

ROCK COUNTY, WISCONSIN



Board of Supervisors
51 South Main Street
Janesville, WI 53545
(608)757-5510

***NOTE: Time, Date
and Location***

**COUNTY BOARD STAFF COMMITTEE
THURSDAY – MAY 26, 2011 – 5:30 P.M.
JURY DELIBERATION ROOM – COURTROOM H - FOURTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order & Approval of Agenda
2. Approval of Minutes – May 10, 2011
3. Citizen Participation, Communications and Announcements
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolutions
 - A. Recognizing Administrative Assistant Debra Webb
 - B. Recognizing Barbara L. Kaiser
 - C. To Create the Position of 1.0 FTE Human Services Supervisor I and to Delete 1.0 FTE Bachelor Level Social Worker – Certified Position
6. Approval of FMHC (AT&T) Wireless Request to Install Additional Cable Conduit in Right-of-Way
7. Discussion of Vacation Carryover
8. Adjournment

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0311100000-63107	PUBL & LEGAL	11,000.00	13.5%	4,819.85	-3,324.67	9,504.82	
	P1100961-PO# 05/13/11 -VN#011191			BELOIT DAILY NEWS		1,858.36	
				CLOSING BALANCE	7,646.46		1,858.36
0311100000-64904	SUNDRY EXPENSE	1,450.00	20.6%	447.50	-147.47	1,149.97	
	P1101220-PO# 05/13/11 -VN#011199			BELOIT FLORAL COMPANY		46.00	
				CLOSING BALANCE	1,103.97		46.00
	COUNTY BOARD			PROG-TOTAL-PO		1,904.36	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,904.36 INCURRED BY COUNTY BOARD. 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.

COUNTY BOARD STAFF COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

MAY 24 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0616200000-63100	OFC SUPP & EXP	350.00	23.5%	82.26	0.00	267.74	
	PI102073-PO# 05/13/11 -VN#016026			SECRETARY OF STATE		20.00	
				CLOSING BALANCE	247.74		20.00
	CORP. COUNSEL			PROG-TOTAL-PO		20.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$20.00 INCURRED BY CORPORATION COUNSEL. 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.

COUNTY BOARD STAFF COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

MAY 24 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0814200000-61920	PHYSICALS	10,320.00 2.0%	775.00	-567.99	10,112.99		
	P1100909-PO# 05/13/11 -VN#017412			WISCONSIN DEPARTMENT OF JUSTIC		176.25	
	P1102130-PO# 05/13/11 -VN#043927			WISCONSIN CHIEFS OF POLICE ASS		4,233.50	
	P1102131-PO# 05/13/11 -VN#041182			STANARD AND ASSOCIATES INC		5,635.00	
				CLOSING BALANCE	68.24		10,044.75
0814200000-63107	PUBL & LEGAL	34,750.00 0.8%	11,877.80	-11,580.65	34,452.85		
	P1100902-PO# 05/13/11 -VN#011191			BELOIT DAILY NEWS		976.64	
	P1100903-PO# 05/13/11 -VN#013607			JANESVILLE GAZETTE INC		1,767.63	
	P1100906-PO# 05/13/11 -VN#014299			MADISON NEWSPAPERS INC		1,398.00	
				CLOSING BALANCE	30,310.58		4,142.27
0814200000-63200	PUBL/SUBCR/DUES	10,050.00 13.2%	1,331.50	0.00	8,718.50		
	05/13/11 -VN#049974			O CONNELL,DAVID		153.00	
				CLOSING BALANCE	8,565.50		153.00
0814200000-64200	TRAINING EXP	44,374.00 35.4%	15,750.69	0.00	28,623.31		
	05/13/11 -VN#044396			THRKE,CONNIE		64.63	
	05/13/11 -VN#049974			O CONNELL,DAVID		114.05	
				CLOSING BALANCE	28,444.63		178.68
0814200000-64417	HCC EXPENSES	14,255.00 15.7%	2,527.81	-287.52	12,014.71		
	05/13/11 -VN#049974			O CONNELL,DAVID		27.00	
	P1100909-PO# 05/13/11 -VN#017412			WISCONSIN DEPARTMENT OF JUSTIC		141.75	
				CLOSING BALANCE	11,845.96		168.75
	HUMAN RESOURCES		PROG-TOTAL-PO			14,687.45	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$14,687.45 INCURRED BY HUMAN RESOURCES. 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.

COUNTY BOARD STAFF COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

MAY 24 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1919320000-64904	SUNDRY EXPENSE	8,400.00	13.6%	832.11	315.40	7,252.49	
	P1101460-PO# 05/13/11 -VN#035353			DAVE'S MILTON ACE HARDWARE INC		75.00	
	P1101941-PO# 05/13/11 -VN#048467			STAPLES ADVANTAGE		6.35	
	P1102049-PO# 05/13/11 -VN#042514			SYSCO FOODS OF BARABOO LLC		583.41	
	P1102084-PO# 05/13/11 -VN#014372			MARTIN, CHERYL		41.25	
	P1102107-PO# 05/13/11 -VN#039499			ACE PORTABLES		125.00	
				CLOSING BALANCE		6,421.48	831.01
	EMPL. RELATED		PROG-TOTAL-PO			831.01	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$831.01 INCURRED BY EMPLOYEE RELATED. 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.

COUNTY BOARD STAFF COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

MAY 24 2011

DATE _____ CHAIR

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

SHERIFF ROBERT D. SPODEN
INITIATED BY



CHIEF DEPUTY BARBARA J. TILLMAN
DRAFTED BY

PUBLIC SAFETY & JUSTICE
SUBMITTED BY

MAY 2, 2011
DATE DRAFTED

RECOGNIZING ADMINISTRATIVE ASSISTANT DEBRA WEBB

- 1 **WHEREAS**, Debra Webb began her employment with Rock County in 1992 as a Seasonal Clerk
- 2 Matron in the Rock County Sheriff's Office; and,
- 3
- 4 **WHEREAS**, Debra Webb was promoted to Public Safety Utility Clerk in 1993 assigned to the Jail
- 5 Division; and, promoted to Administrative Assistant in 2005 assigned to Civil Process and having
- 6 worked under four Sheriffs over the course of her career: Sheriffs Joseph Black, Howard Erickson, Eric
- 7 Runaas, Robert Spoden; and,
- 8
- 9 **WHEREAS**, she has diligently served the citizens of Rock County as a dedicated and valued employee
- 10 of the Rock County Sheriff's Office over the past 18 years; and,
- 11
- 12 **WHEREAS**, Debra Webb will retire from public service, effective June 3, 2011.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 15 assembled this ____ day of _____, 2011, does hereby recognize Administrative Assistant Debra
- 16 Webb for her over 18 years of faithful service and recommends that a sincere expression of appreciation
- 17 be given to Debra Webb along with best wishes for the future.
- 18
- 19 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of
- 20 this resolution to Debra Webb.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Ivan Collins
Ivan Collins, Chair

J. Russell Podzilni, Chair

Absent
Larry Wiedenfeld, Vice Chair

Sandra Kraft, Vice Chair

Mary Beaver
Mary Beaver

Eva Arnold

Henry Brill
Henry Brill

Henry Brill

Brian Knudson
Brian Knudson

Betty Jo Bussie

Ivan Collins

Marilynn Jensen

Louis Peer

Kurtis L. Yankee

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Safety & Justice Committee
INITIATED BY

Public Safety & Justice Committee
SUBMITTED BY



Eldred Mielke
DRAFTED BY

May 3, 2011
DATE DRAFTED

Recognizing Barbara L. Kaiser

- 1 WHEREAS, Barbara L. Kaiser has faithfully served the citizens of Rock County for 32 years; and,
- 2
- 3 WHEREAS, Barbara L. Kaiser began her career on May 30, 1979 at the Rock County Health Care
- 4 Center; and,
- 5
- 6 WHEREAS, Barbara L. Kaiser worked with four different clerk of Circuit Court: Betty Jo Bussie,
- 7 Randy Christianson, Wayne Pfister and Eldred Mielke; and,
- 8
- 9 WHEREAS, Barbara L. Kaiser will retire from public service on June 10, 2011.
- 10
- 11 NOW THEREFORE BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled
- 12 this _____ day of _____, 2011 does hereby recognize Barbara L. Kaiser for her dedicated
- 13 service to the citizens of Rock County for over 32 years and wishes her well in her future endeavors;
- 14 and,
- 15
- 16 BE IT FURTHER RESOLVED, that the County Clerk be directed to furnish a copy of this resolution
- 17 to Barbara L. Kaiser.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Ivan Collins
Ivan Collins, Chair

J. Russell Podzilni, Chair

Absent
Larry Wiedenfeld, Vice Chair

Sandra Kraft, Vice Chair

Mary Beaver
Mary Beaver

Eva Arnold

Henry Brill
Henry Brill

Henry Brill

Brian Knudson
Brian Knudson

Betty Jo Bussie

Ivan Collins

Marilynn Jensen

Louis Peer

Kurtis Yankee

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve
INITIATED BY

County Board Staff Committee
Human Services Board
SUBMITTED BY



Phil Boutwell
DRAFTED BY

May 16, 2011
DATE DRAFTED

To Create the Position of 1.0 FTE Human Services Supervisor I and to Delete 1.0 FTE Bachelor Level Social Worker – Certified Position

1 WHEREAS, the Rock County Human Services Department contracted with a consultant to provide
2 recommendations on how to improve the time completion and approval of Child Protective Services
3 initial assessments within the state and federal required 60-day timeframe; and,
4

5 WHEREAS, the cornerstone recommendation was to increase the amount of supervisory capacity to
6 handle the supervisory functions associated with initial reports of alleged child abuse and the screening
7 decision of whether or not the initial report meets the statutory requirements for abuse and/or neglect;
8 and,
9

10 WHEREAS, the new Human Services Supervisor I position will supervise the access float position and
11 make decision of whether or not the initial reports should be screened in and assigned to a Child
12 Protective Services worker to conduct an initial assessment; and,
13

14 WHEREAS, the additional supervisory help will relieve the three Human Services Supervisors
15 presently assigned to the assessment units from spending approximately half their workweek making
16 screening decisions to allow them to focus on their assessment workers and their primary task of
17 completing assessment reports in a timely manner; and,
18

19 WHEREAS, initial assessments are a vital function because they determine if the child is/children are
20 safe and whether the allegation is substantiated or not, which either brings closure to the case or opens it
21 as an ongoing Child Protective Services case; and,
22

23 WHEREAS, given the volume of work and the importance of meeting the timeliness standard the
24 Human Services Department requests the Board consider creating the new position as soon as possible
25 rather than waiting for the annual budget process; and,
26

27 WHEREAS, in order to reduce the financial impact of the new position, the Human Services Director
28 recommends that a vacant social worker position be eliminated.
29

30 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors assembled this
31 _____ day of _____, 2011, does hereby approve the creation of a new 1.0 Human Services
32 Supervisor I position assigned to Pay Range 24 (\$56,088.16 - \$68,152.32) and delete the position of 1.0
33 FTE Bachelor Level Social Worker, Certified, AMHS Range II effective upon approval of the County
34 Board.

Resolution to Create the Position of 1.0 FTE Human Services Supervisor I and to Delete 1.0 FTE Bachelor Level Social Worker – Certified Position

Page 2

Respectfully submitted,

Human Services Board

County Board Staff Committee

Brian Knudson, Chair

J. Russell Podzilni, Chair

, Vice Chair

Sandra Kraft, Vice Chair

Robert Fizzell

Eva Arnold

Kathy Kelm

Henry Brill

Minnie Murray

Betty Jo Bussie

Phil Owens

Ivan Collins

Terry Thomas

Marilynn Jensen

Sally Jean Weaver-Landers


Louis Peer

Marvin Wopat

Kurtis L. Yankee

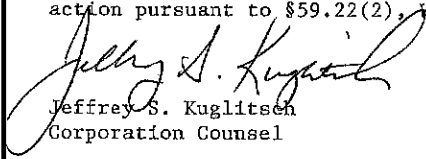
FISCAL NOTE:

There are sufficient funds available in the Human Services Budget to cover the cost of this position.


Sherry Oja
Senior Accountant/Assistant to
the Finance Director

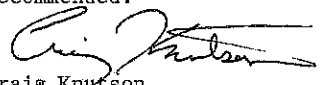
LEGAL NOTE:

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 Child Protective Services (CPS) Division has an assigned staffing level of 59.0 FTE's and operating expenditures of approximately \$9.7 million. It has the responsibility to receive and assess reports of alleged maltreatment through Access and Assessment Units. Where a need for services is identified, families are served through the Ongoing Units. In 2010, there were 2,513 referrals made to CPS, of which 1,877 were screened-in for assessment.

The State and Federal government are paying much more attention to Wisconsin counties' performance with respect to Initial CPS assessments. The counties enter CPS case data in the statewide WISACWIS information system. The Department of Children and Families monitors the real time data and makes calls to counties when standards are not met. In addition, Rock County is scheduled for a bi-annual Quality Services Review (QSR) in 2012. The State has let it be known that the 2012 emphasis of the QSR will be a review of the assessment process.

Funding was placed in the 2011 Budget to hire a consultant to provide consultation and written recommendations regarding the processing and approving the CPS initial assessments within the state and federal required 60-day timeframe. While the CPS Division is striving to meet the practical standard, data shows that at any given time about 25-40% of initial assessments are being completed in sixty days. The consultant made it clear that CPS is meeting all requirements for the timely face-to-face meetings conducted by Access workers when allegations of abuse or neglect are received. Thus, children are not being left in jeopardy because assessments are not completed within the standard.

The consultant's report was given to the Human Services Board on April 27th. The report cited a number of factors that result in Initial Assessments not being completed within 60 days. In part, it is due to workload increasing in Access, which is the "front door" of the CPS Division. The increasing volume and complexity of family issues are contributing to more work. In addition, the consultant identified some systems issues and made recommendations to modify and improve processes. However, the biggest factor is the insufficient supervisory capacity to handle the Access functions. It is recommended that increasing the amount of supervisory capacity will allow the Assessment Supervisors more time to meet with their workers, provide guidance and consultation, discuss cases, review and approve initial assessments, manage the workload and accomplish the timely completion of the Initial Assessments.

The Human Services Department and the Human Services Board wish to make a concerted effort to improve assessment performance. A number of steps have been taken to improve processes. In addition, the Department will file an application for a pilot program grant that would provide resources, technical assistance and training to effectively use child welfare data for management and decision making in CPS. However, the key to making this system improvement is the adding additional supervisory capacity. In order to make positive strides sooner than later, it is requested that a new supervisory position be considered now rather than wait to make the request in the 2012 Budget.

The HSD Director recognizes the financial pressures facing the County Board. At present, there is a vacant Bachelor Level, Certified Social Worker position in the Substitute Care unit of the CPS Division. That position has been vacant since March, 2011. In order to facilitate the creation of the new Human Services Supervisor I position, the Department is willing to delete the vacant Certified Social Worker position. The fully loaded cost of the Certified Social Worker position with salaries and benefits is approximately \$85,000. The fully loaded cost of a new Supervisor at mid-point of the salary range is approximately \$96,000. If the County Board authorizes this action, it is anticipated the position would be filled before August 1, 2011.

Approval of this resolution does not require a budget amendment because there will be sufficient amounts of salary and benefits in the HSD Budget line items to cover the new position. The net effect of deleting a position vacant since March, and creating a new position that will not be filled until mid-summer has minimal impacts on budgeted expenditures.