



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, October 23, 2013 – 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 October 9, 2013 *
4. Citizen Participation
5. Approval of Contracts, Transfers, and/or Encumbrances – Ms. Mooren
6. Approval of Bills * – Mr. Zuehlke
7. Praise and Recognition – CPS
8. Approval of 2014 Human Services Department Budget – Ms. Klyve
9. Director's Report *
10. Committee Requests for Future Agenda Items
11. Next Meeting: **Wednesday November 13, 2013 at 4:30 p.m.** at the **Rock County Health Care Center, 3rd Floor Conference Room, in Janesville, Wisconsin.**
12. 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.

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Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3700-0000-62119	OTHER SERVICES					
36-3700-1326			09/30/2013	TELLURIAN UCAN INC	17,420.00	
36-3700-1326		P1302920	09/30/2013	TELLURIAN UCAN INC	6,240.00	
36-3700-1331			09/30/2013	BELOIT AREA	187.50	
36-3700-1331			09/30/2013	CROSSROADS COUNSELING CENTER	1,957.50	
36-3700-1331			09/30/2013	LUTHERAN SOCIAL SERVICES	408.75	
36-3700-1331			09/30/2013	JANESVILLE PSYCHIATRIC CLINIC	9,175.00	
46 AODA BLOCK GRANT	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	276,494.00		143,072.13	1,560.00	35,388.75	96,473.12
36-3704-0000-62119	OTHER SERVICES					
36-3704-1331			09/30/2013	BELOIT AREA	75.00	
36-3704-1331			09/30/2013	CROSSROADS COUNSELING CENTER	245.00	
36-3704-1331			09/30/2013	LUTHERAN SOCIAL SERVICES	1,144.25	
36-3704-1331			09/30/2013	JANESVILLE PSYCHIATRIC CLINIC	910.00	
48 IDP	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	191,585.00		55,330.45	0.00	2,374.25	133,880.30

I have examined the preceding bills and encumbrances in the total amount of **\$37,763.00**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: _____ Dept Head _____
 Committee Chair _____

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Rock County HSD

COMMITTEE APPROVAL REPORT

10/17/2013

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3634-0000-64604 36-3634-1722	PROGRAM EXPENSE		10/14/2013	ROCK COUNTY HUMAN SERVICES DEP	19.00	
11 CPS	Budget 95,922.00		YTD Exp 42,041.64	YTD Enc 21,595.46	Pending 19.00	Closing Balance 32,265.90
36-3713-0000-64604 36-3713-2014	PROGRAM EXPENSE		10/14/2013	ROCK COUNTY HUMAN SERVICES DEP	801.00	
49 SHELTER PLUS	Budget 14,134.00		YTD Exp 9,925.27	YTD Enc 0.00	Pending 801.00	Closing Balance 3,407.73

I have examined the preceding bills and encumbrances in the total amount of **\$820.00**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: _____ Dept Head _____
 _____ Committee Chair _____

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Rock County HSD

COMMITTEE APPROVAL REPORT

10/17/2013

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3624-0000-64604	PROGRAM EXPENSE					
36-3624-3604			10/14/2013	KMART CORP #4255	195.71	
36-3624-3604			10/14/2013	ALLIANT ENERGY	32.00	
36-3624-3604			10/14/2013	TUCKER, JANET	150.00	
36-3624-3604			10/14/2013	TOOK, JEFFREY J	150.00	
36-3624-3604			10/14/2013	GARDNER, LELA	200.00	
36-3624-3604			10/14/2013	WHITE, MICHAEL RYAN	200.00	
¹⁰ INTERIM ASSIST	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	35,000.00		20,839.95	0.00	927.71	13,232.34

I have examined the preceding bills and encumbrances in the total amount of **\$927.71**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: _____ Dept Head _____
 _____ Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3602-0000-62119	OTHER SERVICES				
36-3602-0000		P1300589	09/30/2013	PAPER RECOVERY SERVICE CORPORA	2,041.85
OVERHEAD	Budget		YTD Exp	YTD Enc	Pending
	35,990.00		27,943.77	2,833.47	2,041.85
					Closing Balance
					3,170.91
36-3602-0000-63100	OFC SUPP & EXP				
36-3602-0000		P1300578	10/01/2013	E AND D WATER WORKS INC	47.00
36-3602-0000		P1300588	09/20/2013	MENARDS	158.36
36-3602-0000		P1300617	10/01/2013	WISCONSIN DEPARTMENT OF JUSTIC	110.00
OVERHEAD	Budget		YTD Exp	YTD Enc	Pending
	85,282.00		53,396.86	4,982.85	315.36
					Closing Balance
					26,586.93
36-3602-0000-63200	PUBL/SUBCR/DUES				
36-3602-0000		P1303206	10/02/2013	WISCONSIN COUNTY HUMAN SERVICE	7.00
OVERHEAD	Budget		YTD Exp	YTD Enc	Pending
	3,088.00		2,378.66	214.90	7.00
					Closing Balance
					467.44
36-3604-0000-62400	R & M SERV				
36-3604-5027		P1302854	10/10/2013	PIEPER ELECTRIC INC	995.00
ECONOMIC SUPPORT	Budget		YTD Exp	YTD Enc	Pending
	3,200.00		0.00	0.00	995.00
					Closing Balance
					2,205.00
36-3604-0000-67160	CA \$500-\$4,999				
36-3604-5027		P1302853	09/19/2013	HENRICKSEN	3,573.58
ECONOMIC SUPPORT	Budget		YTD Exp	YTD Enc	Pending
	27,645.00		7,742.55	4,237.41	3,573.58
					Closing Balance
					12,091.46
36-3634-0000-62176	LABORATORY				
36-3634-0000		P1300593	09/30/2013	REDWOOD TOXICOLOGY LABORATORY	231.67
CPS	Budget		YTD Exp	YTD Enc	Pending
	4,000.00		2,577.25	0.00	231.67
					Closing Balance
					1,191.08
36-3634-0000-63300	TRAVEL				
36-3634-0000			10/03/2013	MICKLEVITZ,CHRISTINA	57.07
CPS	Budget		YTD Exp	YTD Enc	Pending
	165,000.00		131,570.71	0.00	57.07
					Closing Balance
					33,372.22
36-3634-0000-64200	TRAINING EXP				
36-3634-0000		P1302415	09/30/2013	INTERTRIBAL CHILD WELFARE TRAI	80.00
36-3634-0000		P1302594	09/30/2013	INTERTRIBAL CHILD WELFARE TRAI	40.00
36-3634-0000		P1303144	09/25/2013	PARTNERS IN PREVENTION	50.00
36-3634-0000		P1303243	10/04/2013	PARTNERS IN PREVENTION	50.00
CPS	Budget		YTD Exp	YTD Enc	Pending
	18,096.00		9,481.00	1,150.00	220.00
					Closing Balance
					7,245.00
36-3634-0000-64604	PROGRAM EXPENSE				
36-3634-1803			09/30/2013	KATH,KRISTIN	27.00
36-3634-1803		P1300617	10/01/2013	WISCONSIN DEPARTMENT OF JUSTIC	35.00
36-3634-1814		P1300582	09/25/2013	HARRIS REPORTING LLC	355.05

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3634-1822		P1303208	10/02/2013	PROPP, KIMBERLY	50.00	
36-3634-5000		P1300617	10/01/2013	WISCONSIN DEPARTMENT OF JUSTIC	336.00	
CPS	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	95,922.00		41,238.59	21,595.46	803.05	32,284.90
36-3637-0000-62119	OTHER SERVICES					
36-3637-0000		P1303328	09/22/2013	ROCK WALWORTH COMPREHENSIVE FA	5,532.03	
HOME VISITATION	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	236,610.00		237,337.64	39,315.75	5,532.03	(45,575.42)
36-3638-0000-64604	PROGRAM EXPENSE					
36-3638-2900		P1300591	09/26/2013	RAWHIDE BOYS RANCH*	297.60	
36-3638-2900		P1300599	09/26/2013	TOMORROWS CHILDREN*	956.04	
36-3638-2900		P1302616	09/26/2013	CLINICARE CORPORATION	989.52	
36-3638-2900		P1302617	09/26/2013	ST AEMILIAN LAKESIDE	887.68	
36-3638-2900		P1302618	09/26/2013	ST ROSE RESIDENCE	1,517.68	
36-3638-2900		P1302619	09/26/2013	OCONOMOWOC DEVELOPMENT	7.13	
CPS SUB CARE	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	3,818,021.00		2,324,115.93	0.00	4,655.65	1,489,249.42
36-3641-0000-64604	PROGRAM EXPENSE					
36-3641-5013		P1303209	09/05/2013	CROSSROADS COUNSELING CENTER	85.00	
BRIGHTER FUTURES	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	294,864.00		194,944.96	56,779.06	85.00	43,054.98
36-3646-0000-62119	OTHER SERVICES					
36-3646-5009			09/30/2013	HOROZEWSKI, LANCE	33.50	
JUVENILE JUSTICE	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	222,830.00		125,399.65	18,044.60	33.50	79,352.25
36-3646-0000-62176	LABORATORY					
36-3646-0000		P1300593	09/30/2013	REDWOOD TOXICOLOGY LABORATORY	126.18	
JUVENILE JUSTICE	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	3,600.00		1,854.73	0.00	126.18	1,619.09
36-3646-0000-64200	TRAINING EXP					
36-3646-0000		P1303152	09/16/2013	UNIVERSITY OF WISCONSIN EXTENS	125.00	
JUVENILE JUSTICE	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	4,140.00		2,412.73	600.00	125.00	1,002.27
36-3646-0000-64604	PROGRAM EXPENSE					
36-3646-0000		P1300595	10/10/2013	SENTRY FOOD STORE	240.14	
36-3646-5016		P1300588	09/13/2013	MENARDS	30.63	
36-3646-5016		P1300595	10/02/2013	SENTRY FOOD STORE	45.45	
36-3646-5016		P1302744	09/02/2013	SHOPKO INC #130	368.34	
36-3646-5017		P1303171	09/27/2013	SCHOOL DISTRICT OF JANESVILLE	450.00	
JUVENILE JUSTICE	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	15,950.00		13,470.17	49.99	1,134.56	1,295.28

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3655-0000-64604	PROGRAM EXPENSE				
36-3655-0000		P1300617	10/01/2013	WISCONSIN DEPARTMENT OF JUSTIC	140.00
KINSHIP CARE	Budget		YTD Exp	YTD Enc	Pending
	2,000.00		7,754.24	0.00	140.00
					Closing Balance
					(5,894.24)
36-3664-0000-62119	OTHER SERVICES				
36-3664-0000		P1300576	09/20/2013	COUNTRY NURSES	839.25
YOUTH SERVICES	Budget		YTD Exp	YTD Enc	Pending
	20,000.00		11,717.50	0.00	839.25
					Closing Balance
					7,443.25
36-3664-0000-63400	OPERATING SUPPLI				
36-3664-0000		P1300574	09/20/2013	BOB BARKER COMPANY INC	177.73
YOUTH SERVICES	Budget		YTD Exp	YTD Enc	Pending
	32,145.00		23,962.74	0.00	177.73
					Closing Balance
					8,004.53
36-3664-0000-64200	TRAINING EXP				
36-3664-0000		P1303131	09/23/2013	WISCONSIN JUVENILE COURT INTAK	180.00
36-3664-0000		P1303204	10/06/2013	DILLMANS BAY PROPERTIES	214.00
36-3664-0000		P1303227	10/03/2013	WAUSHARA COUNTY DEPARTMENT OF	180.00
YOUTH SERVICES	Budget		YTD Exp	YTD Enc	Pending
	3,600.00		4,187.00	0.00	574.00
					Closing Balance
					(1,161.00)
36-3666-0000-64200	TRAINING EXP				
36-3666-0000		P1303252	10/07/2013	UNIVERSITY OF WISCONSIN STEVEN	160.00
LTS - ACS	Budget		YTD Exp	YTD Enc	Pending
	2,685.00		2,218.35	70.00	160.00
					Closing Balance
					236.65
36-3683-0000-64200	TRAINING EXP				
36-3683-0000		P1302827	09/26/2013	MMPR	735.50
ADRC	Budget		YTD Exp	YTD Enc	Pending
	1,725.00		2,095.00	445.00	735.50
					Closing Balance
					(1,550.50)
36-3686-0000-62119	OTHER SERVICES				
36-3686-0000		P1300580	09/30/2013	GENESIS BEHAVIORAL SERVICES IN	2,871.00
DETOX SERVICES	Budget		YTD Exp	YTD Enc	Pending
	237,108.00		165,539.00	51,777.00	2,871.00
					Closing Balance
					16,921.00
36-3689-0000-62119	OTHER SERVICES				
36-3689-1226		P1303327	09/01/2013	ST ELIZABETH MANOR	2,722.09
CRISIS	Budget		YTD Exp	YTD Enc	Pending
	1,396,908.00		1,082,912.50	306,464.50	2,722.09
					Closing Balance
					4,808.91
36-3689-0000-64604	PROGRAM EXPENSE				
36-3689-0000		P1303255	10/07/2013	BELOIT TRANSIT SYSTEM	110.00
36-3689-0002			09/18/2013	DRIFTWOOD MOTEL	235.00
36-3689-0002			09/24/2013	NORTHERN TOWN MOTEL	855.00
36-3689-0004			09/16/2013	KEALEY PHARMACY	165.60
36-3689-0004			10/04/2013	HEMOCARE PHARMACY LLC	143.61

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
CRISIS	Budget 210,000.00		YTD Exp 66,237.04	YTD Enc 170,661.80	Pending 1,509.21 Closing Balance (28,408.05)
36-3690-0000-62119	OTHER SERVICES				
36-3690-0000		P1300594	09/20/2013	SAFEWAY PEST CONTROL	11.55
36-3690-0000		P1300618	09/30/2013	VEOLIA ENVIRONMENTAL SERVICES-	26.85
OUTPATIENT SER	Budget 62,524.00		YTD Exp 51,190.43	YTD Enc 13,095.50	Pending 38.40 Closing Balance (1,800.33)
36-3690-0000-64200	TRAINING EXP				
36-3690-0000			10/01/2013	RUDOLPH,REBECCA	81.45
36-3690-0000		P1303253	10/07/2013	UNIVERSITY OF WISCONSIN EXTENS	425.00
OUTPATIENT SER	Budget 12,540.00		YTD Exp 2,518.02	YTD Enc 30.00	Pending 506.45 Closing Balance 9,485.53
36-3697-0000-64200	TRAINING EXP				
36-3697-0000		P1303147	10/03/2013	WISCONSIN FAMILY TIES	100.00
CFIS	Budget 1,605.00		YTD Exp 658.95	YTD Enc 0.00	Pending 100.00 Closing Balance 846.05
36-3706-0000-62119	OTHER SERVICES				
36-3706-0000		P1300594	09/20/2013	SAFEWAY PEST CONTROL	23.45
36-3706-0000		P1300618	09/30/2013	VEOLIA ENVIRONMENTAL SERVICES-	54.52
CSP	Budget 11,066.00		YTD Exp 10,252.93	YTD Enc 2,075.94	Pending 77.97 Closing Balance (1,340.84)
36-3713-0000-64200	TRAINING EXP				
36-3713-2014		P1303274	10/09/2013	HOPES CENTER OF RACINE INC	75.00
SHELTER PLUS	Budget 2,500.00		YTD Exp 0.00	YTD Enc 0.00	Pending 75.00 Closing Balance 2,425.00
36-3730-0000-62119	OTHER SERVICES				
36-3730-0000		P1300594	09/20/2013	SAFEWAY PEST CONTROL	38.00
JOB CENTER	Budget 99,672.00		YTD Exp 75,918.38	YTD Enc 23,625.62	Pending 38.00 Closing Balance 90.00
36-3730-0000-62400	R & M SERV				
36-3730-0000		P1300588	09/06/2013	MENARDS	95.93
36-3730-0000		P1300597	09/16/2013	STATE ELECTRICAL SUPPLY INC	674.20
36-3730-0000		P1300618	09/30/2013	VEOLIA ENVIRONMENTAL SERVICES-	142.14
36-3730-0000		P1303264	09/23/2013	SHERWIN WILLIAMS	156.45
36-3730-0000		P1303326	06/27/2013	ENTRANCE TECHNOLOGIES I LLC	274.00
JOB CENTER	Budget 71,297.00		YTD Exp 41,473.21	YTD Enc 13,462.84	Pending 1,342.72 Closing Balance 15,018.23

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$31,843.82**
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 Finance Committee and County Board.
B. Bills under \$10,000 to be paid.
C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: _____ Dept Head _____
Committee Chair _____

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Rock County HSD

COMMITTEE APPROVAL REPORT

10/16/2013

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3634-0000-64604 36-3634-1803	PROGRAM EXPENSE		10/01/2013	SENTRY FOODS INC STORE #375	447.43	
CPS	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	95,922.00		41,594.21	21,595.46	447.43	32,284.90
36-3641-0000-64604 36-3641-5014	PROGRAM EXPENSE		10/01/2013	NORTHERN TOWN MOTEL	450.00	
BRIGHTER FUTURES	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	294,864.00		194,579.96	56,779.06	450.00	43,054.98
36-3646-0000-64604 36-3646-0000	PROGRAM EXPENSE		10/01/2013	SHOPKO INC #130	255.63	
JUVENILE JUSTICE	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	15,950.00		14,349.10	49.99	255.63	1,295.28

I have examined the preceding bills and encumbrances in the total amount of **\$1,153.06**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
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Date: _____ Dept Head _____
 _____ Committee Chair _____

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ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
Wednesday, October 23, 2013

HSD MANAGEMENT TEAM MEETING – October 8, 2013

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **ACA Enrollment Resource List**
- **HSD CST Presentation**
- **Trauma Informed Grant**
- **Youth Conference**
- **P&P Review**
- **Credit Card for Trainings**
- **United Way**

INFORMATION ITEMS

HSD Board Agenda

HSD MANAGEMENT TEAM MEETING – October 15, 2013

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **Admin P&P Manual #5.02**

INFORMATION ITEMS

HSD Board Agenda
