



ROCK COUNTY HUMAN SERVICES BOARD

Wednesday, August 26, 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: August 26, 2020 04:30 PM

Join Zoom Meeting

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

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One tap mobile

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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.

ROCK COUNTY HUMAN SERVICES BOARD
Wednesday, August 26, 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 August 12, 2020 *
4. Citizen Participation, Communications and Announcements
5. Submission of Committee Requests
6. Approval of Contracts and Transfers – Ms. Mooren
7. Rock County Human Services July Employee Impact Award – Ms. Luster
8. Rock County Human Services August Employee Impact Award – Ms. Luster
9. Resolution to Recognize Georgia Waterman * – Ms. Trimble
10. Resolution Amending the 2020 HSD Budget to Accept Supplemental Funding for the Coordinated Services Teams (CST) Initiative * – Ms. Singer
11. Resolution for Reclassification of a 1.0 FTE Account Clerk II Position to Account Clerk – HSD
* –
Ms. Mooren
12. Approval to Award Wisconsin Home Energy Assistance Program (WHEAP) to Energy Services
* - Ms. Mooren
13. Director's Report
 - Department Operations and Return to Work Planning
 - HSD 2021 Proposed Budget Updates
 - Response to COVID-19 related community needs
14. **Next Meeting:** Wednesday, **September 9, 2020**, Virtual Meeting at 4:30 p.m.
15. 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, August 12, 2020 – 4:30 P.M.

Call to Order: Chair Knudson called the virtual meeting to order at 4:30 p.m. on Wednesday, August 12, 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; Angelina Reyes, Citizen Representative; and J. Russell Podzilni, Supervisor.

Committee Members Absent: Ashley Kleven, Citizen Representative.

Staff Present: Katherine Luster, Director; Tera O'Connor, Deputy Director; Greg Winkler, Deputy Director; Sara Mooren, Administrative Services Manager; Mark Stevens, Business Services Manager; Cheri Salava, Foster Care Coordination Supervisor; Geri Heim, Ongoing Supervisor; Sophia Davis, Assessment Supervisor; Lisa Line, Corporation Counsel; Lisa Moore-Kelty, Medical Records Manager; Mary Dohmeyer, Word Processing Operator; Tracy Mayer, Behavioral Health Clinician; Kami Williams, Acting Child Protective Services (CPS) Program Manager; Better Trimble, Crisis Intervention Program Manager.

Others Present: Terri Carlson, Corporation Counsel. Kelly Berg, Foster Care Advisory Committee (FCAC). Pegg Cadd, FCAC. Sue Rusch. Terri Wixom. Patrick Singer, Information Technology (I.T.) Data Systems Manager.

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

Approval of Minutes of Human Services Board Meeting of July 22, 2020: Supervisor Bostwick moved the minutes to the floor, seconded by Supervisor Schulz. The minutes were unanimously approved. APPROVED.

Citizen Participation, Communications and Announcements: None.

Submission of Committee Requests: None.

Approval of Contracts and Transfers: Citizen Representative Weaver-Landers moved three contracts to the floor, seconded by Citizen Representative Reyes. Ms. Mooren provided information about each of the contracts. The contracts were unanimously approved. APPROVED.

Review of Bills: No questions.

Resolution to Recognize Mary Dohmeyer: Citizen Representative Weaver-Landers moved the resolution to the floor, seconded by Supervisor Schulz. Ms. Moore-Kelty presented the resolution and introduced Mary Dohmeyer. Ms. Dohmeyer has served the citizens of Rock County for thirty-one (31) years as a dedicated and valued employee of Rock County Human Services Department (HSD). Mary began her career in 1989 as clerical support for Human Services in Beloit processing application for family assistance. She then moved into a Word Processing Operator position doing transcription and later joined Long Term Support. She ended her career in the Medical Records unit. Mary will be sorely missed. The resolution was unanimously approved. APPROVED.

Report on Foster Care Program and Child Welfare System Updates: Ms. Luster began by providing an overview of the Child Welfare system and Foster Care. She explained that HSD has been focused on making improvements in the Child Protective Services (CPS) area and has acquired a consultation group to work with CPS Supervisors. She advised the Children's Bureau vision has changed around the CPS area and in 2018 the Family First Prevention Services Act was implemented which she explained. Ms. Luster introduced Kami Williams. Ms. Williams explained in detail the HSD CPS key priorities which included workforce wellbeing; leadership development and support; and cohesion in values and practice across the continuum of care. The HSD has been awarded the Parents Supporting Parents grant. She described in detail how the funding will be utilized and explained it is a very large program which will be implemented in phases. Some of the funding will be used to add Family Team Meeting Coordinators.

Ms. Luster provided some background and explained the background leading to the creation of the Foster Care Advisory Committee (FCAC) and the Information Sharing workgroup. Ms. Mayer then explained the vision and mission of the FCAC. Ms. Mayer introduced Kelly Berg. Ms. Berg provided the future items the committee will be working on which included a process for feedback, training, primary care teams, and family interaction plan.

Ms. Line provided details about the Information Sharing Workgroup which included the group's purpose, what guided discussions, and what has been done to the process to improve communication. Ms. Moore-Kelty provided additional information about members and frequency of meetings.

Director's Report:

- **Update Regarding Department Operations and Return to Work Planning:** Ms. Luster advised most HSD staff are continuing to work remotely at this time. The HSD is working on making sure there is enough PPE, hand sanitizer, and soap in the locations that need it. Ms. Luster advised that the Emergency Operations Center (EOC) has started meeting again and Ms. O'Connor is the HSD representative. Staff who come into the office are wearing masks and distancing as much as possible when necessary.

Ms. Luster advised the HSD budget has been finalized and HSD will be requesting about a 1.5% increase over last year. She will share her memo for the request with the HSD Board after she sends it to County Administrator Smith.

Next Meeting: Wednesday, August 26, 2020 at 4:30 p.m. – Virtual Meeting. – Public Hearing following at 6:00 p.m. on YouTube.

Adjournment: Supervisor Williams motioned to adjourn, seconded by Supervisor Lokrantz with unanimous approval at 5:22 p.m.

Jodi Parson, Secretary

NOT OFFICIAL UNTIL APPROVED BY THE BOARD

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Luster
INITIATED BY



Bette Trimble
DRAFTED BY

Human Service Board
SUBMITTED BY

08/17/20
DATE DRAFTED

TO RECOGNIZE GEORGIA WATERMAN

1 **WHEREAS**, Georgia Waterman has served the citizens of Rock County for forty six (46) years as a
2 dedicated and valued employee of Rock County; and,
3
4 **WHEREAS**, Ms. Waterman began her career on September 9, 1974 with Rock County as a Certified
5 Occupational Therapy Assistant (C.O.T.A.) with the Human Services Department. In this role she
6 provided occupational therapy, recreational therapy, exercise, social and community living skills
7 development to clients at Rock Haven, the Health Care Center Acute Psychiatric Units, the Work
8 Activity center and the Community Support Programs in Beloit and Janesville. She served as a
9 C.O.T.A. until December 31, 2009; and,
10
11 **WHEREAS**, Ms. Waterman moved into the role of Psychiatric Technician in Crisis Intervention in the
12 Human Services Department on January 1, 2010. As a Psychiatric Technician Ms. Waterman served in
13 a multifaceted capacity to support the crisis intervention unit by answering the crisis phone line,
14 triaging client needs, guiding crisis worker assignment, providing client support during transports,
15 medication deliveries and welfare checks, as well as a variety of administrative support activities; and,
16
17 **WHEREAS**, Ms. Waterman has decided to retire from Rock County after 46 years of dedicated
18 service on August 27, 2020; and,
19
20 **WHEREAS**, Ms. Waterman's work has exemplified the core values of respect and hope outlined in
21 the HSD mission statement. In her 46 years of service she has consistently worked to assure that the
22 residents of Rock County received the best possible care and service. She is regarded by her coworkers
23 and community partners as a dedicated and compassionate presence that will be greatly missed by all
24 who have worked with her; and,
25
26 **WHEREAS**, Ms. Waterman has proven herself to be an exemplary steward of the HSD mission and a
27 committed advocate for the residents of Rock County.
28
29 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
30 assembled this _____ day of _____ does hereby recognize Georgia Waterman for her 46
31 years of service and extend best wishes to her in her future endeavors.

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

J. Russell Podzilni

Sally Jean Weaver-Landers, Vice Chair

Angelina Reyes

Pam Bostwick

Kathy Schulz

Ashley Kleven

Shirley Williams

Kaelyb Lokrantz

COUNTY BOARD STAFF COMMITTEE

Kara Purviance, Chair

Richard Bostwick, Vice Chair

Tom Brien

Kevin Leavy

Louis Peer

J. Russell Podzilni

Bob Yeomans

Alan Sweeney

Jeremy Zajac

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster
INITIATED BY

Human Services Board
SUBMITTED BY



Marci Taets
DRAFTED BY

July 20, 2020
DATE DRAFTED

Amending the 2020 Human Services Department Budget to Accept Supplemental Funding for the Coordinated Services Teams (CST) Initiative

1 **WHEREAS**, the State of Wisconsin Department of Health Services made additional funding available
2 through the Coordinated Services Teams (CST) Initiative for Federal Fiscal Year 2020; and,
3

4 **WHEREAS**, the purpose of these funds is to supplement current CST services and to address unmet
5 needs or gaps in services; and,
6

7 **WHEREAS**, Rock County has requested and been approved to receive the sum of \$12,037; and,
8

9 **WHEREAS**, the funds must be used between June 1, 2020 and September 30, 2020; and,
10

11 **WHEREAS**, \$4,837 in funding will be used to supplement current efforts such as a youth groups and
12 helping families meet basic needs; and,
13

14 **WHEREAS**, the remaining \$8,000 in funding will be used to provide CST Care Coordinator training
15 and consultation to integrate CST principles within the Child Protective Services (CPS) program.
16

17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
18 assembled this _____ day of _____, 2020 does hereby authorize the acceptance of the
19 Supplemental Funding for the Coordinated Services Teams Initiative.
20

21 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2020 be amended as
22 follows:
23

Account/Description	Budget 8/1/20	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
36-3658-0000-42100 Federal Aid	\$60,000	\$12,037	\$72,037
<u>Use of Funds</u>			
36-3658-0000-62119 Other Contracted Services	\$0	\$4,800	\$4,800
36-3658-0000-64200 Training	\$0	\$2,400	\$2,400
36-3658-0000-64604 Program Expense	\$4,063	\$3,500	\$7,563
36-3658-0000-68229 Allocated CCS	\$67,937	\$1,337	\$69,274

Amending the 2020 Human Services Department Budget to Accept Supplemental Funding for the Coordinated Services Teams (CST) Initiative

Page 2

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

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

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of an additional \$12,037 in federal aid for the CST program. No County matching funds are required.

/s/ Sherry Oja

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

Executive Summary

Amending the 2020 Human Services Department Budget to Accept Supplemental Funding for the Coordinated Services Team (CST)

Rock County Human Services Department has been awarded additional Coordinated Services Team (CST) grant dollars from the Wisconsin Department of Health Services in the amount of \$12,037 to be used by September 30, 2020. This resolution seeks approval from the Board to accept the grant award.

The additional grant funding will be used for supporting basic family needs and running a youth group. Due to the pandemic, family need requests have increased, so these will help meet those demands. In addition, funding will be used to train CPS staff in a teaming model (Coordinated Services Team) to support the work involved in helping families find permanency and coordinating care.

Coordinated Services Teams (CST) more often referred to as wraparound care is a teaming model to help youth and families develop a comprehensive, individualized plan of care to treat complex behavioral health needs. The CST itself is a group that includes family members, service providers, and others that work to design and carry out a coordinated services plan for the child. The result is a plan of care that addresses the needs of the child and family with community-based supports, which allows the child to live in their home and community.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster
INITIATED BY

Human Services Board
SUBMITTED BY



Sara Mooren
DRAFTED BY

August 14, 2020
DATE DRAFTED

**RECLASSIFICATION OF 1.0 FTE ACCOUNT CLERK II POSITION
TO ACCOUNT CLERK - HSD**

- 1 **WHEREAS**, the Human Services Department is requesting a reclassification of a vacant 1.0 FTE
- 2 Account Clerk II position to an Account Clerk-HSD; and,
- 3
- 4 **WHEREAS**, all Account Clerk positions in the Department perform similar ongoing job duties, and are
- 5 at times expected to provide coverage for each other, so the position classification should be the same;
- 6 and,
- 7
- 8 **WHEREAS**, this position will perform general accounting duties that include processing, recording,
- 9 and summarizing financial information for both internal and external consumers; and,
- 10
- 11 **WHEREAS**, this position will primarily provide accounting support for the Children’s Long Term
- 12 Support program to respond to the continued program growth; and,
- 13
- 14 **WHEREAS**, no additional funds are needed as the cost difference is \$787 and will be covered with
- 15 savings from the vacancy of the position.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 18 this _____ day of _____, 2020 does hereby approve the reclassification of a 1.0 FTE Account
- 19 Clerk II position to an Account Clerk – HSD.

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

Respectfully submitted,

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.

/s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

FISCAL NOTE:

The reclassification of an Account Clerk II to an Account Clerk-HSD has a minimal impact on the budget. The increase will be funded by a current vacancy.

/s/ Sherry Oja

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

Executive Summary

RECLASSIFICATION OF A 1.0 FTE ACCOUNT CLERK II POSITION TO ACCOUNT CLERK –HSD

The Human Services Department is requesting a reclassification of a 1.0 FTE Account Clerk II position to an Account Clerk - HSD. The Department currently has 6.0 FTE Account Clerk - HSD (2489 Range 6) and 1.0 FTE Vacant Account Clerk II (2489 Range 7) positions.

HSD is requesting the reclassification of the Account Clerk II position as staff will be performing similar and the same functions as other Account Clerk HSDs. This position will perform general accounting duties which include processing, recording, and summarizing financial information for both internal and external consumers. This position will have duties primarily related to the Children's Long Term Support program.

The pay range will change from 2489 Range 7 to 2489 Range 6. This is a \$787 annual cost difference and will be covered with savings from the position being vacant for most of the year.



PROPOSAL SUMMARY FORM

PROJECT NUMBER #2020-27
PROJECT NAME WISCONSIN HOME ENERGY ASSISTANCE PROGRAM
PROPOSAL DUE DATE JUNE 30, 2020 – 12 NOON
DEPARTMENT HUMAN SERVICES

	ENERGY SERVICES MADISON WI
RATER 1	95
RATER 2	90
TOTAL SCORE	185
2020-2023 ANNUAL BUDGET	\$358,568.00

PREPARED BY: Jodi Millis
Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: Energy Services
[Signature] 8/18/20
Signature Date

GOVERNING COMMITTEE APPROVAL:

Chair Vote Date