



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, July 22, 2020 – 4:30 p.m.

CALL: 1-312-626-6799

MEETING ID: 881 7639 6365

NOTE: This is a Teleconference

TOPIC: Human Services Board Meeting

TIME: July 22, 2020 04:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/88176396365>

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If you are interested in providing public comments about items on this agenda, comments will take place under Citizen Participation. At the beginning of the meeting, please type your name in the chat and state that you would like to comment. You will be called on to speak. If you are calling in via telephone and would like to comment, you will be given an opportunity to do so.

Join from a telephone:

- **On your phone, dial the phone number provided above.**
- **Enter the meeting ID number when prompted, using your dial-pad.**
- **Please note that long-distance charges may apply. This is not a toll-free number.**
 - **Board members: Please identify yourself by name.**
 - **Please mute your phone when you are not speaking to minimize background noises.**
 - **We are new at holding virtual meetings, so please be patient.**

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ROCK COUNTY HUMAN SERVICES BOARD
Wednesday, July 22, 2020 – 4:30 p.m.
Virtual Meeting

AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting on July 8, 2020 *
4. Citizen Participation, Communications and Announcements
5. Submission of Committee Requests
6. Approval of Contracts and Transfers – Ms. Mooren
7. HSD Employee Impact Award July Recipient – Ms. Luster
8. Resolution Amending the 2020 HSD Budget to Accept CLTS Funds and Creating 2.0 FTE Human Services Professional Positions * – Ms. O'Connor
9. Resolution Amending the 2020 HSD Budget to Accept a COVID Behavioral Health Grant * – Mr. Winkler
10. Set Date and Time for the Human Services Department Public Hearing
11. Director's Report
 - Semi-Annual Report
 - Update Regarding Department Operations and Return to Work Planning
12. **Next Meeting:** Wednesday, **August 12, 2020**, Virtual Meeting.
13. Adjourn

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.



ROCK COUNTY HUMAN SERVICES BOARD MEETING
Wednesday, July 8, 2020 – 4:30 P.M.

Call to Order: Chair Knudson called the virtual meeting to order at 4:30 p.m. on Wednesday, July 8, 2020.

Committee Members Present: Brian Knudson, Supervisor. Sally Jean Weaver-Landers, Citizen Representative; Shirley Williams, Supervisor; Kathy Schulz, Supervisor; Pam Bostwick, Supervisor; Kaelyb Lokrantz, Supervisor; J. Russell Podzilni, Supervisor; and Ashley Kleven, Citizen Representative.

Committee Members Absent: Angelina Reyes, Citizen Representative.

Staff Present: Greg Winkler, Deputy Director; Sara Mooren, Administrative Services Manager; and Mark Stevens, Business Manager.

Others Present: Sue Rusch. Patrick Singer, Information Technology (IT) Data Systems Manager. Terri Carlson, Corporation Counsel Risk Manager. Marilyn Bondehagen, County Administration.

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

Approval of Minutes of Human Services Board Meeting of June 24, 2020: Supervisor Bostwick moved the minutes to the floor, seconded by Citizen Representative Kleven. The minutes were unanimously approved. APPROVED.

Citizen Participation, Communications and Announcements: Supervisor Schulz advised that she is serving as a representative on the Wisconsin Counties Association (WCA) and to contact her if there are any issues to convey.

Submission of Committee Requests: Supervisor Schulz requested adding Community Action as a location for a future meeting. Citizen Representative Weaver-Landers asked about the Public Hearing which Chair Knudson advised is being looked at to figure out on how to conduct.

Approval of Contracts and Transfers: Citizen Representative Weaver-Landers moved one contract to the floor, seconded by Supervisor Williams. Ms. Mooren explained it was an amendment to a current contract, which was linked to the resolution that was going to be presented at this meeting. The contract was unanimously approved. APPROVED.

Review of Bills: Mr. Stevens advised there wasn't anything new to highlight for the June invoices.

Resolution Amending the 2020 HSD Budget to Accept a Substance Abuse Block Grant Supplemental Award: Citizen Representative Weaver-Landers moved the resolution to the floor, seconded by Supervisor Podzilni. Mr. Winkler explained Rock County has been awarded additional funds and explained how the funding will be used. The resolution was unanimously approved. APPROVED.

Rock County HSD 2021 Pre-Budget Overview: Mr. Winkler presented the HSD 2021 Pre-Budget powerpoint. He reviewed the HSD Vision, Mission, Mandated services, and leadership structure. Mr. Winkler explained more details about each HSD program.

Ms. Mooren explained there were 429.5 FTE (Full Time Equivalent) HSD employees in calendar year 2020. HSD revenue consisted of State/Federal 51%, Tax levy 34%, Intergovernmental 13%, and fees/insurance/other 2% which totaled about \$70 million. HSD expenditures included salaries 36%, operational costs 48% and fringe benefits 16%. She explained the revenue, expenditures and tax levy for each program. Ms. Mooren explained the known increase/decreases for revenues and expenditures. Ms. Mooren highlighted the potential reductions which included out of home care and vacant positions.

Mr. Winkler reviewed the 2021 personnel requests, key initiatives, and the HSD challenges and opportunities.

Director's Report:

- **Update Regarding Department Operations and Return to Work Planning:** Mr. Winkler advised HSD is evaluating and has created return to work plan documents. He noted HSD is not rushing to get all staff back in the office at this point and most staff are working remotely. Some programs are seeing clients face to face when needed using appropriate PPE.

Next Meeting: Wednesday, July 22, 2020 at 4:30 p.m. – Virtual Meeting.

Adjournment: Supervisor Williams motioned to adjourn, seconded by Citizen Representative Weaver-Landers with unanimous approval at 5:21 p.m.

Jodi Parson, Secretary

NOT OFFICIAL UNTIL APPROVED BY THE BOARD

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Kate Luster
INITIATED BY



Marci Taets
DRAFTED BY

Human Services Board
SUBMITTED BY

July 7, 2020
DATE DRAFTED

**AMENDING THE 2020 HSD BUDGET TO ACCEPT CLTS FUNDS
AND CREATING 2.0 FTE HUMAN SERVICES PROFESSIONAL POSITIONS**

1 **WHEREAS**, the Human Services Department’s Children’s Long Term Support (CLTS) program makes
2 Medicaid funding available to serve children who have substantial limitations due to developmental,
3 emotional and/or physical disabilities; and,
4

5 **WHEREAS**, the State of Wisconsin began an initiative to eliminate the waitlist for CLTS services in
6 2017 with an initial deadline of December 31, 2018; and,
7

8 **WHEREAS**, Rock County’s waitlist at the beginning of this initiative was 183 children, and the CLTS
9 program successfully enrolled all of the children per the State’s mandate; and,
10

11 **WHEREAS**, as the CLTS program has grown, the demand for CLTS services has also increased; and,
12

13 **WHEREAS**, Rock County is currently serving 520 eligible children, but there are 80 children on the
14 waitlist; and,
15

16 **WHEREAS**, the State of Wisconsin has made additional funding available to immediately enroll newly
17 eligible children; and,
18

19 **WHEREAS**, in order to serve the additional children, it is necessary to increase the capacity of the
20 CLTS program by two human services professionals who will serve as CLTS case managers; and,
21

22 **WHEREAS**, the additional revenue in the CLTS program will cover the costs of the new positions and
23 related technology such as computers, cell phones, and mobile hotspots as well as other expenses incurred
24 or anticipated this year; and,
25

26 **WHEREAS**, no additional county levy is required in 2020 due to the new revenue in the CLTS budget.
27

28 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
29 assembled this _____ day of _____, 2020 does hereby approve the creation of 2.0 FTE Case
30 Manager positions in CLTS, and the purchase of computers, cell phones, and mobile hotspots for the new
31 positions.
32

33 **BE IT FURTHER RESOLVED**, that the 2020 Budget be amended as follows:
34

Account	Description	Budget 7/1/20	Increase	Amended Budget
Source of Funds				
36-3691-0000-42100	FEDERAL AID	\$6,192,662	\$892,637	\$7,085,299
Use of Funds				
36-3691-0000-61100	REGULAR WAGES	\$1,442,287	\$56,283	\$1,498,570
36-3691-0000-61400	FICA	\$110,719	\$4,302	\$115,021
36-3691-0000-61510	RETIREMENT-EMPLOYERS	\$97,695	\$3,074	\$100,769
36-3691-0000-61610	HEALTH INSURANCE	\$538,260	\$8,488	\$546,748
36-3691-0000-61620	DENTAL INSURANCE	\$14,069	\$571	\$14,640
36-3691-0000-62210	TELEPHONE	\$12,500	\$2,893	\$15,393
36-3691-0000-64604	PROGRAM EXPENSE	\$3,688,744	\$814,226	\$4,502,970
36-3691-0000-67130	TERMINALS & PC'S	\$0	\$2,800	\$2,800

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Pam Bostwick

Ashley Kleven

Kaelyb Lokrantz

J. Russell Podzilni

Angelina Reyes

Kathy Schulz

Shirley Williams

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair Date

FISCAL NOTE:

The 2.0 FTE and related expenditures will be funded by Medicaid revenue.

/s/ Sherry Oja

Sherry Oja
Finance Director

COUNTY BOARD STAFF COMMITTEE

Kara Purviance, Chair

Rich Bostwick, Vice Chair

Tom Brien

Kevin Leavy

Louis Peer

J. Russell Podzilni

Alan Sweeney

Bob Yeomans

Jeremy Zajac

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats. As an amendment to the 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.

/s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

Executive Summary

Amending the 2020 HSD Budget to Accept CLTS Funds and Creating 2.0 FTE Human Services Professional Positions

This resolution authorizes HSD to create 2.0 FTE CLTS HSD Professionals. These positions will be responsible for coordinating services for children in Rock County who have a disability and are eligible for the Children's Long Term Support (CLTS) Waiver Program. The increase in case managers will help us to meet the Waitlist Elimination Requirement set by the Wisconsin Department of Health Services, Division of Medicaid Services, Bureau of Children's Services.

CLTS has been mandated by the State of Wisconsin to make progress towards opening children from the waitlist and has made funding available to immediately enroll new eligible children in CLTS that have been placed on a waitlist. Rock County CLTS has made significant progress since the initial goal of waitlist elimination in November, 2017. The total eligible children served at that time was 207 with an additional 183 on the waitlist. The total currently served in July, 2020 is 520 eligible children with an additional 80 children on the waitlist.

The resolution authorizes this position along with the equipment and furnishings necessary for the each staff.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster
INITIATED BY

Marci Taets
DRAFTED BY

Human Services Board
SUBMITTED BY



July 13, 2020
DATE DRAFTED

**Amending the 2020 Human Services Department Budget to Accept a
COVID Behavioral Health Grant**

1 **WHEREAS**, the State of Wisconsin Department of Health Services made funding available through
2 SAMHSA to provide an array of behavioral health treatment and recovery support services for people
3 with behavioral health needs affected by the COVID Crisis; and,
4

5 **WHEREAS**, Rock County has requested and been approved to receive a total award of \$212,702, with
6 funding split between two federal fiscal years; and,
7

8 **WHEREAS**, \$65,143 must be used between May 1, 2020 and September 30, 2020 and \$147,559 must
9 be used between October 1, 2020 and August 31, 2021; and,
10

11 **WHEREAS**, the funds will be used to support citizens and Emergency Service/First Responder
12 personnel in Rock County by expanding on existing services that are in greater demand during the
13 COVID-19 pandemic; and,
14

15 **WHEREAS**, services to be provided include peer specialist support for clients through a partnership
16 with Rock Valley Community Programs; and,
17

18 **WHEREAS**, the funds will be used to support Emergency Service/First Responder staff through a
19 partnership with the Rock County Sheriff's Office; and,
20

21 **WHEREAS**, the funds will be used to support increased access to safe and sober housing.
22

23 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
24 assembled this _____ day of _____, 2020 does hereby authorize the acceptance of the COVID
25 Behavioral Health Grant.
26

27 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2020 be amended as
28 follows:
29

	Budget	Increase	Amended
	<u>6/1/20</u>	<u>(Decrease)</u>	<u>Budget</u>
30 Account/Description			
31 <u>Source of Funds</u>			
32 36-3695-0000-42100			
33 Federal Aid	\$0	\$212,702	\$212,702
34			
35 <u>Use of Funds</u>			
36 36-3695-0000-62119			
37 Other Contracted Services	\$0	\$174,302	\$174,302
38			
39 36-3695-0000-64604			
40 Program Expense	\$0	\$38,400	\$38,400
41			

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Pam Bostwick

Ashley Kleven

Kaelyb Lokrantz

J. Russell Podzilni

Angelina Reyes

Kathy Schulz

Shirley Williams

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair Date

FISCAL NOTE:

This resolutions accepts \$212,702 in Federal Aid for COVID related behavioral health support services. No County matching funds are required.

/s/ Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2020 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.

/s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

Executive Summary

Amending the 2020 Human Services Department Budget to Accept a COVID Behavioral Health Grant

Rock County Human Services Department has been awarded a SAMHSA grant through the Wisconsin Department of Health Services in the amount of \$212,702 to be used by August 31, 2021. This resolution seeks approval from the Board to accept the grant award.

The grant provides funding in the areas of peer specialist programming, support for First Responders in Rock County, and access to safe and sober housing. This funding supplements a partnership with Rock Valley Community Programs by adding 1.4 FTE to the existing peer specialist program. The grant also provides funding for the Rock County Sheriff's Office to oversee a coordinator who will organize and manage the Critical Incident Stress Management process among First Responders in Rock County. Finally, funding will support citizens who need assistance to secure safe and secure housing.