



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, February 24, 2021 – 4:30 p.m.**  
**CALL: 1-312-626-6799**  
**MEETING ID: 881 7639 6365 Passcode: 177537**

**TOPIC: Human Services Board Meeting**  
**TIME: February 24, 2021 04:30 PM**

Join Zoom Meeting

<https://us02web.zoom.us/j/88176396365?pwd=MmRCNi9BY2dLQW5QREhXay9PWnE0Zz09>

Meeting ID: 881 7639 6365

Passcode: 177537

One tap mobile

+13126266799, 88176396365#,\*177537# US (Chicago)

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Dial by your location

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+1 253 215 8782 US (Tacoma)

Meeting ID: 881 7639 6365

Passcode: 177537

Find your local number: <https://us02web.zoom.us/u/kdmnId59R4>

Join by Skype for Business

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

**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.

**ROCK COUNTY HUMAN SERVICES BOARD**  
**Wednesday, February 24, 2021 – 4:30 p.m.**  
**Virtual Meeting**

**AGENDA**

1. Approval of Agenda
2. Approval of Minutes of Human Services Board Meeting on February 10, 2021 \*
3. Citizen Participation, Communications and Announcements
4. Submission of Committee Requests
5. Approval of Contracts and Transfers \* – Ms. Mooren
6. Rock County Human Services February Employee Impact Award – Ms. Luster
7. Resolution to Recognize Cheri Salava \* - Ms. O'Connor
8. Resolution to Amend the 2021 HSD Budget and Creating New Positions to Meet the Waitlist Elimination Requirements in the Children's Long Term Support Program \* - Ms. Butz
9. Director's Report
  - Update: COVID Related Departmental and Community Needs
  - Update: Dr. Daniel Hale Williams Rock County Resource Center
10. **Next Meeting:** Wednesday, **March 10, 2021**, Virtual Meeting at 4:30 p.m.
11. 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](mailto:countyadmin@co.rock.wi.us) at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

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.



**ROCK COUNTY HUMAN SERVICES BOARD MEETING**  
**Wednesday, February 10, 2021 – 4:30 P.M.**

**Call to Order:** Chair Knudson called the virtual meeting to order at 4:30 p.m. on Wednesday, February 10, 2021.

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

**Committee Members Absent:** None.

**Staff Present:** Katherine Luster, Director; Greg Winkler, Deputy Director; Tera O'Connor, Deputy Director; Sara Mooren, Administrative Services Manager; Verenice Sandoval, Administrative Intern; and, Mark Stevens, Business Services Manager.

**Others Present:** Sue Rusch.

**Approval of Agenda:** Citizen Representative Weaver-Landers moved the agenda to the floor, seconded by Supervisor Podzilni. The agenda with the requested change was unanimously approved. Approved.

**Approval of Minutes of Human Services Board Meeting of January 27, 2021:** Supervisor Bostwick moved the minutes to the floor, seconded by Citizen Representative Kleven. The minutes were unanimously approved. Approved.

**Citizen Participation, Communications and Announcements:** None.

**Submission of Committee Requests:** Supervisor Schultz requested information regarding assistance for the homeless during this cold weather.

**Approval of Contracts and Transfers:** Supervisor Podzilni moved ten contracts to the floor, seconded by Citizen Representative Weaver-Landers. Ms. Mooren explained all the contracts were renewals for current contracts. The contracts were unanimously approved. Approved.

**Review of Bills:** Mr. Stevens presented the bills and there were no questions.

**Update Regarding Equity, Diversity and Inclusion Activities and Plans:** Ms. Luster stated that two Equity Manager positions have been created, one each for Human Services and the County Administrator's Office. The recruitment process has started. The HSD position will be a leadership position that reports directly to Ms. Luster. The position's role is both internal and external, addressing diversity issues in the department and the community. Ms. Luster emphasized that while we will have an equity manager, everyone plays a part in promoting equity, diversity and inclusion. Last year, Human Services conducted a survey to help develop priorities and recommendations for the Department with an emphasis on leadership development around issues of diversity, inclusion, and equity. Ms. Luster shared examples of the work the Department has already accomplished. She also gave an overview of suggested Inclusive Leadership Competencies emphasizing that a key piece that stands out is creating intentional time and space for discussions/efforts for leaders and to make this a priority. Fundamental education/learning/development, book options for reading, and using designated time in leadership meetings for discussion are all important ways to increase awareness and share thoughtful dialogue.

**Discussion and Possible Action to Select the HSD Logo:** Ms. Luster shared revised logos that the graphic designer created that reflect feedback from the survey results, namely logo examples #4 and #5. The designer provided samples of the revised logos using several different color options. Ms. Luster also shared black and white samples of the same. She noted that the color options appear as light gray scale, except for the dark blue (example #7), which appears more distinct. Ms. Luster also shared that the dark blue is the best to photocopy in black and white while still retaining a more distinct quality. Supervisor Lokrantz made a motion to approve example #7 as the new Human Services Department logo. Citizen Representative Weaver-Landers seconded. The motion was unanimously approved. Approved.

### **Director's Report:**

- **Update: COVID Related Departmental and Community Needs:** Ms. Luster responded to Supervisor Schultz's request for information regarding assisting the homeless in cold weather. She shared that there are emergency warming shelters in the County and Human Services has taken the lead in facilitating this initiative. Shelters are limited in terms of capacity because of COVID-19. The EOC takes on the role of responding to any unmet need. Crisis is the contact number for warming center information/requests. Arrangements with a local hotel (Holiday Inn Express) and other local hotel options, are coordinated through Crisis. Information has been communicated by the EOC to the public through an information release. ECHO also has some dedicated dollars for housing purposes. If someone is eligible for longer term housing, we make sure they are connected with that resource, as well. Supervisor Schultz requested specific information in regard to location of the warming shelters, noting the need for transportation to the shelters. Ms. Luster assured that bus tokens, rides, and a sensitivity to the acute situation this weather presents are all part of the Department's response. A list of shelter locations will be emailed to the Board.

In regard to COVID-19 vaccinations, Ms. Luster advised that many staff in the Phase 1A category were vaccinated at Blackhawk Technical College two weeks ago. Twelve staff had to reschedule, as well as some foster parents. There is a plan for them to be vaccinated soon. Phase 1B is coming, but we are waiting our turn and working with Public Health around the prioritization of this group as well as the

65+ age group that will have ongoing access at this point. The Vaccination Coordination Committee is working on outreach to vulnerable populations.

The Department continues to keep staff safe by providing adequate PPE. There is not a shortage of N95 masks, however there are staff who were fitted for N95 mask models that are not always accessible. In addition, we have contracted with Battelle to decontaminate N95 masks.

Supervisor Schultz shared that there is some difference in the way hospitals and clinics are notifying people about the vaccine. She has also heard that some people have difficulty making an online reservation to be vaccinated with the only other option being to call and wait for a call back. Ms. Luster responded that the Vaccination Coordination Committee and Public Health are working on these issues to help ease the process.

- **Update: Dr. Daniel Hale Williams Rock County Resource Center:** Mr. Stevens shared some building construction photos reflecting paint color, carpet, the rotunda, skylights and conference room space. He shared that the building is 44% complete. Ms. Luster shared furniture photos of work spaces. Ms. Luster will also share a link to an interview with Danny Evans and Randy Terrones about Daniel Hale Williams that depicts his legacy in Rock County and the journey to his name becoming the namesake of our new building.

**Next Meeting:** Wednesday, February 24, 2021 at 4:30 p.m. – Virtual Meeting.

**Adjournment:** Supervisor Schultz motioned to adjourn, seconded by Citizen Representative Angelina Reyes with unanimous approval at 5:30 p.m.

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Kathleen Wellnitz, Secretary

**NOT OFFICIAL UNTIL APPROVED BY THE BOARD**



**ROCK COUNTY HUMAN SERVICES**  
**Contract Summary**  
**February 24, 2021**

**CHILDREN'S LONG TERM SUPPORT (CLTS)**

**CONTRACT SUMMARY:** These are a few of several contracts with agencies that provide services to the Children's Long Term Support program. Services will be authorized by County staff and funded by the State through a Third Party Administrator.

**1 PROVIDER: BLACKBIRD PSYCHOTHERAPY LLC (HSD-2021-0137)**

**START/END:** 2/1/2021 - 12/31/2021  
**LOCATION:** Janesville WI  
**RATE:** Training for Unpaid Caregivers \$125/Hour New

**2 PROVIDER: CHRISTIAN SERVANTS HOME CARE LLC (HSD-2021-0131)**

**START/END:** 2/1/2021 - 12/31/2021  
**LOCATION:** Appleton WI  
 Child Care, Supplemental (0 to 5) \$3.20/Hour New  
 Child Care, Supplemental (6 to 11) \$2.20/Hour New  
 Child Care, Supplemental (12 and older) \$8.40/Hour New  
 Daily Living Skills \$38/Hour New  
 Mentoring \$24/Hour New  
 Respite - Low Acuity \$28/Hour New  
 Respite - Medium Acuity \$32/Hour New  
**RATE:** Respite - High Acuity \$36/Hour New  
 Respite - Group of 2 \$20/Hour New  
 Respite - Group of 3 \$13.33/Hour New  
 Supportive Home Care - Low Acuity \$28/Hour New  
 Supportive Home Care - Medium Acuity \$32/Hour New  
 Supportive Home Care - High Acuity \$36/Hour New  
 Specialized Transportation of CLTS Clients During Service \$0.58/Mile New  
 Transportation to/from Programming \$26.80 New

**COMPREHENSIVE COMMUNITY SERVICES (CCS)**

**CONTRACT SUMMARY:** Jefferson, Rock and Walworth Counties provide regionalized CCS services and therefore engage in joint contracts with multiple CCS providers. Regional rates are determined by the qualifications of the provider. The number of clients approved for services with each provider will determine the actual amount of each contract.

**3 PROVIDER: FOUNDATIONS COUNSELING CENTER INC (HSD-2021-0036-A1)****START/END:** 1/1/2021 - 12/31/2021**LOCATION:** Belleville WI*Rate Increase from \$70/Hour to \$80/Hour:*

<b>RATE:</b>	Service Facilitation/Planning (MA)	\$80/Hour	14%
	Psychotherapy/Psychoeducation (MA)	\$80/Hour	14%
	Wellness Management and Recovery/Recovery Support Services (MA)	\$80/Hour	14%

**4 PROVIDER: ORION FAMILY SERVICES (HSD-2021-0130)****START/END:** 1/1/2021 - 12/31/2021**LOCATION:** Madison WI

<b>RATE:</b>	Service Planning (MA)	\$110.92/Hour	5.92%
	Service Facilitation (MA)	\$110.92/Hour	5.92%
	Individual Skill Development and Enhancement (MA)	\$110.92/Hour	5.92%
	Psychoeducation (MA)	\$110.92/Hour	5.92%
	Wellness Management & Recovery/Recovery Support Services (MA)	\$110.92/Hour	5.92%
	Psychotherapy (MA)	\$110.92/Hour	5.92%
	Substance Abuse Treatment (MA)	\$110.92/Hour	5.92%
	Service Planning (BA)	\$82.84/Hour	3.55%
	Service Facilitation (BA)	\$82.84/Hour	3.55%
	Individual Skill Development and Enhancement (BA)	\$82.84/Hour	3.55%
	Psychoeducation (BA)	\$82.84/Hour	3.55%
	Wellness Management & Recovery/Recovery Support Services (BA)	\$82.84/Hour	3.55%
	Substance Abuse Treatment (BA)	\$82.84/Hour	3.55%
	Service Planning (Rehab)	\$55.88/Hour	0%
	Service Facilitation (Rehab)	\$55.88/Hour	0%
	Individual Skill Development and Enhancement (Rehab)	\$55.88/Hour	0%
	Wellness Management & Recovery/Recovery Support Services (Rehab)	\$55.88/Hour	0%

**5 PROVIDER: RESTORING BALANCE COUNSELING LLC (HSD-2020-0233)****START/END:** 1/1/2020 - 12/31/2020**LOCATION:** Jefferson WI

<b>RATE:</b>	Service Planning	\$70/Hour	0%
	Individual and/or Family Psychoeducation	\$70/Hour	0%
	Psychotherapy	\$70/Hour	0%

**6 PROVIDER: RESTORING BALANCE COUNSELING LLC (HSD-2021-0133)****START/END:** 1/1/2021 - 12/31/2021**LOCATION:** Jefferson WI

<b>RATE:</b>	Service Planning	\$70/Hour	0%
	Individual and/or Family Psychoeducation	\$70/Hour	0%
	Psychotherapy	\$70/Hour	0%

<b>7</b>	<b>PROVIDER:</b>	<b>THE WILLOWS COUNSELING AND EMDR CENTER LLC (HSD-2020-0189-A2)</b>		
	<b>START/END:</b>	1/1/2020 - 12/31/2020		
	<b>LOCATION:</b>	Capron IL		
		Service Planning (MA)	\$120.84/Hour	0%
		Service Facilitation (MA)	\$120.84/Hour	0%
		Psychoeducation (MA)	\$120.84/Hour	0%
<b>RATE:</b>		Psychotherapy (MA)	\$120.84/Hour	0%
		Substance Abuse Treatment (MA)	\$120.84/Hour	0%
		Group Psychoeducation (MA)	\$30.21/Hour	0%
		Group Psychotherapy (MA)	\$30.21/Hour	0%
		Group Substance Abuse Treatment (MA)	\$30.21/Hour	0%

### CHILD PROTECTIVE SERVICES

<b>8</b>	<b>PROVIDER:</b>	<b>ALIA (HSD-2020-0191-A1)</b>		
	<b>START/END:</b>	7/1/2020 - 6/30/2021		
	<b>LOCATION:</b>	Minnesota		
<b>CONTRACT SUMMARY:</b>		This agreement with Alia is to facilitate Leadership Strategy and monthly Workforce Wellbeing groups with CPS staff and leadership. Alia also provides Executive and Leadership Coaching. The goals are to build trust, cooperation, and shared vision among the leadership team, provide trainings/workshops to child welfare leaders and/or staff with a foundational introduction to key concepts of the new way of work and an opportunity to gain new knowledge and insights, 1:1 leadership coaching and microlearnings. This amendment adds additional Leadership Coaching at \$250 per 30 minutes. This is not to exceed an additional \$6,000. Original agreement was for \$154,000 plus travel.		
<b>RATE:</b>		Leadership Coaching	\$6,000 additional	

### SUBSTANCE USE DISORDER TREATMENT SERVICES

<b>9</b>	<b>PROVIDER:</b>	<b>COMMUNITY ACTION INC OF ROCK &amp; WALWORTH COUNTIES (HSD-2021-0078)</b>		
	<b>START/END:</b>	1/1/2021 - 12/31/2021		
	<b>LOCATION:</b>	Beloit WI		
<b>CONTRACT SUMMARY:</b>		Rock County Human Services Department works with this Provider to meet the goals of the grant-funded Urban Youth Prevention Program (formerly the AODA Inner City Services Program).		
<b>RATE:</b>		Urban Youth Prevention Program	\$47,400/Annually	0.2%

<b>10</b>	<b>PROVIDER:</b>	<b>TELLURIAN INC (HSD-2021-0082)</b>		
	<b>START/END:</b>	1/1/2021 - 12/31/2021		
	<b>LOCATION:</b>	Monona WI		
<b>CONTRACT SUMMARY:</b>		This is one of several contracts for Substance Use Disorder (SUD) residential treatment services. Services are provided within the limits of available funding. Waiting lists are established if necessary. This contract also includes crisis stabilization services.		
<b>RATE:</b>		Medically Monitored Residential Treatment	\$490/Day	0%
		Psychiatric Services	\$150/Hour	0%
		Crisis Stabilization Services	\$465/Day	0%



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**11 PROVIDER: WISHOPE RECOVERY (HSD-2021-0132)**

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**START/END:** 2/1/2021 - 12/31/2021

**LOCATION:** Waukesha WI

**CONTRACT SUMMARY:** This is one of several contracts for Substance Use Disorder (SUD) treatment services. Services are provided within the limits of available funding. Waiting lists are established if necessary.

<b>RATE:</b>	Residential Primary SUD Treatment ( <i>No Medicaid Coverage</i> )	\$390/Day	
	Room and Board Only ( <i>When Medicaid Coverage Is Available</i> )	\$30/Day	
	Intensive Extended Care	\$330/Day	New
	Extended Care	\$230/Day	

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**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Luster  
INITIATED BY



Tera O'Connor  
DRAFTED BY

Human Service Board  
SUBMITTED BY

February, 10, 2021  
DATE DRAFTED

**TO RECOGNIZE CHERI SALAVA**

1 **WHEREAS**, Cheri Salava has served the citizens of Rock County for twenty-eight (28) years  
2 as a dedicated and valued employee of Rock County; and,  
3

4 **WHEREAS**, Ms. Salava began her career on June 1<sup>st</sup>, 1992 with Rock County Human  
5 Services as an After Hours Supervisor for Crisis, Child Protective Services (CPS), and Youth  
6 Justice. She started working second shift and performed in this role for approximately one  
7 year; and,  
8

9 **WHEREAS**, Ms. Salava moved into a CPS Supervisory position in 1993. She has been in  
10 this role for the last 27 years taking on a variety of roles, tasks, and programs; and,  
11

12 **WHEREAS**, Ms. Salava worked diligently and consistently over those years to provide  
13 oversight to parenting supportive services, volunteer transportation, coordination of the after  
14 hour program, substitute and kinship care, and foster care fundraising; and,  
15

16 **WHEREAS**, Ms. Salava has participated in many state level committees including the out of  
17 home care committee, rate regulation, and rate setting; and,  
18

19 **WHEREAS**, Ms. Salava built many positive relationships with her CPS team members, HSD  
20 partners, and community stakeholders; and,  
21

22 **WHEREAS**, Ms. Salava has been a dedicated, consistent, caring and committed employee.  
23 She was often found working early and has been a point person for the details of specific tasks  
24 and policies as well as has carried much historic knowledge. She has been a go to for "who to  
25 contact" when you need an answer or have a problem to solve; and,  
26

27 **WHEREAS**, Ms. Salava has decided to retire from Rock County after 28 years of dedicated  
28 service on February 28<sup>th</sup>, 2021 and we will miss her.  
29

30 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,  
31 duly assembled this twenty-fourth day of 2021 does hereby recognize Cheri Salava for her 28  
32 years of service and extend best wishes to her in her future endeavors.

Rock County Human Services Board

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Brian Knudson, Chair

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Sally Jean Weaver-Landers, Vice Chair

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Pam Bostwick

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Ashley Kleven

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Kaelyb Lokrantz

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J. Russell Podzilni

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Angelina Reyes

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Kathy Schulz

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Shirley Williams

**COUNTY BOARD STAFF COMMITTEE**

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Richard Bostwick, Chair

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Wes Davis, Vice Chair

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Tom Brien

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Kevin Leavy

---

Louis Peer

---

J. Russell Podzilni

---

Bob Yeomans

---

Alan Sweeney

---

Mary Beaver

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Kate Luster  
INITIATED BY



Marci Taets  
DRAFTED BY

Human Services Board  
SUBMITTED BY

February 10, 2021  
DATE DRAFTED

**AMENDING THE 2021 HSD BUDGET AND CREATING 1.0 FTE HS SUPERVISOR I,  
1.0 FTE HS PROFESSIONAL LEAD WORKER, 3.0 FTE HS PROFESSIONAL AND  
1.0 ADMINISTRATIVE ASSISTANT POSITIONS TO MEET WAITLIST ELIMINATION  
REQUIREMENTS IN THE CHILDREN’S LONG TERM SUPPORT PROGRAM**

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 Wisconsin Department of Health Services (DHS) began an initiative to eliminate the  
6 waitlist for CLTS services in 2017; and,  
7

8 **WHEREAS**, since November 2017, Rock County CLTS has opened and served an additional 424  
9 children; and,  
10

11 **WHEREAS**, DHS has now moved to a continuous statewide enrollment model and a statewide budget  
12 for CLTS services to comply with federal regulations; and,  
13

14 **WHEREAS**, Rock County CLTS is now required to serve children as they are determined eligible for  
15 services; and,  
16

17 **WHEREAS**, in order to serve additional children, it is necessary to increase the capacity of the CLTS  
18 program by one supervisor, one human services professional who will serve as a lead worker, three  
19 human services professionals who will serve as case managers and an administrative assistant; and,  
20

21 **WHEREAS**, the new positions will be funded through an increase in the case management rate, overall  
22 case management billing, additional administrative dollars awarded in the 2021 DHS State and County  
23 contract, and a portion of the County’s existing Maintenance of Effort (MOE) match amount funded  
24 through the CCOP program; and,  
25

26 **WHEREAS**, this additional revenue in the CLTS program will also cover the costs of related technology  
27 such as computers, software, cell phones, and mobile hotspots as well as other expenses incurred or  
28 anticipated this year; and,  
29

30 **WHEREAS**, it is necessary to make several changes to the CLTS budget to account for the additional  
31 revenue and an internal transfer to fund the MOE; and,  
32

33 **WHEREAS**, no additional county levy is required in 2021 to fund this expansion.  
34

35 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
36 this \_\_\_\_\_ day of \_\_\_\_\_, 2021 does hereby approve the creation of 1.0 Human Services  
37 Supervisor I, 1.0 FTE Human Services Professional Lead Worker and 2.0 FTE Human Services  
38 Professionals effective April 1, 2021; 1.0 FTE Human Services Professional effective August 1, 2021;  
39 and 1.0 FTE Administrative Assistant position effective October 1, 2021, as well as the purchase of  
40 computers, software, cell phones, and mobile hotspots for the new positions; and,  
41

42 **BE IT FURTHER RESOLVED**, that the 2021 Budget be amended as follows:  
43  
44

Account	Description	Budget 2/1/21	Increase	Amended Budget	
45	Source of Funds				
46	36-3691-0000-42100	FEDERAL AID	3,175,000	209,110	3,384,110
47					
48	Use of Funds				
49	36-3691-0000-61100	REGULAR WAGES	1,726,838	182,131	1,908,969
50	36-3691-0000-61400	FICA	132,485	13,932	146,417
51	36-3691-0000-61510	RETIREMENT-EMPLOYERS	116,899	12,293	129,192
52	36-3691-0000-61610	HEALTH INSURANCE	543,378	60,378	603,756
53	36-3691-0000-61620	DENTAL INSURANCE	15,609	1,735	17,344
54	36-3691-0000-61630	LIFE INSURANCE	251	28	279
55	36-3691-0000-62210	TELEPHONE	14,000	2,684	16,684
56	36-3691-0000-62491	SOFTWARE MAINT	19,252	4,000	23,252
57	36-3691-0000-67130	TERMINALS & PC'S	0	7,800	7,800
58	36-3691-0000-68324	COP ALLOCATION	-7,777	-75,871	-83,648
59					
60					
61	36-3668-0000-64604	PROGRAM EXPENSE	257,041	-75,871	181,170
62	36-3668-0000-68230	ALLOCATED CLTS	7,777	75,871	83,648

Respectfully submitted,

HUMAN SERVICES BOARD

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
Richard Bostwick, Chair

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

\_\_\_\_\_  
Wes Davis, Vice Chair

\_\_\_\_\_  
Pam Bostwick

\_\_\_\_\_  
Tom Brien

\_\_\_\_\_  
Ashley Kleven

\_\_\_\_\_  
Kevin Leavy

\_\_\_\_\_  
Kaelyb Lokrantz

\_\_\_\_\_  
Louis Peer

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J. Russell Podzilni

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J. Russell Podzilni

\_\_\_\_\_  
Angelina Reyes

\_\_\_\_\_  
Bob Yeomans

\_\_\_\_\_  
Kathy Schultz

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Mary Beaver

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of \_\_\_\_\_.

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Date

AMENDING THE 2021 HSD BUDGET AND CREATING 1.0 FTE HS SUPERVISOR I,  
1.0 FTE HS PROFESSIONAL LEAD WORKER, 3.0 FTE HS PROFESSIONAL AND  
1.0 ADMINISTRATIVE ASSISTANT POSITIONS TO MEET WAITLIST ELIMINATION  
REQUIREMENTS IN THE CHILDREN'S LONG TERM SUPPORT PROGRAM

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LEGAL NOTE:

The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats. As an amendment to the adopted 2021 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

FISCAL NOTE:

The costs associated with adding these positions will be funded by federal aid. No additional County funds are required.

/s/Sherry Oja

Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

## **EXECUTIVE SUMMARY**

### **AMENDING THE 2021 HSD BUDGET AND CREATING 1.0 FTE HS SUPERVISOR I, 1.0 FTE HS PROFESSIONAL LEAD WORKER, 3.0 FTE HS PROFESSIONAL AND 1.0 ADMINISTRATIVE ASSISTANT POSITIONS TO MEET WAITLIST ELIMINATION REQUIREMENTS IN THE CHILDREN'S LONG TERM SUPPORT PROGRAM**

This resolution amends the Human Services Department budget to reflect changes in the State's administration of the Children's Long Term Support (CLTS) program and authorizes HSD to create 6.0 FTE positions to support the program as follows: 1.0 Human Services Supervisor I, 1.0 FTE Human Services Professional Lead Worker and 2.0 FTE Human Services Professionals effective April 1, 2021; 1.0 FTE Human Services Professional effective August 1, 2021; and 1.0 FTE Administrative Assistant position effective October 1, 2021. In addition, the resolution authorizes the purchase of computers, software, cell phones, and mobile hotspots for the new positions.

The State of Wisconsin began an initiative to eliminate the waitlist for CLTS services in 2017. From November 2017 through November 2020, Rock County CLTS has opened and served an additional 345 children. In November 2020, the State moved to continuous statewide enrollment which requires Rock County CLTS to serve children as they are determined eligible for services. Since this change was made, Rock County CLTS has opened 79 additional children, resulting in high caseloads that cannot be sustained. Total enrollment in the program as of January 31<sup>st</sup> is 617 children.

The Human Services Professional positions (the lead worker and case managers) are necessary to ensure that staff have manageable caseloads of 25 to meet the needs of all of the children in the CLTS program. These positions are responsible for determining eligibility for Children's programs and coordinating services for program participants. As the number of Human Services professionals has grown, it is also necessary to hire an additional Supervisor so that the program will have four units with each Supervisor providing the necessary support and oversight for 7-8 CLTS case managers. It is anticipated that the supervisor, the lead worker, and two case managers will be hired in April to increase program capacity as soon as possible. A third case manager position will be added in August if needed.

The Administrative Services division has also identified a need for another Administrative Assistant to support the CLTS program as it grows. This position would be hired in the fourth quarter of 2021 to assist with paperwork and recordkeeping as new program participants become fully matched with supports and services.

The resolution authorizes the creation of these positions along with the equipment necessary for each staff. The new positions will be funded through an increase in the case management rate, overall case management billing, additional administrative dollars awarded in the 2021 DHS State and County contract, and a portion of the County's existing Maintenance of Effort (MOE) match amount funded through the CCOP program.