



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 12, 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 August 22, 2012 \*
4. Citizen Participation
5. Approval of Contracts, Transfers, and/or Encumbrances – Ms. Mooren
6. Approval of Bills – Mr. Zuehlke
7. Resolution to Recognize Diana Mister \* – Ms. Smith
8. Resolution Authorizing Acceptance of JAG Criminal Justice Coordinating Councils (2010) Grant and Amending the 2012 Budget – Ms. Flanagan
9. Presentation of ADRC – Ms. Thompson
10. Director's Report \*
  - W2 / ES Caseload
11. Committee Requests for Future Agenda Items
12. Next Meeting: Wednesday, **September 26, 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

Charmian Klyve  
INITIATED BY



Delores Smith  
DRAFTED BY

Human Service Board  
SUBMITTED BY

August 27, 2012  
DATE DRAFTED

TO RECOGNIZE DIANA MISTER

1 **WHEREAS**, Diana Mister has served the citizens of Rock County for over twenty-two (22) years as a  
2 dedicated and valued employee of Rock County; and,

3  
4 **WHEREAS**, Diana Mister began her career on August 17, 1990 as a Seasonal Clerk for the Veteran's  
5 Service Office; and,

6  
7 **WHEREAS**, from August 1992 through January 2001, Ms. Mister served in a variety of roles within  
8 the Department including, Clerk II and Communication Clerk; where her responsibilities included  
9 greeting clients and screening phone calls; and,

10  
11 **WHEREAS**, in January 2001, Ms. Mister became a Support Specialist for the Rock County Job Center  
12 where she continued screening phone calls for Economic Support Workers and providing the first point  
13 of contact for clients entering the Rock County Job Center; and,

14  
15 **WHEREAS**, in June 2010, Ms. Mister accepted the position of Administrative Assistant for the  
16 Economic Support Division, where during this time, Ms. Mister's responsibilities included providing  
17 clerical assistance to the clients and staff in Economic Support; and,

18  
19 **WHEREAS**, in January 2012, Ms. Mister transferred to the Beloit Community Support Program  
20 (BCSP) as an Administrative Assistant, where during this time not only performed the usual  
21 administrative duties of greeting clients, scheduling appointments, handling phone calls, including  
22 those involving crisis situations, filing documents, and entering data into numerous systems but also  
23 served as a invaluable resource to staff; reporting when clients weren't quite themselves or were visibly  
24 not doing well; and,

25  
26 **WHEREAS**, Ms. Mister will be retiring from Rock County Department of Human Services on  
27 September 14, 2012; and,

28  
29 **WHEREAS**, during her career with Rock County, Diana Mister has proven herself to be a dedicated  
30 and compassionate advocate on behalf of Rock County residents, always offering to assist and willing  
31 to lend a helping hand; and,

32  
33 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes  
34 to recognize Diana Mister for her achievements and significant contributions to the citizens of Rock  
35 County and her lifelong and faithful service.

36  
37 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly  
38 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012, does hereby recognize Diana Mister for her  
39 twenty-two (22) years of service and extend best wishes to her in her future endeavors; and,

40  
41 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish a copy of  
42 this resolution to Diana Mister.

Respectfully Submitted,

**RECOGNIZING DIANA MISTER**

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**ROCK COUNTY 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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William Grahn

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Ashley Kleven

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Phillip Owens

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Terry Thomas

---

Shirley Williams

---

Marvin Wopat

**COUNTY BOARD STAFF COMMITTEE**

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

---

Eva Arnold

---

Henry Brill

---

Betty Jo Bussie

---

Mary Mawhinney

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Marilynn Jensen

---

Louis Peer

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Kurtis L. Yankee

**ROCK COUNTY HUMAN SERVICES DEPARTMENT  
DIRECTOR'S REPORT  
Wednesday, September 12, 2012**

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**HSD MANAGEMENT TEAM MEETING – August 21, 2012**  
Meeting Cancelled.

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**HSD MANAGEMENT TEAM MEETING – August 28, 2012**  
Meeting Cancelled.

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**HSD MANAGEMENT TEAM MEETING – September 4, 2012**

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **Tracking Notice of Placement of a Child CCR**
- **UA's**
- **Safety Committee Handyman Services**
- **HSD Website**
- **Budget Meetings**
- **HCC Building Temperature**
- **Temporary Protective Placement**
- **Position Titles**
- **United Way**
- **HSD Switchboard Issues**

INFORMATION ITEMS

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