



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, March 27, 2013 – 4:30 p.m.

Rock County Job Center – Room K, Janesville

AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of March 13, 2013 *
4. Citizen Participation
5. Approval of Contracts, Transfers, and/or Encumbrances * – Ms. Mooren
6. Approval of Bills * – Mr. Zuehlke
7. Resolution to Recognize Rock County Social Workers * – Ms. Flanagan, Ms. Brown, Ms. Thompson
8. Resolution to Amend the 2013 Human Services Budget to Delete a 1.0 FTE Administrative Assistant Position and Create a Secretary I Position * – Ms. Klyve, Ms. Haigh
9. Human Services Department 2012 Accomplishments and 2013-2014 Initiatives – Ms. Flanagan, Ms. Brown, Ms. Thompson
10. Tour of the ADRC – Ms. Thompson
11. Director's Report *
 - CPS Janesville Gazette
 - Update on AODA Treatment Services
12. Committee Requests for Future Agenda Items
13. Next Meeting: Wednesday **April 10, 2013 at 4:30 p.m.** at the **Rock County Health Care Center, 3rd Floor Conference Room, in Janesville, Wisconsin.**
14. 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.

3/18/13

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.

HSD_2013_0060 G:\BUSINESS\CONTRACT\2013 Contracts\ACS\CBRF\Harmony Living Centers

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

Human Services Department Sara Mooren x 8431
Originating Department Contact Person Phone

Contract with: Harmony Living Centers, LLC
(Name of entity)

Contract Period: Start Date: 1/1/2013 Expiration Date: 12/31/2014

Contract Amount: \$ Rate x Number of approved clients

Service	Rate	Unit	Change from prior year
Community Based Residential Facility (client specific)	\$3,443.01	Month	0.8%

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
- 36-3675-0000-64604 Community Relocation Initiative
- 36-3678-0000-64604 Community Integration Program (CIP II)
- 36-3681-0000-64604 Nursing Home Diversion
- 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. This rate is for a specific client placed in a larger room at the facility. The rate for this service falls on the high end of the average of other contracted provider's rates providing similar 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? Who? Human Services Board Chair

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.

HSD_2013_0054 G:\BUSINESS\CONTRACT\2013 Contracts\ACS\CBRF\Productive Living

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

Human Services Department Sara Mooren x 8431
Originating Department Contact Person Phone

Contract with: Productive Living Systems, Inc.
(Name of entity)

Contract Period: Start Date: 1/1/2013 Expiration Date: 12/31/2013

Contract Amount: \$ Rate x Number of approved clients

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change from prior year</u>
CBRF - Sapphire House	\$5,581.45	Month	0%
CBRF - Emerald House	\$5,581.51	Month	0%
AFH - Opal House	\$7,411.16	Month	0%
AFH - Palladium (Client Specific)	\$9,277.13	Month	New
AFH - Howard Hill (Client Specific)	\$7,391.38	Month	New

- 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
 - 36-3675-0000-64604 Community Relocation Initiative
 - 36-3678-0000-64604 Community Integration Program (CIP II)
 - 36-3681-0000-64604 Nursing Home Diversion
 - 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 and Adult Family Homes. This is one of several providers from which Rock County clients may choose for such services. Rates for these services are on the high end due to the complex needs of the clients that are served by this provider.

Were Bids or Quotations Solicited? Yes No

Covered by State Contract? Yes No

State Contract # _____

Contract will be signed by: County Board Chair

Other? Who? Human Services Board Chair

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

OSS30312

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
2							
3636020000-62119	OTHER SERVICES	35,990.00 64.9%	-1,668.5	25,055.47	12,603.11		
3636020000	P1300589-PO# 03/19/13 -VN#050412			PAPER RECOVERY SERVICE CORPORA		3.68	
3636020000	P1300589-PO# 03/19/13 -VN#050412			PAPER RECOVERY SERVICE CORPORA		203.24	
3636020000	P1300589-PO# 03/19/13 -VN#050412			PAPER RECOVERY SERVICE CORPORA		5.48	
3636020000	P1300589-PO# 03/19/13 -VN#050412			PAPER RECOVERY SERVICE CORPORA		51.44	
3636020000	P1300589-PO# 03/19/13 -VN#050412			PAPER RECOVERY SERVICE CORPORA		9.24	
3636020000	P1301420-PO# 03/19/13 -VN#042150			SPEED SCRIBE		1,395.50	1,668.58
				CLOSING BALANCE	10,934.53		
2							
3636020000-63100	OFC SUPP & EXP	85,282.00 0.6%	-557.3	0.00	85,839.33		
3636020000	P1300578-PO# 03/19/13 -VN#012412			E AND D WATER WORKS INC		23.00	
3636020000	P1300596-PO# 03/19/13 -VN#048467			STAPLES ADVANTAGE		245.52	
3636020000	P1300596-PO# 03/19/13 -VN#048467			STAPLES ADVANTAGE		20.08	
3636020000	P1300596-PO# 03/19/13 -VN#048467			STAPLES ADVANTAGE		29.25	
3636020000	P1300596-PO# 03/19/13 -VN#048467			STAPLES ADVANTAGE		6.11	
3636020000	P1300596-PO# 03/19/13 -VN#048467			STAPLES ADVANTAGE		8.16	
3636020000	P1300596-PO# 03/19/13 -VN#048467			STAPLES ADVANTAGE		72.93	
3636020000	P1300596-PO# 03/19/13 -VN#048467			STAPLES ADVANTAGE		22.28	
3636020000	P1300617-PO# 03/19/13 -VN#017412			WISCONSIN DEPARTMENT OF JUSTIC		130.00	557.33
				CLOSING BALANCE	85,282.00		
3							
3636030000-64605	NON-REIMB EXP	1,000.00 23.8%	-182.2	-56.18	1,238.39		
3636030000	P1300595-PO# 03/19/13 -VN#041569			SENTRY FOOD STORE		182.21	182.21
				CLOSING BALANCE	1,056.18		
4							
3636040000-62119	OTHER SERVICES	20,876.00 93.6%	-19,553.0	0.00	40,429.00		
3636040000	P1301416-PO# 03/19/13 -VN#011813			CITY OF BELOIT		9,674.00	
3636040000	P1301466-PO# 03/19/13 -VN#011824			CITY OF JANESVILLE		9,879.00	19,553.00
				CLOSING BALANCE	20,876.00		
11							
3636340000-64200	TRAINING EXP	18,096.00 1.3%	-40.0	280.00	17,856.00		
3636340000	P1301311-PO# 03/19/13 -VN#032461			UNIVERSITY OF WISCONSIN MADISO		40.00	40.00
				CLOSING BALANCE	17,816.00		
11							
3636340000-64604	PROGRAM EXPENSE	95,922.00 0.1%	-145.8	0.01	96,067.81		
3636341731	03/19/13 -VN#047585			GOEDE, RICHARD H		6.32	
3636341814	P1300581-PO# 03/19/13 -VN#013019			GREGG INVESTIGATIONS INC		45.00	
3636345000	P1300617-PO# 03/19/13 -VN#017412			WISCONSIN DEPARTMENT OF JUSTIC		94.50	145.82
				CLOSING BALANCE	95,921.99		
12							
3636370000-62119	OTHER SERVICES	236,610.00 2.3%	-5,466.0	0.00	242,076.00		
3636370000	P1301425-PO# 03/19/13 -VN#051636			KING CONSULTING		5,466.00	5,466.00
				CLOSING BALANCE	236,610.00		

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
CLOSING BALANCE					2,144.96		
3636830000-67200	CAPITAL IMPROV	300,221.00	21.1%	-67,140.5	3,756.95	363,604.55	
3636830000	P1301385-PO#	03/19/13	-VN#033353	CDW GOVERNMENT INC		25.68	
3636830000	P1301035-PO#	03/19/13	-VN#028264	HENRICKSEN		65,756.50	
3636830000	P1301064-PO#	03/19/13	-VN#019677	PHOENIX TEXTILE CORP		54.14	
3636830000	P1301064-PO#	03/19/13	-VN#019677	PHOENIX TEXTILE CORP		1,123.50	
3636830000	P1301166-PO#	03/19/13	-VN#048467	STAPLES ADVANTAGE		180.68	67,140.50
CLOSING BALANCE					296,464.05		
3636890000-64200	TRAINING EXP	4,050.00	12.1%	-69.3	560.00	3,559.33	
3636890000		03/19/13	-VN#050549	RUDOLPH, REBECCA		69.33	69.33
CLOSING BALANCE					3,490.00		
3636890000-64604	PROGRAM EXPENSE	210,000.00	79.9%	-1,705.9	169,638.02	42,067.95	
3636890000		03/19/13	-VN#013780	KMART CORP #4255		79.99	
3636890002		03/19/13	-VN#038556	NORTHERN TOWN MOTEL		175.00	
3636890002		03/19/13	-VN#044083	SRB PROPERTY MANAGEMENT LLC		250.00	
3636890002		03/19/13	-VN#044083	SRB PROPERTY MANAGEMENT LLC		350.00	
3636890002		03/19/13	-VN#044083	SRB PROPERTY MANAGEMENT LLC		20.00	
3636890002		03/19/13	-VN#044083	SRB PROPERTY MANAGEMENT LLC		250.00	
3636890004		03/19/13	-VN#018338	HEMOCARE PHARMACY		6.50	
3636890004		03/19/13	-VN#018338	HEMOCARE PHARMACY		199.42	
3636890004		03/19/13	-VN#018338	HEMOCARE PHARMACY		11.85	
3636890004		03/19/13	-VN#018338	HEMOCARE PHARMACY		28.43	
3636890004		03/19/13	-VN#018338	HEMOCARE PHARMACY		33.95	
3636890004		03/19/13	-VN#018338	HEMOCARE PHARMACY		18.28	
3636890004		03/19/13	-VN#018338	HEMOCARE PHARMACY		4.00	
3636890004		03/19/13	-VN#013809	KEALEY PHARMACY		120.85	
3636890004		03/19/13	-VN#013809	KEALEY PHARMACY		22.95	
3636890004		03/19/13	-VN#013809	KEALEY PHARMACY		22.95	
3636890004		03/19/13	-VN#013809	KEALEY PHARMACY		79.85	
3636890004		03/19/13	-VN#013809	KEALEY PHARMACY		31.95	1,705.97
CLOSING BALANCE					40,361.98		
3636900000-62119	OTHER SERVICES	62,524.00	92.0%	-138.4	57,690.23	4,972.17	
3636900000	P1301255-PO#	03/19/13	-VN#052251	CLIENTTELL INC		100.00	
3636900000	P1300594-PO#	03/19/13	-VN#036664	SAFEMAY PEST CONTROL		11.55	
3636900000	P1300618-PO#	03/19/13	-VN#050490	VEOLIA ENVIRONMENTAL SERVICES-		26.85	138.40
CLOSING BALANCE					4,833.77		
3636900000-62170	PHYSICIAN/OTHER	142,920.00	3.9%	-5,625.4	0.00	148,545.44	
3636900000	P1300573-PO#	03/19/13	-VN#052289	PSYCHOLOGY CLINIC INC,THE		1,360.00	
3636900000	P1301256-PO#	03/19/13	-VN#017904	KAYE PHD,DR MICHAEL		520.00	
3636900000	P1300586-PO#	03/19/13	-VN#030410	MARCUS,JEFFREY		1,872.72	
3636900000	P1300586-PO#	03/19/13	-VN#030410	MARCUS,JEFFREY		1,872.72	5,625.44

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
					CLOSING BALANCE	142,920.00	
41 3636900000-62503 3636900000	INTERPRETER FEES	12,000.00 6.1%	-250.0	-489.98	12,739.98	250.00	250.00
	P1301100-PO# 03/19/13 -VN#017809			GONZALEZ, BELEM			
					CLOSING BALANCE	12,489.98	
41 3636900000-64200 3636900000 3636900000 3636900000 3636900000	TRAINING EXP	12,540.00 4.9%	-904.0	280.01	13,163.99		
	P1301330-PO# 03/19/13 -VN#035150			RADISSON PAPER VALLEY HOTEL	210.00		
	P1301328-PO# 03/19/13 -VN#051103			UNIVERSITY OF WISCONSIN	369.00		
	P1301327-PO# 03/19/13 -VN#051103			UNIVERSITY OF WISCONSIN	150.00		
	P1301329-PO# 03/19/13 -VN#046506			WATCP	175.00		904.00
					CLOSING BALANCE	12,259.99	
50 3637060000-62119 3637060000 3637060000	OTHER SERVICES	11,066.00 60.4%	-77.9	6,763.88	4,380.09		
	P1300594-PO# 03/19/13 -VN#036664			SAFEWAY PEST CONTROL		23.45	
	P1300618-PO# 03/19/13 -VN#050490			VEOLIA ENVIRONMENTAL SERVICES-		54.52	77.97
					CLOSING BALANCE	4,302.12	
50 3637060000-64604 3637060000	PROGRAM EXPENSE	300,000.00 0.0%	-91.7	0.01	300,091.78		
	03/19/13 -VN#049507			ZAKARIAS, KATHERINE		91.79	91.79
					CLOSING BALANCE	299,999.99	
55 3637300000-62119 3637300000	OTHER SERVICES	99,672.00 79.9%	-38.0	79,743.01	19,966.99		
	P1300594-PO# 03/19/13 -VN#036664			SAFEWAY PEST CONTROL		38.00	38.00
					CLOSING BALANCE	19,928.99	
55 3637300000-62400 3637300000 3637300000 3637300000 3637300000 3637300000 3637300000 3637300000 3637300000	R & M SERV	71,297.00 40.3%	-2,296.3	31,069.07	42,524.24		
	P1301383-PO# 03/19/13 -VN#037331			AUTOMATIC ENTRANCES OF WISCONS	199.00		
	P1301462-PO# 03/19/13 -VN#022402			CONGRESS GLASS INC	955.15		
	P1300588-PO# 03/19/13 -VN#014534			MENARDS	67.36		
	P1301417-PO# 03/19/13 -VN#049330			PIEPER ELECTRIC INC	93.00		
	P1301382-PO# 03/19/13 -VN#016104			SHERWIN WILLIAMS	98.96		
	P1301384-PO# 03/19/13 -VN#016774			TRI COR MECHANICAL INC	487.50		
	P1301465-PO# 03/19/13 -VN#052608			VAN BROCKLIN ELECTRIC LLC	253.20		
	P1300618-PO# 03/19/13 -VN#050490			VEOLIA ENVIRONMENTAL SERVICES-	142.14		2,296.31
					CLOSING BALANCE	40,227.93	
55 3637300000-63100 3637300000	OFC SUPP & EXP	12,000.00 16.7%	-634.3	-1,370.21	14,004.51		
	P1300596-PO# 03/19/13 -VN#048467			STAPLES ADVANTAGE		634.30	634.30
					CLOSING BALANCE	13,370.21	

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
		JOB CENTER	PROG-TOTAL-PO			115,278.59	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$115,278.59 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

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RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian J. Klyve, Director
INITIATED BY



Katherine Flanagan
DRAFTED BY

Human Services Board
SUBMITTED BY

March 11, 2013
DATE DRAFTED

**RECOGNIZING ROCK COUNTY
SOCIAL WORKERS**

- 1 **WHEREAS**, March has been declared National Social Worker Recognition Month; and
2
3 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock
4 County, wish to recognize the Rock County Human Services Social Workers for their
5 excellence in delivering services to the citizens of Rock County; and,
6
7 **WHEREAS**, the Social Workers of the Rock County Department of Human Services provide
8 services to a wide variety of Rock County citizens; and,
9
10 **WHEREAS**, Social Workers in the Mental Health area provide a wide array of treatment and
11 psychosocial rehabilitation services to individuals living with serious mental illness thereby
12 reducing the need for hospital based care; and provide family crisis stabilization services, in-
13 home family services as well as services to children with severe and persistent mental illness
14 to provide support to the families and reduce the need for out of home placement of children
15 and adolescents; and facilitate access to treatment for individuals with addictive and co-
16 occurring disorders to assist individuals with overcoming challenges and improving quality of
17 life; and,
18
19 **WHEREAS**, the Social Workers in the Juvenile Justice & Prevention Services Division
20 provide high-quality juvenile intake, community supervision, diversion, and residential care of
21 youth in the Rock County area. Juvenile Justice Social Workers guide and support at-risk
22 youth and their families who have violated the law. On a weekly basis Juvenile Justice Social
23 Workers make difficult decisions that balance the need to keep the community safe and direct
24 youth to a crime free life; and,
25
26 **WHEREAS**, the Child Protective Services Social Workers provide essential safety services
27 and respond to reports of abuse and neglect; and work to control for the safety of children who
28 are at risk of abuse, maltreatment and/or neglect; and intervene to alter the conditions within
29 the families which create the risk of maltreatment and/or neglect, relying upon home-based
30 services and collaboration with other professionals providing essential services to these
31 children/families; and,
32
33 **WHEREAS**, the Social Workers in the Adult Community Services area provide services to
34 individuals with persistent and chronic mental illness assisting them to live in the community;
35 and prevent costly hospitalizations whenever possible; and,
36
37 **WHEREAS**, the Social Workers in the Long Term Support Division support the frail elderly
38 and individuals with physical disabilities in our community in a variety of ways; they assess
39 individuals to understand what they need help with, while encouraging them to do what they
40 can; they search out providers to care for them, yet listen and respect their opinions of what
41 they want; they work to ensure each persons health and safety, but also allow individuals to
42 make their own decisions; and they care for each individual they work with as it shows
43 through the relationships they build with their clients. LTS workers preserve the dignity and
44 spirit of each of their clients each day they come to work; and,
45

46 **NOW THEREFORE BE IT RESOLVED** that the Rock County Board of Supervisors, duly
47 assembled this _____ day of _____, 2013, do hereby recognize the Rock
48 County Social Workers for their excellent work and diligent efforts in the delivery of services
49 to needy Rock County citizens and their families in 2013.

50

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

Respectfully Submitted,

Rock County Human Services Board

Brian Knudson, Chair

Phillip Owens

Sally Jean Landers-Weavers, Vice Chair

Terry Thomas

Terry Fell

Shirley Williams

William Grahn

Marvin Wopat

Ashley Kleven

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve, HSD Director
INITIATED BY

Charmian Klyve, HSD Director
DRAFTED BY



Human Services Board
SUBMITTED BY

March 20, 2013
DATE DRAFTED

**TO AMEND THE 2013 HUMAN SERVICES
BUDGET TO DELETE A 1.0 FTE ADMINISTRATIVE ASSISTANT POSITION AND
CREATE A 1.0 FTE SECRETARY I POSITION**

- 1 **WHEREAS**, the Human Services Department has a vacancy in an Administrative Assistant position
- 2 created by the retirement of the incumbent; and,
- 3
- 4 **WHEREAS**, in the beginning of 2012 the Rock County Human Services Department (HSD) assumed
- 5 the lead fiscal and administrative responsibilities for a seven county consortium to perform economic
- 6 support functions for the Southern Income Maintenance Consortium; and,
- 7
- 8 **WHEREAS**, the HSD Director and the Manager of the Economic Support Division have re-assessed
- 9 their staffing needs for the Division in light of this new role which includes a heavy emphasis on
- 10 monitoring State performance standards across all seven counties; and,
- 11
- 12 **WHEREAS**, HSD has an urgent need for a position to create and track State standards and produce
- 13 confidential reports, not only based on the work of the Rock County staff, but also staff in the other six
- 14 counties in the Consortium; and,
- 15
- 16 **WHEREAS**, HSD can function with one less Administrative Assistant position, but is in need of the
- 17 unilateral position skill level identified in the position description and further the confidential nature of
- 18 this position; and,
- 19
- 20 **WHEREAS**, the incumbent in the position was a long tenured employee with the County, therefore,
- 21 hiring for this position would not require a budgetary adjustment.
- 22
- 23 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 24 assembled this _____ day of _____, 2013 deletes the (1.0 FTE) Administrative
- 25 Assistant in HSD and creates the position of a (1.0 FTE) Secretary I in HSD.

Respectfully submitted,

Human Services Board

Brian Knudson, Chair

Phillip Owens

Sally Jean Weaver-Landers, Vice Chair

Terry Thomas

Terry Fell

Shirley Williams

Billy Bob Grahn

Marvin Wopat

Ashley Kleven

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Eva Arnold

Kurtis Yankee

Henry Brill

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Betty Jo Bussie

FISCAL NOTE:

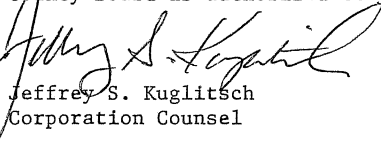
This resolution deletes a 1.0 FTE Administrative Assistant and creates a 1.0 FTE Secretary I position. Sufficient funding is available in the HSD budget for this staffing change.



Sherry Oja
Finance Director

LEGAL NOTE:

County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

The Human Services Department has a 1.0 Administrative Assistant position vacated by a retiring incumbent and is seeking to create a 1.0 Secretary 1 position. Creation of this position is necessitated by Rock County assuming fiscal and administrative oversight for the Southern Income Maintenance Consortium which includes Rock County and six surrounding counties.

Rock County holds the contract with the State of Wisconsin on behalf of the Southern Income Maintenance Consortium and is responsible for monitoring the performance standards set forth in that contract. As a result, the role of Rock County as lead agency requires that we consistently monitor and track our outcomes and take corrective action as needed. This position will be responsible for that report tracking and monitoring for Rock County, as well as our partner counties. It is a unilateral position as the position tracks the performance of Rock County Economic Support staff as well as the Economic Support staff within of our partner agencies.

The creation of this position will not result in the need for any additional budgetary authority as the incumbent was a long tenured employee paid at the top of the salary range.

**ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
Wednesday, March 27, 2013**

HSD MANAGEMENT TEAM MEETING – March 12, 2013
Meeting Cancelled.

HSD MANAGEMENT TEAM MEETING – March 19, 2013
Meeting Cancelled.
