



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, October 23, 2019 – 4:30 p.m.**  
**Rock County Health Care Center, 3<sup>rd</sup> Floor Conference Room, Janesville, WI**

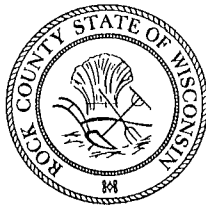
**AGENDA**

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting on October 9, 2019 \*
4. Citizen Participation, Communications and Announcements
5. Submission of Committee Requests
6. Approval of Contracts and Transfers – Ms. Mooren
7. October Human Services Department (HSD) Employee Impact Award Recognition – Ms. Luster
8. Report on Holiday Committee – Ms. Felton, Ms. Day
9. Resolution Amending the 2019 HSD Budget to Accept CLTS Funds and Creating 1.0 FTE Human Services Supervisor I Position \* – Mr. Winkler
10. Review and Possible Action of 2020 HSD Recommended Budget – Ms. Luster
11. Director's Report
  - Update on Birth to 3 Transition
  - Update on 1717 Center Avenue (New HSD location)
12. **Next Meeting:** Wednesday, **November 13, 2019**, Rock County Health Care Center, 3<sup>rd</sup> Floor Conference Room, Janesville, Wisconsin.
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](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, October 9, 2019 – 4:30 P.M.**

**Call to Order:** Chair Knudson called the meeting to order at 4:30 p.m. on Wednesday, October 9, 2019, at the 1717 Center Avenue Building, Janesville, Wisconsin.

**Committee Members Present:** Brian Knudson, Supervisor; Sally Jean Weaver-Landers, Citizen Representative (in at 5:32 p.m.); Terry Thomas, Supervisor (out at 5:19 p.m.); Terry Fell, Supervisor; Kathy Schulz, Supervisor; Shirley Williams, Citizen Representative; and David Homan, Supervisor (in at 4:38 p.m.).

**Committee Members Absent:** Stephanie Aegerter, Supervisor. Ashley Kleven, Citizen Representative.

**Staff Present:** Kate Luster, Director; Tera O'Connor, Deputy Director; Sara Mooren, Administrative Services Division Manager; Greg Winkler, Behavioral Health (BH) Division Manager; Mark Stevens, Business Services Manager.

**Others Present:** Brent Sutherland, Facilities Management Director. Nancy Rennie, Birth to 3. Sue Rusch, Birth to 3. Jamie Fugate, Birth to 3.

**Approval of Agenda:** Supervisor Fell 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 September 25, 2019:** Supervisor Fell moved the minutes to the floor, seconded by Citizen Representative Williams. The minutes were unanimously approved. APPROVED.

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

**Submission of Committee Requests:** Supervisor Schulz asked about a resolution to be submitted on the Supplemental Nutrition Assistance Program (SNAP) program as Supervisor Thomas requested at the last meeting. Citizen Representative Williams referenced a request that she received to have acronyms spelled out in the Human Services Department (HSD) Board meeting minutes.

**Approval of Contracts and Transfers:** Supervisor Thomas moved two contracts to the floor, seconded by Citizen Representative Williams. Ms. Mooren provided information about each contract. The contracts were unanimously approved. APPROVED.

**Review of Bills:** Mr. Stevens highlighted the entries which are distributing the funds to the other six counties in the Southern IM (Income Maintenance) Consortium in which Rock County is the lead.

**Resolution Amending the 2019 Human Services Department (HSD) Budget to Accept a Community Mental Health Services Block Grant Supplemental Award for Federal Fiscal Year (FFY) 2019:** Supervisor Thomas moved the resolution to the floor, seconded by Citizen Representative Williams. Ms. Luster presented the resolution and explained the additional funds were awarded from the State to be used for adults or children with mental illness. The HSD will be used for psychiatry time for the increased need of services at the Beloit Area Community Health Center (BACHC). The resolution was unanimously approved. APPROVED.

**Discussion of Proposed Federal Rule Changes to Supplemental Nutrition Assistance Program (SNAP) Benefit Eligibility:** Ms. Luster distributed two handouts. She explained that the proposed rule entitled “Revision of Categorical Eligibility in SNAP” closes a loophole that allows states to make participants in certain programs “categorically eligible” to participate in SNAP. The loophole allows states to make participants receiving minimal Temporary Assistance for needy Families (TANF) benefits automatically eligible to participate in SNAP. These people are receiving SNAP, which they would not qualify for, because they are receiving (TANF) funds. This is part of a Federal regulatory rule not a law and is just proposed at this time not final. The drawback is that many households who have been dependent on the SNAP benefit would lose it.

There will be a process for some people to remain on SNAP but some may not take those steps to keep receiving it. The Federal Administration will listen to public comment and are expected to do an analysis of the impact. The analysis will be reviewed by the President. A driver in the rationale for this rule is to show a savings, so more funds are available to distribute SNAP to more people who are eligible and most in need. Ms. Luster responded to questions.

**Overview of the HSD Interface with Undocumented Immigrant Populations:** Ms. Luster explained the HSD is required to provide mandated services to Rock County residents. Child Protective Services, Adult Protective Services, emergency Mental Health services are all mandated services that are provided regardless of legal status. She explained the HSD does not track how many served are undocumented. The HSD does not collect data or give data to others about legal status.

Ms. Luster provided an example of a disabled client who is not a legal citizen and is receiving services. Ms. Luster provided information about the Aging Disability Resource Center (ADRC) and Economic Support (ES) on criteria, waiting period and requirements. She explained there are health care services to non-legal residents if it is an emergency.

Ms. Luster responded to questions about the separation of children from parents in federal shelters. Rock County does not have shelters like that.

**Director’s Report:**

- **Update on Birth to 3 Transition** – Ms. Luster advised United Cerebral Palsy of Dane (UCP) has hired a Director and they have located office space downtown. They have hired three direct staff and more interviews are scheduled for promising candidates. Next week there will be a meeting with HSD, CESA 2 and UCP. The UCP Director will attend the Birth to 3 conference at the end of October. CESA 2’s

last client contact will be Nov. 22<sup>nd</sup> to ensure paperwork will be finished by end of the year.

- **Update on 1717 Center Avenue (New HSD location)** – Ms. Luster distributed a handout of Concept 6 which is the closest example of the final plan. HSD is continuing meetings with the architects and still making decisions. The Building committee has looked at carpet, paint, and tile to get a sense of what each would look like in an office setting.

**Tour of 1717 Center Avenue Building:** Mr. Sutherland started the tour of the building at 5:20 p.m. The tour ended at 5:39 p.m.

**Next Meeting:** Wednesday, **October 23, 2019** at 4:30 p.m. at the Rock County Health Care Center, in the 3<sup>rd</sup> Floor Conference Room, Janesville, WI.

**Adjournment:** Citizen Representative Weaver-Landers motioned to adjourn, seconded by Supervisor Schulz with unanimous approval at 5:39 p.m.

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Jodi Parson, Secretary

**NOT OFFICIAL UNTIL APPROVED BY THE BOARD**

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster  
INITIATED BY

Human Services Board  
SUBMITTED BY



Julie Butz  
DRAFTED BY

September 26, 2019  
DATE DRAFTED

**AMENDING THE 2019 HSD BUDGET TO ACCEPT CLTS FUNDS  
AND CREATING 1.0 FTE HUMAN SERVICES SUPERVISOR I POSITION**

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 has made significant progress since November 2017 by enrolling 240  
9 additional children; and,  
10  
11 **WHEREAS**, demand for the CLTS program has grown and additional children continue to remain on the  
12 waitlist; and,  
13  
14 **WHEREAS**, the State of Wisconsin provided additional funding for children who are on the waitlist to  
15 continue to be enrolled in CLTS; and,  
16  
17 **WHEREAS**, in order to serve the additional children on the wait list, it is necessary to increase the  
18 capacity of the CLTS program; and,  
19  
20 **WHEREAS**, the increase in case managers to meet the Waitlist Elimination requirement has increased  
21 the need for additional support and oversight by a supervisor; and,  
22  
23 **WHEREAS**, the additional revenue in the CLTS program will cover the costs of the new position, and  
24 the computer, phone, and furniture for the new position; and,  
25  
26 **WHEREAS**, no additional county levy is required in 2019 due to the new revenue in the CLTS budget.  
27  
28 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
29 this \_\_\_\_ day of \_\_\_\_\_, 2019 does hereby approve the creation of 1.0 FTE Human Services  
30 Supervisor I position in CLTS, and the purchase of a computer, phone and furniture for the new  
31 position.  
32

33 **BE IT FURTHER RESOLVED**, that the 2019 Budget be amended as follows:

Account/Description	Budget <u>9/1/19</u>	Increase <u>(Decrease)</u>	Amended Budget
<u>Source of Funds</u>			
36-3691-0000-42100 Federal Aid	\$5,422,455	\$309,536	\$5,731,991
<u>Use of Funds</u>			
36-3691-0000-61100 Regular Wages	\$1,196,814	\$5,316	\$1,202,130
36-3691-0000-61210 Overtime Wages	\$1,000	\$2,500	\$3,500

Amending the 2019 HSD Budget to Accept CLTS Funds and Creating 1.0 FTE Human Services  
 Supervisor I Position  
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46	36-3691-0000-61400	\$91,634	\$407	\$92,041
47	FICA			
48	36-3691-0000-61510	\$78,457	\$348	\$78,805
49	Retirement-Employers			
50	36-3691-0000-61610	\$427,371	\$1,415	\$428,786
51	Health Insurance			
52	36-3691-0000-61620	\$12,266	\$54	\$12,320
53	Dental Insurance			
54	36-3691-0000-61915	\$1,190	\$310	\$1,500
55	Certification/Licenses			
56	36-3691-0000-64604	\$3,421,696	\$297,786	\$3,719,482
57	Program Expense			
58	36-3691-0000-67130	\$6,100	\$1,400	\$7,500
59	Terminals & PC's			

Respectfully submitted,

HUMAN SERVICES BOARD

COUNTY BOARD STAFF COMMITTEE

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

\_\_\_\_\_  
 J. Russell Podzilni, Chair

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

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

\_\_\_\_\_  
 Stephanie Aegerter

\_\_\_\_\_  
 Richard Bostwick

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 Terry Fell

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 Hank Brill

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 David Homan

\_\_\_\_\_  
 Betty Jo Bussie

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

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 Louis Peer

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 Kathy Schulz

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 Alan Sweeney

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 Terry Thomas

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 Terry Thomas

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 Shirley Williams

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 Bob Yeomans

FINANCE COMMITTEE ENDORSEMENT

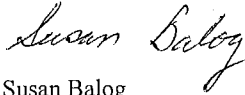
Reviewed and approved on a vote of

\_\_\_\_\_

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

FISCAL NOTE:

The additional position will be fully funded with federal aid. No County funds are required.



Susan Balog  
Assistant Finance Director

LEGAL NOTE:

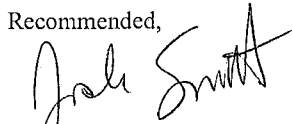
The County Board is authorized to take this action pursuant to secs. 59.22(2) and 59.52(19), Wis. Stats. As an amendment to the adopted 2019 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended,



Josh Smith  
County Administrator

Executive Summary

AMENDING THE 2019 HSD BUDGET TO ACCEPT CLTS FUNDS  
AND CREATING 1.0 FTE HUMAN SERVICES SUPERVISOR I POSITION

This resolution accepts additional funding for the Children's Long Term Support Program and authorizes HSD to create 1.0 FTE Human Services Supervisor I Position. This position provides the necessary support and oversight for a unit of 7-8 CLTS Case Managers. The increase in case managers to meet the State's Waitlist Elimination requirement has increased the need for additional support and oversight by a supervisor.

CLTS has been mandated by the State of Wisconsin to eliminate the waitlist and immediately enroll eligible children in CLTS. CLTS has made significant progress since the state mandated the elimination of the waitlist. Since November 2017, Rock County CLTS has opened and served an additional 240 children. There are an additional 68 children that Rock County has received funding for. It is necessary to recruit and hire for this position during the last quarter of 2019 to ensure that the staff are able to serve these additional children.

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