



Rock County Human Services Department  
P. O. Box 1649, 3530 N. County Trunk F  
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Phone: 608/757-5271  
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**ROCK COUNTY HUMAN SERVICES BOARD**  
Wednesday, July 27, 2011 – 4:30 p.m.

Eclipse Center –Conference Room, Beloit

**AGENDA**

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of July 13, 2011 \*
4. Citizen Participation
5. CPS Update – Ms. Brown
6. IM Consortium – Ms. Klyve, Mr. Boutwell, Ms. Quirk
7. Approval of Contracts, Transfers, and/or Encumbrances \* – Ms. Mooren
8. Approval of Bills – Mr. Zuehlke
9. Director's Report \*
  - W2 / ES Caseload
  - Semi-Annual Report on Conventions/Conferences
10. Committee Requests for Future Agenda Items
11. Next Meeting: Wednesday, August 10, 2011 at 4:30 p.m. at the *Job Center, Room K*, in Janesville, Wisconsin. \*\*\*Please note location change\*\*\*
12. Adjourn

***Please Note  
Location Change***

NOTE TO COMMITTEE MEMBERS: To ensure a quorum, please call the Administrative Secretary at 757-5484 if you are unable to attend the meeting.

\* Attachment    \*\* These items may be handed out at the meeting if not available for the mailing.

7/12

# 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.

New Contract: 11-115 or, \_\_\_\_\_ or, \_\_\_\_\_  
Amendment to Contract # Addendum to Contract #

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

Contract with: Clearview Behavioral Health Unit  
(Name of entity)

Contract Period: Start Date: 06/01/11 Expiration Date: 12/31/11

Contract Amount: \$ Based upon the number of referrals x the contracted rate.

<u>Service:</u>	<u>Rate/Unit</u>	<u>% Increase</u>
Base Rate – Nursing Home – Behavioral Health Unit	\$297/Day	New Provider in 2011
1:1 Monitoring Service – Nursing Home – Behavioral Health Unit	Base rate plus \$225/Day	New Provider in 2011
Bedhold Rate	\$297/Day	New Provider in 2011

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

36-3689-0000-62119 Crisis – Other Contracted Services

### Executive Summary:

Inpatient mental health services are a necessity for County clients who are experiencing a severe mental health crisis beyond the scope of our treatment capabilities. This contract is for the Behavioral Health Unit of Dodge County's nursing home and 1:1 monitoring services within the unit.

NEW  11-115 AMENDMENT TO: \_\_\_\_\_ ADDENDUM TO: \_\_\_\_\_

ADMINISTRATION CONTRACT REVIEW NO. 881064

Contract between Rock Co. Human Services Dept. and Clearview Behavioral Health Unit for inpatient mental health services for period of 6/1/11 - 12/31/11.  
Contract Amount: Rate x no. of approved referrals

Corporation Counsel has reviewed this document and finds it to be proper, as to form.  
[Signature] 7/18/11  
Signature Date

Total Fiscal Impact & Source of Funds:  
[Signature] 1064

[Signature] 7-18-11  
Finance Director Date

Reviewed by Purchasing for compliance:  
[Signature] 7/18/11

# 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.

New Contract:  or, 10014-SS976,SS152 or, \_\_\_\_\_  
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Sara Mooren X8431  
Originating Department Contact Person Phone

Contract with: S and J Home Care, LLC d.b.a BrightStar Healthcare  
(Name of entity)

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

Contract Amount: Rate x number of approved clients

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:  
The purpose of this amendment is to allow for mileage reimbursement at the IRS mileage rate for CNA, LPN, and RN staff, contingent upon prior approval by the appropriate Supervisor or Division Manager.

NEW  AMENDMENT TO: 10014, SS976, SS152 ADDENDUM TO: \_\_\_\_\_

ADMINISTRATION CONTRACT REVIEW NO. SS1063

Amendment to contract between Rock Co. Human Services Dept. and S & J Home Care, LLC dba BrightStar Healthcare to allow for mileage reimbursement at the IRS mileage rate for CNA, LPN and RN staff for period of 1/1/10 - 12/31/11. Rate x no. of approved clients

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.  
Jessie A. King 7/18/11  
Signature Date

Total Fiscal Impact & Source of Funds:  
Sufficient funds available in FSD's 2011 budget  
[Signature] 7/18/11  
Finance Director Date

Reviewed by Purchasing for compliance:  
Jodi K. Miller 7/18/11

White - General Services  
Yellow - Originating Department  
Pink - County Clerk

**ROCK COUNTY**

**SUPPLEMENTAL APPROPRIATIONS - TRANSFERS**

11-24  
Transfer No.

Requested by Human Services Department \_\_\_\_\_  
Department Charman Klyve \_\_\_\_\_

Department Head \_\_\_\_\_  
Date 7/8/11 \_\_\_\_\_

**FROM** **TO**

ACCOUNT #	DESCRIPTION	AMOUNT
36-3664-0000-63400	JDC Operating Supplies	8,637

ACCOUNT #	DESCRIPTION	AMOUNT
36-3664-0000-67200	JDC Capital Improvement	6,294
36-3664-0000-67160	JDC Equipment under \$5,000	2,343

**FISCAL NOTE:**

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

**ADMINISTRATIVE NOTE:**

Recommended. 

**REQUIRED APPROVAL:**

Governing Committee

Finance Committee

DATE \_\_\_\_\_ COMMITTEE CHAIR \_\_\_\_\_

\_\_\_\_\_ File \_\_\_\_\_

# ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR  
RECEIVED  
7/1-24  
JUL 13 2011

**TO: FINANCE DIRECTOR**

**REQUESTED BY: HSD**

Department \_\_\_\_\_

*Annmarie Payne*  
Department Head Signature

**DATE:**

7/8/11

FROM:	AMOUNT
1) ACCOUNT #: 36-3664-0000-63400 DESCRIPTION: JDC Operating Supplies CURRENT BALANCE: <del>\$38004</del> <i>2011/11/15</i> PROVIDED BY THE FINANCE DIRECTOR	\$8,637
2) ACCOUNT #: _____ DESCRIPTION: _____ CURRENT BALANCE: \$ _____ PROVIDED BY THE FINANCE DIRECTOR	
3) ACCOUNT #: _____ DESCRIPTION: _____ CURRENT BALANCE: \$ _____ PROVIDED BY THE FINANCE DIRECTOR	
4) ACCOUNT #: _____ DESCRIPTION: _____ CURRENT BALANCE: \$ _____ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 36-3664-0000-67200 DESCRIPTION: JDC Capital Improvement	\$6,294
ACCOUNT #: 36-3664-0000-67160 DESCRIPTION: JDC HSD Equipment under \$5,000	\$2,343
ACCOUNT #: _____ DESCRIPTION: _____	
ACCOUNT #: _____ DESCRIPTION: _____	

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

- Funds are available in the JDC Operating Supplies line for two reasons:
- 1) Low average daily census. The budget for Operating Supplies was based on an expected average daily census (ADC) of 22 youth - the ADC is currently 16 youth. This is mainly due to programmatic and system changes implemented in the Juvenile Justice and Prevention Services Division around juvenile intakes to detention and a reduction in sanctions.
  - 2) Additional funds were included in the 2011 HSD Budget to purchase needed programming supplies - such as books, curriculums, and outdoor recreational equipment. HSD will prioritize what needs to be purchased in 2011 and what can be instead proposed for the 2012 budget.

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

- 1) \$6,294 - Replacing the metal 'prison style' doors on the Shelter side of the facility with regular wooden doors. This is part of an ongoing effort to soften the Shelter side of the Juvenile Detention Center.
- 2) \$1,794 for a commercial grade washer and dryer (\$897 each). To ensure compliance with DHS 94 HSD has been given the directive by the state to allow youth in Shelter to wear their own clothes. A washer and dryer are needed since they will no longer be wearing uniforms and their clothes will need to be laundered on-site.
- 3) \$549 for an 18 cubic foot fridge/freezer. This is for the staff break room as the current refrigerator is in need of replacement.

**ROCK COUNTY HUMAN SERVICES DEPARTMENT  
DIRECTOR'S REPORT  
WEDNESDAY, July 27, 2011**

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**HSD MANAGEMENT TEAM MEETING – July 5, 2011**

Meeting cancelled.

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**HSD MANAGEMENT TEAM MEETING – July 12, 2011**

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Praise And Recognition**
- **United Way Annual Celebration of Caring**
- **Inter-Divisional Emails**

INFORMATION ITEMS

- **HSD Board Agenda**
- MEETING WRAP-UP
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**HSD MANAGEMENT TEAM MEETING – July 12, 2011**

Meeting cancelled.

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