action pursuant to secs. 59.01, 59.51, 49.78 and 66.0301, Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## Executive Summary

Under current law, DHS has delegated certain duties and responsibilities related to the administration of the Income Maintenance Program to counties. As part of the Governor's budget proposal, responsibility for administration of the IM program would have transferred to DHS effective January 1, 2012. Counties offered the Legislature an alternative to state takeover of the Income Maintenance duties. That alternative, which was passed in the adopted State Budget calls for counties to work cooperatively in creating regional consortia to operate the Income Maintenance Program.

There are 10-consortia statewide, one of which is the Southern Consortium composed of Crawford, Grant, Green, Iowa, Lafayette, Jefferson and Rock Counties. The Resolution authorizes Rock County to participate as the lead agency in a seven-member Southern Consortium. Furthermore, it authorizes Rock County to sign the **Income Maintenance Contract between DHS and the Southern Consortium**. That is the first of three agreements that the County Board is asked to consider.

There are some key provisions of the agreement that are noteworthy. The one-year contract is a 45-page document that gives more equal footing between the Consortium and DHS with respect to service delivery and service changes than the current State/County contract. It lays out the provision of services and responsibilities in a clear and understandable fashion. The Consortium has protections that require written notification of changes that have material fiscal or workload impacts. The agreement requires both parties to work cooperatively on automated systems. This provision is important given that a key component of customer service goes through the call center, which relies on state owned software and vendor contracts. It describes the terms for reimbursements for Consortium partner counties that flow through the lead agency. Performance standards for the call/change center are established that are reasonable, meaningful and achievable.

It is recommended that the County Board authorize the Human Services Department to serve as the lead agency in the Southern Consortium and authorize the signing of the agreement.

There will be another Resolution coming to the County Board in the near future that requests authorization of two additional agreements that pertain to the Southern Consortium. That Resolution will authorize an **Income Maintenance Consortium Contract**. In essence, it is a 7-party agreement that spells-out the relationship between the lead agency and the other counties. Included are a governance structure and conflict resolution procedures. That resolution will also authorize an **Addendum to Consortium Contract**. There will be 6-Addendums that contain specific terms between Rock County and Crawford, Grant, Green, Iowa, Lafayette, and Jefferson Counties. The Addendums are different because each county's resource commitment is different based on the size of its caseload and specialized services it offers to the Consortium. The details of the agreements should be finalized in time for a resolution for Board consideration in late December or early January.

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board  
INITIATED BY



Phil Boutwell, HSD Deputy Director  
DRAFTED BY

Human Services Board  
SUBMITTED BY

December 5, 2011  
DATE DRAFTED

**Authorizing 2012 Cooperative Agreement with Columbia County Health and Human Services to Provide Income Maintenance Fraud Prevention Investigative Services for Rock County Human Services**

- 1 **WHEREAS**, the purpose of this agreement is to meet the requirements of Wis. Stats. Chapter 49 for  
2 maintaining, establishing and funding effective Income Maintenance fraud prevention investigation  
3 (FPI) activities in each member count; and,  
4
- 5 **WHEREAS**, the agreement serves as the basis for establishing the organizational and operational  
6 structures for providing FPI services to Rock County through the Central Wisconsin Fraud Prevention  
7 Investigation Consortium that is administered by the Columbia County Health and Human Services  
8 Agency; and,  
9
- 10 **WHEREAS**, Rock County is a FPI participant and member of the Central Wisconsin Fraud  
11 Investigation Consortium under this agreement and commits to cooperate with the FPI administrative  
12 agency; and,  
13
- 14 **WHEREAS**, Columbia County is the FPI administrative agency for the Central Wisconsin Fraud  
15 Investigation Consortium under this agreement and commits to provide FPI services either directly or  
16 indirectly through contracted services to member agencies; and,  
17
- 18 **WHEREAS**, in consideration for FPI investigative services and Rock County redirects its 2012 FPI  
19 state allocation of \$22,500 to Columbia County as well as a 25% additional match of \$5,625 of non-  
20 federal funding for FPI services and benefit recovery.  
21
- 22 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
23 assembled this \_\_\_\_\_ day of \_\_\_\_\_ 2011, does hereby authorize the Human  
24 Services Director to sign all necessary documents with Columbia County that allow Rock County to  
25 join the Central Wisconsin Fraud Consortium in 2012 for the provision of FPI services and benefit  
26 recovery.  
27

**Authorizing 2012 Cooperative Agreement with Columbia County Health and Human Services to Provide Income Maintenance Fraud Prevention Investigative Services for Rock County Human Services**

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Respectfully submitted,

**Human Services Board**

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

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Sally Jean Weaver-Landers, Vice Chair

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Terry Fell

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Robert Fizzell

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Kathy Kelm

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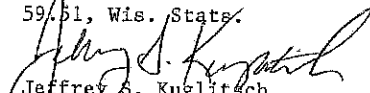
FISCAL NOTE:

Sufficient funding is included in Human Services' 2012 budget for the cost of these services.

  
Jeffrey A. Smith  
Finance Director


LEGAL NOTE:

County Board is authorized to take this action pursuant to § 59.01 & 59.51, Wis. Stats.

  
Jeffrey B. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knudson  
County Administrator

## Executive Summary

The State of Wisconsin requires that locally administered Income Maintenance programs include Fraud Prevention Investigation (FPI) activities. Rock County Human Services believes that at this time it is more economical and efficient to contract for FPI services rather than perform those services “in-house”. That belief stems from the limited amount of state funding to pay for FPI activities, the specialized nature of the work, and the need to focus on the Income Maintenance operations.

Rock County’s Income Maintenance workers are well trained in determining their client’s eligibility for economic support benefits. They manage a large caseload and refer cases for investigation that are error prone and possibly fraudulent. Fraud Prevention Investigation (FPI) requires a different skill set. Investigators are fact finders and resolve discrepancies within the cases referred to them. They are knowledgeable in investigative procedures and basic eligibility rules.

In essence, the Cooperative Agreement allows the Rock County Economic Support Unit to do what it does very well, which is determining client eligibility for benefits, establishing those benefits and managing a caseload. Columbia County operates a very cost effective FPI Program. At present, approximately 50 Wisconsin Counties entered a cooperative agreement with Columbia County and receive FPI services under the auspices of the Central Wisconsin Fraud Consortium. A private contractor that specializes in fraud prevention provides the actual investigative services for Consortium members. The member counties turn over their state allocations of fraud prevention monies to Columbia County to pay for those services. Rock County’s 2012 allocation is \$22,500. Member counties are not limited to the number of cases they may refer for investigation.

The contractor also performs benefit recovery services in the cases where overpayments have been identified as a result of an investigation. This activity includes calculating the overpayment, pursuing collections, and coordinating adjudication of FPI cases referred to the criminal justice system. The cost of the benefit recovery services to member counties is equal to 25% of their fraud allocation. The cost to Rock County in 2012 is \$5,625.

It is recommended that Rock County contracts for benefit recovery services rather than perform them “in-house”. The State receives 85% of the benefit recovery and the county receives 15% of benefit recovery for client errors or fraud. It is anticipated that the benefit recovery dollars received by Rock County will exceed the \$5,625 cost of the service.



**ROCK COUNTY HUMAN SERVICES DEPARTMENT  
DIRECTOR'S REPORT  
Wednesday, December 14, 2011**

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**HSD MANAGEMENT TEAM MEETING – November 22, 2011**

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Praise and Recognition**
- **Performance Evaluations List**
- **IA Caseload/Burials**
- **Collection For DOC**
- **Policy 530.02 (Access By Subject...)**

INFORMATION ITEMS

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

**HSD MANAGEMENT TEAM MEETING – November 29, 2011**

Meeting Cancelled

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**HSD MANAGEMENT TEAM MEETING – December 6, 2011**

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Praise and Recognition**
- **County Complex Building Names**
- **Time Reporting**
- **Budget Books**
- **Annual Report**

INFORMATION ITEMS

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