



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, April 13, 2016 – 4:30 p.m.**  
**Rock County Health Care Center, 3<sup>rd</sup> Floor Conference Room**

**AGENDA**

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of March 23, 2016 \*
4. Citizen Participation
5. Submission of Committee Requests
6. Approval of Contracts, Transfers, and/or Encumbrances – Mr. Zuehlke
7. Approval of Bills \* – Mr. Zuehlke
8. Resolution To Recognize Administrative Professionals \* – Mr. Singer
9. Resolution To Recognize Economic Support Staff \* – Ms. Heim
10. Update on Food Share On Demand – Ms. Heim
11. Update on Family Care – Ms. Thompson
12. Director's Report \*
13. **Next Meeting: Wednesday, April 27, 2016 at 4:30 p.m. at the Rock County Health Care Center, 3<sup>rd</sup> Floor Conference Room, in Janesville, Wisconsin.**
14. Adjourn

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.

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3602-0000-61915 36-3602-0000	CERT/LIC/OTHER		03/31/2016	ROCK COUNTY HUMAN SERVICES DEP	20.00
<b>OVERHEAD</b>	Budget 40.00	YTD Exp 86.00	YTD Enc 0.00	Pending 20.00	Closing Balance (66.00)
36-3603-0000-64908 36-3603-3009	CONTRIBUTIONS		03/31/2016	ROCK COUNTY HUMAN SERVICES DEP	80.00
<b>SPECIAL HSD</b>	Budget 8,000.00	YTD Exp 1,208.90	YTD Enc 337.00	Pending 80.00	Closing Balance 6,374.10
36-3634-0000-64604 36-3634-1803 36-3634-5000	PROGRAM EXPENSE		03/31/2016 03/31/2016	ROCK COUNTY HUMAN SERVICES DEP ROCK COUNTY HUMAN SERVICES DEP	76.00 27.00
<b>CPS</b>	Budget 133,185.00	YTD Exp 44,203.20	YTD Enc 39,694.79	Pending 103.00	Closing Balance 49,184.01
36-3690-0000-62170 36-3690-0000	PHYSICIAN/OTHER		03/31/2016	ROCK COUNTY HUMAN SERVICES DEP	723.00
<b>OUTPATIENT SER</b>	Budget 154,100.00	YTD Exp 30,618.00	YTD Enc 119,553.39	Pending 723.00	Closing Balance 3,205.61
36-3696-0000-64604 36-3696-0000	PROGRAM EXPENSE		03/31/2016	ROCK COUNTY HUMAN SERVICES DEP	41.65
<b>TAP</b>	Budget 14,109.00	YTD Exp 1,415.58	YTD Enc 789.60	Pending 41.65	Closing Balance 11,862.17
36-3702-0000-64604 36-3702-0000	PROGRAM EXPENSE		03/31/2016	ROCK COUNTY HUMAN SERVICES DEP	122.50
<b>DRUG COURT</b>	Budget 41,200.00	YTD Exp 12,994.46	YTD Enc 7,684.48	Pending 122.50	Closing Balance 20,398.56
36-3706-0000-64604 36-3706-0000 36-3706-1206	PROGRAM EXPENSE		03/31/2016 03/31/2016	ROCK COUNTY HUMAN SERVICES DEP ROCK COUNTY HUMAN SERVICES DEP	762.00 816.32
<b>CSP</b>	Budget 1,429,568.00	YTD Exp 232,130.79	YTD Enc 0.00	Pending 1,578.32	Closing Balance 1,195,858.89
36-3709-0000-64604 36-3709-0000	PROGRAM EXPENSE		03/31/2016	ROCK COUNTY HUMAN SERVICES DEP	80.85
<b>OWI COURT</b>	Budget 27,192.00	YTD Exp 2,777.92	YTD Enc 669.57	Pending 80.85	Closing Balance 23,663.66

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$2,749.32**

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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: \_\_\_\_\_ Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3602-0000-62119 36-3602-0000	OTHER SERVICES	P1600619	03/14/2016	OFFICE PRO INC	252.85
<b>OVERHEAD</b>	Budget 28,006.00	YTD Exp 2,438.06	YTD Enc 2,755.40	Pending 252.85	Closing Balance 22,559.69
36-3602-0000-62400 36-3602-0000	R & M SERV	P1600622	03/13/2016	PITNEY BOWES INC	1,279.56
<b>OVERHEAD</b>	Budget 21,615.00	YTD Exp 0.00	YTD Enc 1,279.55	Pending 1,279.56	Closing Balance 19,055.89
36-3602-0000-63100 36-3602-0000 36-3602-0000	OFC SUPP & EXP	P1600597 P1600639	03/21/2016 03/01/2016	E AND D WATER WORKS INC WISCONSIN DEPARTMENT OF JUSTIC	28.75 30.00
<b>OVERHEAD</b>	Budget 85,177.00	YTD Exp 9,122.67	YTD Enc 1,548.90	Pending 58.75	Closing Balance 74,446.68
36-3603-0000-64605 36-3603-0000 36-3603-5050 36-3603-5050	NON-REIMB EXP	P1601206	02/26/2016 03/28/2016 03/28/2016	AMERICAN AWARDS AND PROMOTIONS ANSELM, JENNIFER THOMPSON, JENNIFER	39.00 17.27 79.80
<b>SPECIAL HSD</b>	Budget 6,500.00	YTD Exp 228.24	YTD Enc 1,039.00	Pending 136.07	Closing Balance 5,096.69
36-3603-0000-64908 36-3603-3015	CONTRIBUTIONS	P1601488	03/24/2016	BARLASS, AMANDA J	337.00
<b>SPECIAL HSD</b>	Budget 8,000.00	YTD Exp 951.90	YTD Enc 0.00	Pending 337.00	Closing Balance 6,711.10
36-3634-0000-62119 36-3634-5042	OTHER SERVICES	P1600679	01/31/2016	ORION FAMILY SERVICES	5,170.00
<b>CPS</b>	Budget 110,485.00	YTD Exp 10,307.20	YTD Enc 28,047.31	Pending 5,170.00	Closing Balance 66,960.49
36-3634-0000-62176 36-3634-0000	LABORATORY	P1600624	03/11/2016	REDWOOD BIOTECH	585.73
<b>CPS</b>	Budget 15,000.00	YTD Exp 2,256.63	YTD Enc 585.73	Pending 585.73	Closing Balance 11,571.91
36-3634-0000-62503 36-3634-0000 36-3634-0000	INTERPRETER FEES	P1600633 P1601447	03/03/2016 03/21/2016	SWITS LTD GONZALEZ, BELEM	20.00 400.00
<b>CPS</b>	Budget 8,000.00	YTD Exp 2,001.25	YTD Enc 20.00	Pending 420.00	Closing Balance 5,558.75
36-3634-0000-64604 36-3634-1395 36-3634-1731 36-3634-1803 36-3634-1814	PROGRAM EXPENSE	P1601492 P1600642 P1601526 P1600602	03/24/2016 03/31/2016 03/24/2016 03/17/2016	JAMES, MELISSA AND BRADLEY BELOIT TRANSIT SYSTEM STATELINE FAMILY YMCA GREGG INVESTIGATIONS INC	320.00 190.00 1,292.00 45.00

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3634-1814		P1600633	03/18/2016	SWITS LTD	60.12	
36-3634-1814		P1601491	02/24/2016	COLUMBIA COUNTY SHERIFF DEPART	30.00	
36-3634-1814		P1601493	03/14/2016	STATE PROCESS SERVICE INC	30.25	
36-3634-1814		P1601494	02/26/2016	SOBO LLC	85.00	
36-3634-5040		P1601489	03/03/2016	VERLO MATTRESS FACTORY	282.00	
<b>CPS</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	133,185.00		41,971.83	37,122.31	2,334.37	51,756.49
36-3646-0000-62119	OTHER SERVICES					
36-3646-5042		P1601224	03/08/2016	HEALING HEARTS FAMILY COUNSELI	2,169.88	
<b>JUVENILE JUSTICE</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	174,158.00		19,403.93	31,021.66	2,169.88	121,562.53
36-3646-0000-62176	LABORATORY					
36-3646-0000		P1600624	03/11/2016	REDWOOD BIOTECH	17.23	
<b>JUVENILE JUSTICE</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	3,500.00		2,034.12	17.23	17.23	1,431.42
36-3646-0000-64200	TRAINING EXP					
36-3646-0000		P1601454	03/23/2016	WISCONSIN JUVENILE COURT INTAK	60.00	
<b>JUVENILE JUSTICE</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	13,025.00		33.36	0.00	60.00	12,931.64
36-3654-0000-64604	PROGRAM EXPENSE					
36-3654-1537		P1600676	03/23/2016	FOUNDATIONS COUNSELING CENTER	1,645.00	
<b>YA'S SUB CARE</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	1,303,022.00		285,210.02	265,920.99	1,645.00	750,245.99
36-3664-0000-63400	OPERATING SUPPLI					
36-3664-0000		P1600594	03/16/2016	DE VERE COMPANY INC	191.13	
36-3664-0000		P1600645	03/29/2016	MENARDS	53.28	
36-3664-0000		P1601285	03/14/2016	NASCO	110.51	
36-3664-0000		P1601338	03/10/2016	PHYSICIANS RECORD COMPANY	57.05	
36-3664-0000		P1601484	03/24/2016	CULVERS	200.00	
36-3664-0000		P1601485	03/24/2016	MC DONALDS STORE 7313	200.00	
36-3664-0000		P1601486	03/24/2016	DUNKIN DONUTS	200.00	
36-3664-0000		P1601487	03/24/2016	FAMILY VIDEO	200.00	
36-3664-5029			03/29/2016	BOYLAN,REBECCA	20.01	
<b>YOUTH SERVICES</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	45,714.00		11,215.69	1,734.63	1,231.98	31,531.70
36-3689-0000-62119	OTHER SERVICES					
36-3689-0000		P1601528	03/05/2016	WOODLAND ENHANCED HEALTH SERVI	4,060.00	
<b>CRISIS</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	1,297,179.00		159,050.82	1,046,225.18	4,060.00	87,843.00
36-3689-0000-64200	TRAINING EXP					
36-3689-0000		P1601465	03/23/2016	COMMUNITY CARE RESOURCES INC	100.00	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>CRISIS</b>	5,125.00		0.00	0.00	100.00	5,025.00
36-3689-0000-64604	PROGRAM EXPENSE					
36-3689-0000		P1600643	03/22/2016	JANESVILLE TRANSIT SYSTEM		1,500.00
36-3689-0000		P1601527	03/01/2016	ROCKMED LTC PHARMACY		20.03
36-3689-0002			03/04/2016	529 WEST WILSON GROUP		250.00
36-3689-0002		P1600598	03/21/2016	ECONOLOGDE		65.00
36-3689-0004		P1600644	03/17/2016	KEALEY PHARMACY		169.85
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>CRISIS</b>	306,630.00		25,225.97	1,734.85	2,004.88	277,664.30
36-3690-0000-62119	OTHER SERVICES					
36-3690-0000		P1600628	03/18/2016	SAFEWAY PEST CONTROL		11.55
36-3690-0000		P1601490	03/24/2016	RX OUTREACH INC		185.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>OUTPATIENT SER</b>	63,413.00		15,612.94	46,549.75	196.55	1,053.76
36-3690-0000-62170	PHYSICIAN/OTHER					
36-3690-0000		P1600623	04/01/2016	PSYCHOLOGY CLINIC INC,THE		956.79
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>OUTPATIENT SER</b>	154,100.00		30,384.21	119,553.39	956.79	3,205.61
36-3690-0000-62400	R. & M SERV					
36-3690-0000		P1601529	03/16/2016	FRANKLIN STREET PROPERTY GROUP		944.23
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>OUTPATIENT SER</b>	3,900.00		8.20	290.13	944.23	2,657.44
36-3690-0000-64200	TRAINING EXP					
36-3690-0000		P1601465	03/23/2016	COMMUNITY CARE RESOURCES INC		50.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>OUTPATIENT SER</b>	4,278.00		1,028.28	0.00	50.00	3,199.72
36-3690-0000-67160	CA \$500-\$4,999					
36-3690-0000		P1600954	02/24/2016	HENRICKSEN		857.22
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>OUTPATIENT SER</b>	535.00		0.00	0.00	857.22	(322.22)
36-3691-0000-64604	PROGRAM EXPENSE					
36-3691-0000			03/29/2016	KATH,KRISTIN		10.54
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>CLTS</b>	1,138,740.00		21,161.97	0.00	10.54	1,117,567.49
36-3696-0000-62176	LABORATORY					
36-3696-0000		P1600624	03/23/2016	REDWOOD BIOTECH		567.31
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>TAP</b>	16,150.00		2,584.37	567.31	567.31	12,431.01

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3696-0000-64604	PROGRAM EXPENSE					
36-3696-0000		P1600684	03/23/2016	ABEL,NANCY J	120.00	
36-3696-0000		P1600954	02/24/2016	HENRICKSEN	269.36	
36-3696-0000		P1601495	03/09/2016	CORRECTIONAL COUNSELING INC	79.60	
36-3696-0000		P1601530	03/03/2016	CHARTER COMMUNICATIONS	226.30	
<b>TAP</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	14,109.00		761.97	214.35	695.26	12,437.42
36-3697-0000-62503	INTERPRETER FEES					
36-3697-0000		P1600633	03/03/2016	SWITS LTD	40.00	
<b>CFIS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00		0.00	39.99	40.00	1,420.01
36-3701-0000-64604	PROGRAM EXPENSE					
36-3701-0000			03/07/2016	TABOR INVESTMENTS LLC	600.00	
36-3701-0000		P1600644	03/23/2016	KEALEY PHARMACY	17.44	
<b>JUSTICE&amp;MH COLLA</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	0.00		3,507.29	17.44	617.44	(4,142.17)
36-3702-0000-62176	LABORATORY					
36-3702-0000		P1600624	03/23/2016	REDWOOD BIOTECH	1,668.55	
<b>DRUG COURT</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	47,500.00		7,621.07	1,668.55	1,668.55	36,541.83
36-3702-0000-64604	PROGRAM EXPENSE					
36-3702-0000		P1600954	02/24/2016	HENRICKSEN	1,799.06	
36-3702-0000		P1601495	03/09/2016	CORRECTIONAL COUNSELING INC	239.11	
36-3702-0000		P1601530	03/03/2016	CHARTER COMMUNICATIONS	482.77	
<b>DRUG COURT</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	41,200.00		10,596.02	4,630.51	2,520.94	23,452.53
36-3704-0000-62119	OTHER SERVICES					
36-3704-0000		P1601530	03/03/2016	CHARTER COMMUNICATIONS	467.68	
<b>IDP</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	115,303.00		3,613.87	790.00	467.68	110,431.45
36-3706-0000-61915	CERT/LIC/OTHER					
36-3706-0000			03/28/2016	BAUMEISTER,SARAH	90.00	
<b>CSP</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	1,358.00		1,358.00	0.00	90.00	(90.00)
36-3706-0000-62119	OTHER SERVICES					
36-3706-0000		P1600628	03/18/2016	SAFEWAY PEST CONTROL	23.45	
<b>CSP</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	9,659.00		2,271.34	3,225.03	23.45	4,139.18
36-3706-0000-64200	TRAINING EXP					
36-3706-0000			03/29/2016	STORY,NANCY	135.00	
36-3706-0000		P1601458	03/23/2016	INSTITUTE FOR BRAIN POTENTIAL	296.00	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3706-0000		P1601460	03/23/2016	INSTITUTE FOR BRAIN POTENTIAL	222.00	
<b>CSP</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	4,140.00		1.99	0.00	653.00	3,486.01
36-3707-0000-64200	TRAINING EXP					
36-3707-0000		P1601455	03/23/2016	UNIVERSITY OF WISCONSIN EXTENS	900.00	
36-3707-0000		P1601456	03/23/2016	UNIVERSITY OF WISCONSIN EXTENS	900.00	
<b>CCS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	910.00		0.00	0.00	1,800.00	(890.00)
36-3707-0000-64604	PROGRAM EXPENSE					
36-3707-0000		P1601033	03/04/2016	HENRICKSEN	392.20	
<b>CCS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	139,500.00		7,393.17	0.00	392.20	131,714.63
36-3709-0000-62176	LABORATORY					
36-3709-0000		P1600624	03/23/2016	REDWOOD BIOTECH	1,101.25	
<b>OWI COURT</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	31,350.00		5,016.70	1,101.25	1,101.25	24,130.80
36-3709-0000-64604	PROGRAM EXPENSE					
36-3709-0000		P1601495	03/09/2016	CORRECTIONAL COUNSELING INC	154.51	
36-3709-0000		P1601530	03/03/2016	CHARTER COMMUNICATIONS	331.90	
<b>OWI COURT</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	27,192.00		2,372.36	183.15	486.41	24,150.08
36-3713-0000-64604	PROGRAM EXPENSE					
36-3713-2016		P1601531	03/14/2016	INSTITUTE FOR COMMUNITY ALLIAN	280.00	
<b>SHELTER PLUS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	1,570.00		0.00	0.00	280.00	1,290.00
36-3730-0000-62119	OTHER SERVICES					
36-3730-1000		P1600628	03/18/2016	SAFEWAY PEST CONTROL	38.00	
<b>JOB CENTER</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	50,320.00		12,592.82	37,371.18	38.00	318.00



Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$36,320.12**

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 Finance Committee and County Board.

B. Bills under \$10,000 to be paid.

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: \_\_\_\_\_ Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0000-21100	SUNDRY ACCOUNTS				
00-0000-0010		P1601448	03/23/2016	CITY OF BELOIT	10,782.00
	Budget		YTD Exp	YTD Enc	Pending
	0.00		1,327,288.19	1,052.34	10,782.00
					Closing Balance
					(1,339,122.53)

I have examined the preceding bills and encumbrances in the total amount of **\$10,782.00**

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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: \_\_\_\_\_ Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

0006-100

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3634-0000-64604	PROGRAM EXPENSE					
36-3634-1724			03/26/2016	VETTER,JOAN	250.00	
36-3634-1724			03/23/2016	ZIELKE,LAURIE L	250.00	
36-3634-1802		P1600601	02/28/2016	GOSHEN GROUP HOME	1,097.65	
36-3634-1802		P1601222	03/08/2016	OCONOMOWOC DEVELOPMENT	410.00	
36-3634-1803			03/15/2016	BLOCK,DEWAYNE	250.00	
36-3634-1803			03/09/2016	TWO WORLDS ONE HEART CHILDCARE	75.00	
<b>CPS</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	133,185.00		39,536.18	4,619.16	2,332.65	86,697.01

36-3642-0000-64604	PROGRAM EXPENSE					
36-3642-0000			02/28/2016	COMMUNITY CARE PROGRAMS INC	200.00	
36-3642-0000		P1600592	02/04/2016	DAVIS CITGO SERVICE INC	25.00	
36-3642-0000		P1601221	03/02/2016	GENESIS COUNSELING SERVICES LT	840.00	
<b>REUN SUPPORT</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	139,469.00		1,212.43	1,037.31	1,065.00	136,154.26

I have examined the preceding bills and encumbrances in the total amount of **\$3,397.65**  
 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 Finance Committee and County Board.  
 B. Bills under \$10,000 to be paid.  
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: \_\_\_\_\_ Dept Head \_\_\_\_\_  
 \_\_\_\_\_ Committee Chair \_\_\_\_\_

Page 10 of 10

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

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

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve  
INITIATED BY



Sara Mooren  
DRAFTED BY

Human Services Board  
SUBMITTED BY

April 4, 2016  
DATE DRAFTED

**RECOGNIZING HSD ADMINISTRATIVE PROFESSIONALS**

1 **WHEREAS**, April 24-30, 2016 is observed as Administrative Professionals Week and April 27, 2016  
2 is declared Administrative Professionals Day; and,  
3  
4 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wish  
5 to commend the Administrative Professionals in the Rock County Human Services Department for  
6 their excellence in administering services to the citizens of Rock County; and,  
7  
8 **WHEREAS**, the Human Services Department has a great number of administrative professionals in  
9 all divisions throughout the Department, serving in a variety of positions and assisting every Rock  
10 County Human Services program area; and,  
11  
12 **WHEREAS**, HSD administrative professionals have a wide array of responsibilities that are crucial to  
13 the efficient functioning and smooth running of day-to-day operations; and,  
14  
15 **WHEREAS**, administrative professional positions in the Department include Accountants, Account  
16 Clerks, Administrative Assistants, Application Support Specialists, Clerks, Clerk-Typists, Data  
17 Processing Operators, HSD Support Specialists, Information Processing Operators, Job Center  
18 Support Specialists, Legal Stenographers, Medical Record Technicians, Program Analysts, Release of  
19 Information Technicians, Secretaries, and Word Processing Operators.  
20  
21 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
22 assembled this \_\_\_\_\_ of \_\_\_\_\_, 2016 commends all Rock County Human Services  
23 Administrative Professionals for their diligent efforts which make possible the delivery of services to  
24 the citizens of Rock County.  
25  
26 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy  
27 of this resolution to the Rock County Human Services Department.

Respectfully Submitted,

HUMAN SERVICES BOARD

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

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

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

\_\_\_\_\_  
Kathy Schulz

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Linda Garrett

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

\_\_\_\_\_  
William Grahn

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve  
INITIATED BY

April Heim  
DRAFTED BY

Human Service Board  
SUBMITTED BY

March 30, 2016  
DATE DRAFTED



**TO RECOGNIZE ECONOMIC SUPPORT STAFF**

1 **WHEREAS**, Economic Support staff administer difficult, complex, and ever-changing public  
2 assistance programs to the citizens of Rock County; and,  
3  
4 **WHEREAS**, our system of delivery has changed to a consortium model as of January 1, 2012  
5 and the staff have adapted to that ever-changing model; and,  
6  
7 **WHEREAS**, these staff successfully manage extremely high caseloads, determine eligibility  
8 and consistently deliver timely and accurate benefits and payments based on various  
9 entitlement and non-entitlement programs. Customer contacts are made in a courteous,  
10 professional manner and staff continue to maintain a high quality of customer service even  
11 during times of increasing caseloads. ES staff meet with individuals and families in crisis  
12 every day. In addition to providing services that this agency offers, staff work collaboratively  
13 with other community organizations to provide these individuals and families with resources  
14 they need to resolve emergency needs as well; and,  
15  
16 **WHEREAS**, these staff work with individuals and families to help provide essential human  
17 services, especially for those who are least able to help themselves. Through the  
18 conscientious efforts of these staff, more children and adults in our community have medical  
19 coverage and a healthier future; and,  
20  
21 **WHEREAS**, Economic Support staff play a major role in promoting self-sufficiency, and  
22 work toward relieving the effects of poverty and improving the quality of life for residents of  
23 Rock County; and,  
24  
25 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock  
26 County, wishes to recognize Economic Support staff for their overall performance and  
27 dedicated service to the citizens of Rock County.  
28  
29 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,  
30 duly assembled this \_\_\_\_\_ day of \_\_\_\_\_ 2016, does hereby recognize the Economic  
31 Support staff for their dedication and excellence in the work they do.  
32  
33 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish  
34 a copy of this resolution to all Economic Support staff.

Respectfully Submitted,  
  
HUMAN SERVICES BOARD

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

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

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

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Kathy Schulz

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Terry Fell

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Terry Thomas

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Linda Garrett

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Shirley Williams

\_\_\_\_\_  
William Grahn

**ROCK COUNTY HUMAN SERVICES DEPARTMENT**  
**DIRECTOR'S REPORT**  
Wednesday, April 13, 2016

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**HSD MANAGEMENT TEAM MEETING – March 29, 2016**

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Family Care**
- **Workgroup Updates**
- **Praise and Recognition**
- **Diversity & Cultural Competency Training**
- **Annual Report**
- **Shift Differential/O.T.**
- **Employee Recognition Accounts**
- **EBDM Initiative**
- **Policy 5.42 Transfers**
- **E&B Training**

INFORMATION ITEMS

HSD Board Agenda

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