



ROCK COUNTY HUMAN SERVICES BOARD MEETING
Monday, November 21, 2016 – 9:00 A.M.

Call to Order: Chair Knudson called the meeting to order at 9:01 a.m. on Monday, November 21, 2016, in the 3rd Floor Conference room at the Rock County Health Care Center, Janesville, Wisconsin.

Committee Members Present: Chair Brian Knudson, Supervisor; Linda Garrett, Supervisor (in at 9:05 a.m.); Kathy Schulz, Supervisor; Shirley Williams, Citizen Representative (in at 9:03 a.m.); Sally Jean Weaver-Landers, Citizen Representative; Karl Dommershausen, Supervisor; Ashley Kleven, Citizen Representative; and Terry Thomas, Supervisor.

Committee Members Absent: Terry Fell, Supervisor. Karl Dommershausen, Supervisor.

Staff Present: Kate Luster, Director; and Sara Mooren, Administrative Services Division Manager.

Others Present: Russell J. Podzilni, County Board Chair.

Approval of Agenda: Citizen Representative Weaver-Landers moved the agenda to the floor, seconded by Supervisor Thomas. The agenda was unanimously approved. APPROVED.

Approval of Minutes of Human Services Board Meeting of November 9, 2016: Citizen Representative Weaver-Landers moved the minutes to the floor, seconded by Citizen Representative Kleven. Supervisor Schulz asked about the AFH from a previous HSD Board meeting and how their bed bug issue was handled. Ms. Luster advised that the request to have this on a future agenda is stated in the minutes and there will be an agenda item on this in December or January which Mr. Boutwell will address. The minutes were unanimously approved. APPROVED.

Citizen Participation: Chair Knudson welcomed County Board Chair Podzilni.

Submission of Committee Requests: Supervisor Schulz asked about the motion submitted to the County Board by Chair Knudson related to making a policy about county contributions and the items handled by Human Services. She suggested developing a subcommittee. Chair Knudson advised this has been referred to Corp Counsel and County Administrator Smith to develop the best process, as this has to go through the Staff Committee and will be encompassing all committees. Chair Knudson will report back with the information when he receives it.

Approval of Contracts and Transfers: Supervisor Thomas moved fourteen contracts to the floor, seconded by Citizen Representative Weaver-Landers. Ms. Mooren explained the 5% increase for the First Congregational United Church of Christ is for rental space for our Diversion Program. They have not had an increase since 2008.

Ms. Mooren explained the contracts for AODA providers we do not have leverage and the AODA providers are not willing to negotiate. Ms. Luster advised we have to make a decision to terminate a contract or pay what a provider asks because they do not need our business, therefore, they will not contract with us if we do not pay what they ask. We need providers and there are significant shortages for AODA providers across the State. When we have leverage we try to negotiate to reduce costs. Supervisor Schulz asked to try to find other solutions. Citizen Representative Kleven

agreed stating finding AODA providers is difficult as there are very few in the State. The contracts were unanimously approved. APPROVED.

Resolution Moving the Administration of the Birth-to-Three Program from the Developmental Disabilities Board to Human Services Department: Supervisor Thomas moved the resolution to the floor, seconded by Citizen Representative Kleven. Ms. Luster presented the resolution and explained the budget for the Birth-to-Three program is in the HSD final budget. Supervisor Schulz asked about the Birth-to-Three budget for 2016 compared to 2017. Chair Knudson advised it is included in the County Administrator's budget. Ms. Luster explained this is not about the contract, the contract will be coming to a future meeting for approval. This is the resolution to shift the program. Ms. Luster advised we are not reducing services as they have been delivered. Our challenge is that this is a new program for HSD and there are a lot of steps to transfer the program. Ms. Luster will email Supervisor Schulz the budget comparison from 2016 to 2017 for the Birth-to-Three program. The resolution was unanimously approved. APPROVED.

Director's Report:

- **Employee Engagement Survey Data and Follow Up Plans** – Ms. Luster distributed a summary of the Employee Engagement Survey results. The survey was conducted by Human Resources earlier this year. Ms. Luster noted the areas that HSD scored well in, and the areas that need improvement. At the HSD All Staff meeting we focused on getting staff's input on how to improve in our low scoring areas. We broke staff out into small groups to brainstorm ideas of what Administration, Supervisors and Employees can do to make improvements. We have received wonderful feedback so far. Management will be looking at the staff's ideas and work on implementing ways to improve.

Ms. Luster advised we have implemented Sharepoint to use as a tool for communicating with all staff. She has a Director's Blog on Sharepoint that she updates every few weeks. Ms. Luster is implementing "Donuts with the Director" to provide another means of engagement with staff. Division Managers are talking about ways to improve communication with staff.

Supervisor Williams asked about the "Benefits" category. Ms. Luster explained the decisions around salary increases is generally the work of Human Resources. She explained when we are aware of a position needing an upgrade we recommend it to Human Resources. Ms. Luster responded to questions about pay scales, local market, opportunities for acquiring skills, and advancement.

Next Meeting: Wednesday, December 14, 2016 at 4:30 p.m., at the Rock County Health Care Center, 3rd Floor Conference room, Janesville, Wisconsin.

Adjournment: Supervisor Thomas motioned to adjourn, seconded by Citizen Representative Kleven with unanimous approval at 9:37 a.m.

Jodi Parson, Administrative Secretary

NOT OFFICIAL UNTIL APPROVED BY THE BOARD