



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, January 25, 2012 – 4:30 p.m.

Rock County Health Care Center – 3rd Floor Conference Room, Janesville

AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of January 11, 2012 *
4. Citizen Participation
5. Approval of Contracts, Transfers, and/or Encumbrances * – Ms. Mooren
6. Approval of Bills – Mr. Zuehlke
7. Holiday Committee Update – Ms. Day
8. Resolution Amending the 2011 Human Services Department Budget to Accept Additional Funding for the Wisconsin Works (W-2) Program * – Ms. Mooren
9. Resolution Authorizing 2012 Southern Income Maintenance Consortium Contract and Addenda to the Southern Consortium Contract and Amending the 2012 Human Services Department Budget * – Ms. Klyve and Mr. Boutwell
10. Director's Report *
 - W2 / BS Caseload
 - Semi-Annual Report on Conventions/Conferences
11. Committee Requests for Future Agenda Items
12. Next meeting: Wednesday, February 8, 2012 at 4:30 p.m. at the *Rock County Health Care Center, 3rd 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.

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.

12-011

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: Alternative Home Care, 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	\$18.00	Hour	20.00%

Increased

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 AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS 1408
Between RC Human Services and Alternative Home Care Inc. for supportive home care.

1/1/2012 - 12/31/2013 Cost: Rate times number of clients

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

[Signature] 1/12/12
Signature Date

[Signature] 1/12/12
Purchasing Manager Date

Total Fiscal Impact & Source of Funds:

Sufficient funds are available in ADOS 2012 budget

[Signature] 1-13-12
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.

12-075

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

Human Services Department Sara Mooren x8431
Originating Department Contact Person Phone

Contract with: BEGINNINGS GROUP FOSTER HOME, INC.
(Name of entity)

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

Contract Amount: \$ Rate x Number of approved clients

SERVICE	RATE	UNIT	CHANGE FROM PRIOR YEAR
Group Home	\$187.22	Day	0%
Respite Care	\$139.00	Day	0%

Expenditure/ Revenue Account Numbers: 36-3638-0000-64604 Child Protective Services -- Substitute Care
36-3654-0000-64604 Juvenile Justice Services -- Substitute Care

Executive Summary: Rock County Human Services Department has contracts with several substitute care providers. The number of children approved for placement at each facility will determine the actual amount of each contract. The State rather than the County now negotiates the rates with each agency based on a universal standard. Beginnings is a local group home that specializes in serving youth with mental health and behavioral disorder issues.

The 2012 County Adopted Budget includes the following funds for substitute care:

Child Protective Services:		Juvenile Justice Services:	
1,928,255	Foster homes II-V	\$241,310	Foster homes II-V
391,563	Group homes	\$255,334	Group homes
1,842,764	Residential Care Centers	\$979,472	Residential Care Centers
\$4,162,582	Total	\$1,478,756	Total

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? Chair, Human Services Board

NEW

AMENDMENT TO: _____

ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW

NO. SS 1406

Between RC Human Services and Beginnings Group Foster Home Inc. for substitute care.

1/1/2012 - 12/31/2012

Cost: Rate X Number of Clients

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

Total Fiscal Impact & Source of Funds:

Sufficient funds are available in ASD's 2012 budget

[Signature] 1-13-12
Finance Director Date

[Signature] 1/12/12
Signature Date
[Signature] 1/12/12
Purchasing Manager Date

No Central Purchasing Involvement

Purchasing Procedure Followed

White - General Services

Yellow - Issuing Dept.

Pink - County Clerk

11/1/12

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.

12-076

New Contract: (Check box if yes)

or, _____ or, _____

Amendment to Contract #

Addendum to Contract #

Human Services Department
Originating Department

Sara Mooren
Contact Person

x8431
Phone

Contract with: Choices to Change
(Name of entity)

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

Contract Amount: \$ Rate x Number of approved clients

SERVICE	RATE	UNIT	CHANGE FROM PRIOR YEAR
Group Home	\$192.10	Day	-4%

Expenditure/ Revenue Account Numbers: 36-3638-0000-64604 Child Protective Services – Substitute Care
36-3654-0000-64604 Juvenile Justice Services – Substitute Care

Executive Summary: Rock County Human Services Department has contracts with several substitute care providers. The number of children approved for placement at each facility will determine the actual amount of each contract. The State rather than the County now negotiates the rates with each agency based on a universal standard.

Choices has an excellent reputation, effective with behavioral issues, use corrective thinking methodology. The 2012 County Adopted Budget includes the following funds for substitute care:

Child Protective Services:

1,928,255	Foster homes II-V
391,563	Group homes
<u>1,842,764</u>	Residential Care Centers
\$4,162,582	Total

Juvenile Justice Services:

\$241,310	Foster homes II-V
\$255,334	Group homes
<u>\$979,472</u>	Residential Care Centers
\$1,478,756	Total

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? Chair, Human Services Board

NEW

AMENDMENT TO: _____

ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW

NO. SS 1414

Between RC Human Services and Choices to Change for substitute care.

1/1/2012 - 12/31/2012

Cost: Rate X Number of Clients

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

Total Fiscal Impact & Source of Funds:

Anthony S. Lynch 1/12/12
Signature Date

Sufficient funds are available
in HSP's 2012 budget

Joseph Mullis 1/12/12
Purchasing Manager Date

[Signature] 1/13/12
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: 12-029 or, _____ OR _____
Amendment to Contract # Addendum to Contract #

Human Services Sara Mooren X8431
Originating Department Contact Person Phone

Contract with: Community Health Systems, Inc.

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

Contract Amount: AODA Outpatient Treatment is based upon the number of referrals Times the contracted rates.

Standard AODA Outpatient Rates:	
Group Counseling	\$25.00/Hour
Individual Counseling	\$30.00/Hour
Urinalysis	\$10.00/Each

No Change

Expenditure/ Revenue Account Numbers:
 (provide 9-digit object codes)

- 36-3700-0000-62119 AODA Block Grant - Other Contracted Services
- 36-3704-0000-62119 Intoxicated Driver Program - Other Contracted Services

Executive Summary:

The Human Services Department's Adopted 2012 Budget includes Federal, State, and Intoxicated Driver Program (IDP) funds to purchase AODA treatment services. This provider is one of many providers available for eligible clients to choose from. AODA treatment services are provided within the limits of available Federal, State, and IDP revenues. Waiting lists are established if necessary.

NEW AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS 1413

Between RC Human Services and Community Health Systems Inc. for AODA treatment services.

1/1/2012 - 12/31/2012 Cost: Number of referrals X the contracted rates.

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.
Henry S. Kuykendall 1/12/12
 Signature _____ Date _____
Jodi R. Miller 1/12/12
 Purchasing Manager _____ Date _____

Total Fiscal Impact & Source of Funds:
Sufficient funds are available
in AODA 2012 budget
[Signature] 1-13-12
 Finance Director _____ Date _____

No Central Purchasing Involvement Purchasing Procedure Followed
White - General Services Yellow - Issuing Dept. Pink - County Clerk

NEW

AMENDMENT TO: _____

ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW

NO. SS1405

Between RC Human Services and Lutheran Social Services for substitute care.

1/1/2012 - 12/31/2012

Cost: Rate X Number of Clients.

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

Total Fiscal Impact & Source of Funds:

Sufficient funds are available
in ASD's 2012 budget

[Signature] 1-13-12
Finance Director Date

[Signature] 1/12/12
Signature Date
[Signature] 1/12/12
Purchasing Manager 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: or, 12-089/SS1269 or, _____
 (Check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Sara Mooren x8431
 Originating Department Contact Person Phone

Contract with: Norris Adolescent Center
 (Name of entity)

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

Contract Amount: \$ Rate x Number of approved clients

SERVICE	RATE	UNIT	CHANGE FROM ORIGINAL
3 Group Homes	\$192.10	Day	-4.4%
RCCs	\$305.83	Day	+4.4%

Expenditure/ Revenue Account Numbers: 36-3638-0000-64604 Child Protective Services – Substitute Care
36-3654-0000-64604 Juvenile Justice Services – Substitute Care

Executive Summary: Rock County Human Services Department has contracts with several substitute care providers. The number of children approved for placement at each facility will determine the actual amount of each contract. The State rather than the County now negotiates the rates with each agency based on a universal standard. This amends the original contract, which was based on 2011 rates. The 2012 County Adopted Budget includes the following funds for substitute care:

Child Protective Services:		Juvenile Justice Services:	
1,928,255	Foster homes II-V	\$241,310	Foster homes II-V
391,563	Group homes	\$255,334	Group homes
1,842,764	Residential Care Centers	\$979,472	Residential Care Centers
<u>\$4,162,582</u>	Total	<u>\$1,478,756</u>	Total

NEW AMENDMENT TO: 12-089/SS1269 ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS 1411

Between RC Human Services and Norris Adolescent Center for substitute care.

1/1/2012 - 12/31/2012

Cost: Rate X Number of Clients

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.
[Signature] 1/12/12
 Signature Date
[Signature] 1/12/12
 Purchasing Manager Date

Total Fiscal Impact & Source of Funds:
Subsequent funds are available
in NORRIS 2012 budget
[Signature] 1/13/12
 Finance Director Date

No Central Purchasing Involvement Purchasing Procedure Followed
 White - General Services Yellow - Issuing Dept. Pink - County Clerk

NEW AMENDMENT TO: _____

ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW

NO. SS 1407

Between RC Human Services and Northwest Passage LTD for substitute care.

1/1/2012 - 12/31/2012

Cost: Rate X Number of Clients

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

Total Fiscal Impact & Source of Funds:

Anthony S. Kupitsh 1/12/12
Signature Date

Sufficient funds are available in HSD's 2012 budget

J. Jack & Miller 1/12/12
Purchasing Manager Date

[Signature] 1-13-12
Finance Director Date

No Central Purchasing Involvement

Purchasing Procedure Followed

White - General Services

Yellow - Issuing Dept.

Pink - County Clerk

11/12

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.

12-091

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

Human Services Department Sara Mooren x8431
Originating Department Contact Person Phone

Contract with: Oconomowoc Developmental Training Center
(Name of entity)

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

Contract Amount: \$ Rate x Number of approved clients

SERVICE	RATE	UNIT	CHANGE FROM PRIOR YEAR
Residential Care Centers	\$339.84	Day	0%
RCC-Intensive*	\$433.86	Day	0%
Group Homes	\$339.84	Day	0%
Day School - Reg*	\$195.00	Day	new
Day School - Intensive*	\$260.00	Day	new
Respite - Regular Hourly*	\$21.00	Hour	new
Respite - Reg Daily*	\$186.00	Day	new
Respite - Intensive Hourly*	\$31.00	Hour	new
Respite - Intensive Daily*	\$216.00	Day	new
1-on-1 School Aide*	\$123.00	Day	0%

*Requires Special Approval

Expenditure/ Revenue Account Numbers: 36-3638-0000-64604 Child Protective Services - Substitute Care
36-3654-0000-64604 Juvenile Justice Services - Substitute Care

Executive Summary: Rock County Human Services Department has contracts with several substitute care providers. The number of children approved for placement at each facility will determine the actual amount of each contract. The State rather than the County now negotiates the rates with each agency based on a universal standard. ODTG specializes in serving youth with complex mental health and developmental disabilities.

The 2012 County Adopted Budget includes the following funds for substitute care:

Child Protective Services:		Juvenile Justice Services:	
1,928,255	Foster homes II-V	\$241,310	Foster homes II-V
391,563	Group homes	\$255,334	Group homes
1,842,764	Residential Care Centers	\$979,472	Residential Care Centers
\$4,162,582	Total	\$1,478,756	Total

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? Chair, Human Services Board

NEW

AMENDMENT TO: _____

ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW

NO. SS 1409

Between RC Human Services and Oconomowoc Developmental Training Center for

substitute care.

1/1/2012 - 12/31/2012

Cost: Rate X Number of Clients.

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

[Signature] 1/12/12
Signature Date

[Signature] 1/12/12
Purchasing Manager Date

Total Fiscal Impact & Source of Funds:

Subsequent funds are available in ASD's 2012 budget

[Signature] 1-13-12
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.

12-101

New Contract:
(Check box if yes)

or,

Amendment to Contract # _____

or,

Addendum to Contract # _____

Human Services Department
Originating Department

Sara Mooren
Contact Person

x8431
Phone

Contract with: Orion Family Services, Inc.
(Name of entity)

Contract Period: Start Date: 1/1/2012

Expiration Date: 12/31/2012

Contract Amount: \$ Rate x Number of approved clients

<u>SERVICE</u>	<u>RATE</u>	<u>UNIT</u>	<u>CHANGE FROM PRIOR YEAR</u>
Group Home	\$192.10	Day	Same
Treatment Foster Care Admin.	\$1,824.96	Month	Same

Expenditure/ Revenue Account Numbers: 36-3638-0000-64604 Child Protective Services – Substitute Care
36-3654-0000-64604 Juvenile Justice Services – Substitute Care

Executive Summary: Rock County Human Services Department has contracts with several substitute care providers. The number of children approved for placement at each facility will determine the actual amount of each contract. The State rather than the County now negotiates the rates with each agency based on a universal standard.

Orion provides quality services with behavior modification and level systems. Children attend public schools, staff phone birth parents frequently and offer to meet with them weekly.

The 2012 County Adopted Budget includes the following funds for substitute care:

Child Protective Services:

1,928,255	Foster homes II-V
391,563	Group homes
<u>1,842,764</u>	Residential Care Centers
\$4,162,582	Total

Juvenile Justice Services:

\$241,310	Foster homes II-V
\$255,334	Group homes
<u>\$979,472</u>	Residential Care Centers
\$1,478,756	Total

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? Chair, Human Services Board

NEW

AMENDMENT TO: _____

ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW

NO. SS 1416

Between RC Human Services and Orion Family Services Inc. for substitute care.

1/1/2012 - 12/31/2012

Cost:Rate X Number of Clients

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

Total Fiscal Impact & Source of Funds:

Sufficient funds are available

in ASD's 2012 budget

[Signature]

1-13-12

[Signature] 1/12/12

Signature

Date

[Signature] 1/21/12

Purchasing Manager

Date

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.

12-009

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

Human Services Sara Mooren X8431
 Originating Department Contact Person Phone

Contract with: SAEE, Inc. d.b.a. Kelly House
 (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	% Increase/Decrease
CBRF	\$2610.00	0%
Efficiency Apartment	\$2500.00	0%
1 Bedroom Apartment	\$2525.00	0%

- Expenditure/ Revenue Account Numbers (provide 9-digit object codes):
- 36-3686-0000-64604 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. These are licensed facilities with 4-8 beds and fall within the average range for facilities of these sizes.

NEW AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. §§ 1412

Between RC Human Services and SAEE Inc. d.b.a. Kelly House for CBRF services.

1/1/2012 - 12/31/2012 Cost Rate X Number of Clients.

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

[Signature] 1/12/12
 Signature Date

[Signature] 1/12/12
 Purchasing Manager Date

Total Fiscal Impact & Source of Funds:
Self-ent funds are available
in ADD'S 2012 budget

[Signature] 1-13-12
 Finance Director Date

No Central Purchasing Involvement

Purchasing Procedure Followed

111112

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.

12-095

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

Human Services Department Sara Mooren x8431
Originating Department Contact Person Phone

Contract with: St. Aemilian-Lakeside
(Name of entity)

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

Contract Amount: \$ Rate x Number of approved clients

<u>SERVICE</u>	<u>RATE</u>	<u>UNIT</u>	<u>CHANGE FROM PRIOR YEAR</u>
Foster Care III-IV Admin.	\$1,931.46	Month	-9.7%
Residential Care Center	\$318.18	Day	+11.25%
RCC—60-day Assessment*	\$318.18	Day	-2.7%
Residential Respite*	\$152.00	Day	0%
Academic Day Treatment*	\$168.00	Day	0%
Stabilization Programming*	\$184.00	Day	0%

** Indicates services requiring special approval

Expenditure/ Revenue Account Numbers: 36-3638-0000-64604 Child Protective Services – Substitute Care
36-3654-0000-64604 Juvenile Justice Services – Substitute Care

Executive Summary: Rock County Human Services Department has contracts with several substitute care providers. The number of children approved for placement at each facility will determine the actual amount of each contract. The State rather than the County now negotiates the rates with each agency based on a universal standard.

St. Aemilian-Lakeside offers a broad spectrum of services, specializes in behavioral issues, offers trauma-informed care services.

The 2012 County Adopted Budget includes the following funds for substitute care:

<u>Child Protective Services:</u>		<u>Juvenile Justice Services:</u>	
1,928,255	Foster homes II-V	\$241,310	Foster homes II-V
391,563	Group homes	\$255,334	Group homes
1,842,764	Residential Care Centers	\$979,472	Residential Care Centers
\$4,162,582	Total	\$1,478,756	Total

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? Chair, Human Services Board

NEW

AMENDMENT TO: _____

ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW

NO. SS 1417

Between RC Human Services and St. Aemilian-Lakeside for substitute care.

1/1/2012 - 12/31/2012

Cost: Rate X Number of Clients.

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

Total Fiscal Impact & Source of Funds:

[Signature] 1/12/12
Signature Date

Sufficient funds are available
in ADD's 2012 budget

[Signature] 1/12/12
Purchasing Manager Date

[Signature] 1-13-12
Finance Director Date

No Central Purchasing Involvement

Purchasing Procedure Followed

White - General Services

Yellow - Issuing Dept.

Pink - County Clerk

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-01

Transfer No.

Requested by Human Services

Charlman Klyve

Department

Department Head

Date

1/16/12

FROM

TO

ACCOUNT #	DESCRIPTION	AMOUNT
36-3602-0000-63100	Office Supplies	1,623
36-3689-0000-61100	Wages - Crisis	44,460
36-3690-0000-61100	Wages - Outpatient	23,940

ACCOUNT #	DESCRIPTION	AMOUNT
36-3602-0000-67160	Equipment under \$5,000	1,623
36-3689-0000-62170	Physician & Other Svc	44,460
36-3690-0000-62170	Physician & Other Svc	23,940

FISCAL NOTE:

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

ADMINISTRATIVE NOTE:

Recommended.

1/15/12
PK

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

**ROCK COUNTY
TRANSFER REQUESTS**

FINANCE DIRECTOR
RECEIVED
12-01

2012

JAN 18 2012

TO: FINANCE DIRECTOR

REQUESTED BY: Human Services
Department

Cherice S. Boyce
Department Head Signature

DATE: 1/16/12

FROM:	AMOUNT
1) ACCOUNT #: 36-3602-0000-63100 DESCRIPTION: Office Supplies CURRENT BALANCE: \$ 78,559 1-18-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 1,623.00
2) ACCOUNT #: 36-3689-0000-61100 DESCRIPTION: Regular Wages - Crisis CURRENT BALANCE: \$ 1,033,335 1-18-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 44,460.00
3) ACCOUNT #: 36-3690-0000-61100 DESCRIPTION: Regular Wages - Outpatient CURRENT BALANCE: \$ 2,463,778 1-18-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 23,940.00
4) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 36-3602-0000-67160 DESCRIPTION: HSD Equipment < \$5,000	\$ 1,623.00
ACCOUNT #: 36-3689-0000-62170 DESCRIPTION: Physician and Other Services (Crisis)	\$ 44,460.00
ACCOUNT #: 36-3690-0000-62170 DESCRIPTION: Physician and Other Services (Outpatient)	\$ 23,940.00
ACCOUNT #: DESCRIPTION:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

Office Supplies - Funds are needed to purchase a desk for an employee requesting an accommodation for a medical condition (see below)

Regular Wages - Crisis & Outpatient - HSD is requesting to transfer funds from these two accounts to Physician and Other Services. The Psychiatrist that had operating as the Crisis Medical Director, Crisis Stabilization Psychiatrist and Outpatient Psychiatrist at the Beloit Counseling Center chose not to renew his contract for 2012. This position is critical to our mental health delivery system. HSD has identified another Psychiatrist who is willing to contract on a temporary basis. We are estimating four months of expenses for this temporary contracted Psychiatrist using funds that were included in the HSD budget for Dr. Singer.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

HSD Equipment - HSD has a staff member with a request for an accommodation for a medical condition which involves purchasing a new desk that is ergonomically appropriate. For the type of desk requested (and signed off on by her doctor) the cost would be \$1,623 (delivered and assembled).

Physician and Other - Funds are needed to cover the cost of the contracted Psychiatrist who will be filling the vacancy left by Dr. Singer on a temporary basis. We are estimating four months of expenses while we work on filling the position with a permanent replacement.

ENCUMBRANCE

Rock County - Production

01/11/12

COMMITTEE APPROVAL REPORT

Page 1

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3637060000-62119 ENC 3637060000	OTHER SERVICES R1200800-PO# 01/09/12 -VN#050486	11,115.00 0.0%	0.0	0.03 CLEAN POWER LLC	11,114.97	8,303.76	8,303.76
				CLOSING BALANCE	2,811.21		
3637300000-62119 ENC 3637300000	OTHER SERVICES R1200801-PO# 01/09/12 -VN#045356	100,744.00 0.0%	0.0	0.02 SERVICE MASTER COMMERCIAL CLEA	100,743.98	47,076.60	47,076.60
				CLOSING BALANCE	53,667.38		
	JOB CENTER			PROG-TOTAL-PO		55,380.36	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$55,380.36 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

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

January 18, 2012
DATE DRAFTED

**Amending the 2011 Human Services Department Budget to Accept Additional
Funding for the Wisconsin Works (W-2) Program**

1 **WHEREAS**, the Human Services Department administers the Wisconsin Works (W-2) program in Rock
 2 County through a contract with the Wisconsin Department of Children and Families; and,
 3
 4 **WHEREAS**, the W-2 program provides support services designed to facilitate access to and sustain
 5 employment for eligible low-income parents with minor children; and,
 6
 7 **WHEREAS**, the Human Services Department will receive an additional \$293,886 from the Wisconsin
 8 Department of Children and Families for program administration, services, and participant benefits in
 9 2011.
 10
 11 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly
 12 assembled this ____ day of _____, 2012, does accept \$293,886 in additional funds and
 13 amends the 2011 Human Services Department budget as follows:

Account/Description	Budget <u>12/31/11</u>	Increase <u>(Decrease)</u>	Amended <u>Budget</u>
<u>Source of Funds</u>			
36-3720-0000-42100 W-2 - Federal Aid	\$1,056,624	(\$351,024)	\$705,600
36-3721-0000-42100 W-2 Benefits - Federal Aid	\$672,690	\$644,910	\$1,317,600
<u>Use of Funds</u>			
36-3720-0000-64604 W-2 - Program Expense	\$423,317	(\$394,617)	\$28,700
36-3720-0000-68201 W-2 - Allocated ESS	\$633,307	(\$76,807)	\$556,500
36-3720-0000-68202 W-2 - Allocated AMS - ESS	\$0	\$79,000	\$79,000
36-3720-0000-68203 W-2 - Allocated Overhead -ESS	\$0	\$39,700	\$39,700
36-3720-0000-68211 W-2 - Allocated Family Crisis	\$0	\$1,700	\$1,700
36-3721-0000-64604 W-2 Benefits - Program Expense	\$672,690	644,910	\$1,317,600

Amending the 2011 Human Services Department Budget to Accept Additional Funding for the Wisconsin Works (W-2) Program

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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

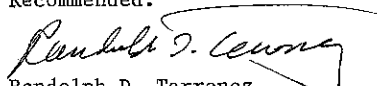
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair

ADMINISTRATIVE NOTE:

Recommended.


Randolph D. Terronez
Acting County Administrator


FISCAL NOTE:

This resolution authorizes the acceptance of an additional \$293,886 in Federal Aid for Human Services' 2011 W-2 Program. No additional County matching funds are required.


Sherry Oja
Finance Director

BUDGET:

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
Corporation Counsel

Executive Summary

Amending the 2011 Human Services Department Budget to Accept Additional Funding for the Wisconsin Works (W-2) Program

This resolution amends the 2011 Human Services Department budget to accept \$293,886 in additional funds for the Wisconsin Works (W-2) program. The Human Services Department administers the W-2 program in Rock County through a contract with the Wisconsin Department of Children and Families.

The W-2 program provides support services designed to facilitate access to and sustain employment for eligible low-income parents with minor children. The Department will receive an additional \$293,866 from the Wisconsin Department of Children and Families for program administration, services and participant benefits in 2011.

No additional County dollars are required to accept these funds.

Thank you for your consideration.

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

January 18, 2012
DATE DRAFTED

**Authorizing 2012 Southern Income Maintenance Consortium Contract and
Addenda to the Southern Consortium Contract and Amending the 2012 Human
Services Department Budget**

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 ten county-based regional consortia and further authorizes the
4 consortia to enter into a contract with DHS related to the provision of services on a multi-county
5 consortium basis; and,
6

7 **WHEREAS**, on September 14, 2011 the Rock County Human Services Board approved submission of
8 an Application and Letter of Intent to DHS to create and authorize the seven-county Southern Consortium
9 composed of human and/or social services agencies representing Crawford, Grant, Green, Iowa, Jefferson,
10 Lafayette, and Rock Counties, and that the Rock County Human Services Department would act as the
11 lead agency of the said Southern County Consortium; and,
12

13 **WHEREAS**, on October 28, 2011 DHS certified the Southern Consortium's application to administer IM
14 programs for the participating counties and explained that the organizational and operational details
15 would be defined in the upcoming IM contract, and further in contracts by and between Rock as the lead
16 county agency and the other Southern counties; and,
17

18 **WHEREAS**, on December 15, 2011 the Rock County Board of Supervisors passed Resolution 11-12A-
19 536 that authorized the Agreement between the State of Wisconsin and the Southern Consortium; and,
20

21 **WHEREAS**, this Resolution authorizes the master contract between Rock County and the Southern
22 Consortium member counties for the provision of Income Maintenance services as described in the
23 addenda to the contract between the counties; and,
24

25 **WHEREAS**, Auditors from the contracted accounting firm for Rock County recommend that budgetary
26 authority be created with a budget line for both revenues received and payments made to other counties.
27

28 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Human Services Board duly
29 assembled this _____ day of _____, 2012, does hereby authorize the Rock County Human
30 Services Director to sign the Southern Consortium Contract and the Addenda to the Southern Consortium
31 Contract.
32

33 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2012 be amended
34 as follows:
35

Account/Description	Budget 1/01/12	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
36-3605-0000-42100 IM Consortium - Federal Aid	\$0	\$2,400,000	\$2,400,000
<u>Use of Funds</u>			
36-3605-0000-62119 IM Consortium - Other Contracted Services	\$0	\$2,400,000	\$2,400,000

Authorizing 2012 Southern Income Maintenance Consortium Contract and Addenda to the Southern Consortium Contract and Amending the 2012 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

Phillip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

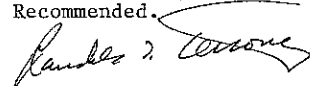
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair


ADMINISTRATIVE NOTE:

Recommended.


Randolph D. Ferronez,
Acting County Administrator


FISCAL NOTE:

This resolution provides budgetary authority for Rock County, as lead fiscal agent for the Southern Consortium, to accept and pass-through Federal Aid to the other six (6) consortium members. No additional County funds are required.


Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2012 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
Corporation Counsel

Executive Summary

Under current law, DHS has delegated certain duties and responsibilities related to the administration of the Income Maintenance Program to ten county consortia. As part of the Governor's budget proposal, responsibility for administration of the IM program would have transferred to DHS effective January 1, 2012, however, counties offered the Legislature an alternative to state takeover of the Income Maintenance duties. The alternative adopted called for counties to work cooperatively in creating ten regional consortia to operate the Income Maintenance Program beginning January 1, 2012.

There are 10-consortia statewide, one of which is the Southern Consortium composed of Crawford, Grant, Green, Iowa, Lafayette, Jefferson and Rock Counties with Rock County as the consortium lead agency. On December 15, 2011, the County Board passed Resolution 11-12A-536 that authorized Rock County to act as the lead agency for the Southern Consortium. In addition, that Resolution authorized Rock County to sign the **Income Maintenance Contract between DHS and the Southern Consortium.**

The attached Resolution authorizes an additional agreement that includes the **Income Maintenance Consortium Contract and Addendum to Consortium Contract.** The Income Maintenance Consortium Contract is a 7-party agreement that spells-out the relationship between Rock County acting as the lead agency, and the six member counties outlining issues such as a governance structure and conflict resolution procedures. The Addenda include detail on each member county's resource commitment and specialized services it offers to the Consortium. This Resolution provides that the Director is authorized to sign the Southern Consortium Contract and Addenda.

The Resolution also amends the 2012 Human Services Department Budget to accept revenue on behalf of the six other consortium member counties and to make payments. Although this is simply a pass-through of funds, auditors at the contracted accounting firm for Rock County, Baker Tilly, have recommended that a new special revenue fund and cost center be set up with a budget line for the revenue and one for the payments made to other counties. No additional county funds are required.

ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
Wednesday, January 25, 2012

HSD MANAGEMENT TEAM MEETING – January 10, 2012

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Praise and Recognition**
- **Space Issues**
- **Dutter House Probationary License**
- **LTS Shredder**
- **Vacation Advance Requests**

INFORMATION ITEMS

- **HSD Board Agenda**

MEETING WRAP-UP

HSD MANAGEMENT TEAM MEETING – January 17, 2012
Meeting Cancelled
