



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 25, 2012– 4:30 p.m.

Rock County Health Care Center – 3rd Floor Conference Room, Janesville

AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of April 11, 2012 *
4. Citizen Participation
5. Approval of Contracts, Transfers, and/or Encumbrances * – Ms. Mooren
6. Approval of Bills – Mr. Zuehlke
7. Report By CPS Consultant – Ms. Hammes
8. Report on Kansas Site Visit – Ms. Flanagan, Mr. Horozewski
9. Resolution Recognizing Administrative Support Staff * – Mr. Singer
10. Resolution to Recognize Economic Support and Wisconsin Works Staff * – Ms. Blackcoon
11. W-2 Program Update – Ms. Klyve, Mr. Boutwell, Ms. Blackcoon
12. Director's Report *
 - W2 / ES Caseload
13. Committee Requests for Future Agenda Items
14. Next meeting: Wednesday, May 9, 2012 at 4:30 p.m. at the *Rock County Health Care Center, 3rd Floor Conference Room*, in Janesville, Wisconsin.
15. 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.

4/9/12

Contract Review Cover Sheet

Instructions: Departments are required to complete this form and send with two copies of the contract to General Services. Review the County Policy and Procedure Manual for specifics on the Contract Review Process.

12-014

New Contract: or, _____ or, _____
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Sara Mooren X8431
Originating Department Contact Person Phone

Contract with: Interim HealthCare of Wisconsin
(Name of entity)

Contract Period: Start Date: 12/24/11 Expiration Date: 12/31/12

Contract Amount: Rate x number of approved clients

Service	Rate	Unit	%increase/decrease
Companion Aide Hourly Weekday	\$19.80	Hour	0%
Companion Aide Hourly Weekend	\$22.30	Hour	0%
Home Health Aide Hourly Weekday	\$20.70	Hour	0%
Home Health Aide Hourly Weekend	\$22.80	Hour	0%
Companion Aide Visit	\$55.00	Visit	0%
Home Health Aide Visit	\$62.00	Visit	0%
Skilled Nursing Visit	\$125.00	Visit	0%

Expenditure/ Revenue Account Numbers (provide 9-digit object codes):

- 36-3666-0000-64604 Long Term Support
- 36-3668-0000-64604 Community Options Program (COP)
- 36-3674-0000-64604 COP Waiver
- 36-3678-0000-64604 Community Integration Program (CIP-II)
- 36-3706-0000-64604 Community Support Program (CSP)

Executive Summary:

Rock County Human Services Department has developed contracts with several providers for supportive home care services. This is one of several providers from which Rock County clients may choose for such services.

Were Bids or Quotations Solicited? Yes No

Covered by State Contract? Yes No

State Contract # _____

Contract will be signed by: County Board Chair

HSD Board Chair 4/25/12

NEW

AMENDMENT TO: _____

ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW

NO. SS 1552

Human Services and Interim Healthcare of Wisconsin for supportive homecare services.

12/24/11 - 12/31/12

Cost: Rate # of clients

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.

Total Fiscal Impact & Source of Funds:

[Signature] 4/12/12
Signature Date

Sufficient funding is available in the ASD budget.

[Signature] 4/11/12
Purchasing Manager Date

[Signature] 4/12/12
Finance Director Date

No Central Purchasing Involvement

Purchasing Procedure Followed

White - General Services

Yellow - Issuing Dept.

Pink - County Clerk

Contract Review Cover Sheet

Instructions: Departments are required to complete this form and send with two copies of the contract to General Services. Review the County Policy and Procedure Manual for specifics on the Contract Review Process.

12-117

New Contract: or, _____ or, _____
(Check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department
Originating Department

Sara Mooren
Contact Person

8431
Phone

Contract with: Orlon Family Services, Inc.
(Name of entity)

Contract Period: Start Date: 2/1/2012 Expiration Date: 12/31/2012

Contract Amount: \$ 122,665

Expenditure/ Revenue Account Numbers: 36-3639-0000-62119 Other Contracted Services
(Provide 5-digit object codes)

Executive Summary: HSD, as part of a consortium with Jefferson and Green Counties, was awarded a grant through the In-Home Safety Services Initiative administered by the Wisconsin Department of Children and Families. Through the project HSD and partners will develop and manage a comprehensive, family centered safety services and monitoring program. Orion Family Services is the contracted agency to provide 24/7 safety services to referred families, including a 24-hour parent hotline and mobile response, as well develop a resource directory to assist workers in locating and utilizing safety services.

Is an Electronic Signature Required? Yes No

Were Bids or Quotations Solicited? Yes No

Covered by State Contract? Yes No

State Contract # CFB00146

Contract will be signed by: County Board Chair
 Other? Who? Human Services Board Chair

NEW

AMENDMENT TO: _____

ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW

NO. SS 1536

Human Services and Orion Family Services Inc. for in home safety services With Jeff.Green Co.

2/1/2012 - 12/31/2012

Cost \$122,665.00

Corporation Counsel has reviewed this Document and finds it to be proper as to form.

Total Fiscal Impact & Source of Funds:

Henry A. Kuziak 4/10/12
Signature Date

Sufficient funding is available
in the HSD budget

Geoff Miller 4/9/12
Purchasing Manager Date

[Signature] 4-10-12
Finance Director Date

No Central Purchasing Involvement

Purchasing Procedure Followed

White - General Services

Yellow - Issuing Dept.

Pink - County Clerk

ENCUMBRANCE

Rock County - Production

04/12/12

COMMITTEE APPROVAL REPORT

Page 1

Account Number	Name	Yearly Prncnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3636040000-62119 ENC 3636040000	OTHER SERVICES R1201779-PO# 04/10/12 -VN#025421	107,372.00 72.3%	19,289.0	58,435.00	29,648.00	20,289.00	20,289.00
	JANESVILLE TRANSIT SYSTEM						
	CLOSING BALANCE				9,359.00		
3636370000-62119 ENC 3636370000	OTHER SERVICES R1201780-PO# 04/10/12 -VN#051608	236,610.00 96.2%	16,307.8	211,402.15	8,900.00	10,400.00	10,400.00
	MC COY PHD,SALLY						
	CLOSING BALANCE				-1,500.00		
*** OVERDRAFT ***	HOME VISITATION		PROG-TOTAL-PO			30,689.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$30,689.00 INCURRED BY HOME VISITATION, 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

HUMAN SERVICES

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____

DEPT-HEAD

DATE _____

CHAIR

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve
INITIATED BY



Patrick Singer
DRAFTED BY

Human Services Board
SUBMITTED BY

April 2, 2012
DATE DRAFTED

RECOGNIZING ADMINISTRATIVE SUPPORT STAFF

1 **WHEREAS**, April 22-28, 2012 is observed as Administrative Professionals Week and April 25, 2012
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 and Paraprofessionals in the Rock County Human
6 Services Department for their excellence in administering services to the citizens of Rock County;
7 and,
8

9 **WHEREAS**, the Human Services Department has a great number of administrative professionals and
10 paraprofessionals in the Administrative Services, Accounting, Technology, Records and Quality
11 Management and Economic Support Services Divisions serving in a wide variety of positions and
12 assisting every Rock County Human Services program area; and,
13

14 **WHEREAS**, the Accountant, Account Clerk, Administrative Assistant, Application Support
15 Specialist, Clerk, Clerk-Typist, Data Processing Operator, Information Processing Operator, Job
16 Center Support Specialist, Legal Stenographer, Medical Record Technician, Release of Information
17 Coordinator, Secretary, and Word Processing Operator perform a wide variety of duties which
18 include, but are not limited to, taking meeting minutes, transcribing reports, managing records, setting
19 up databases, supporting applications, data entry, producing statistics, completing mandated state
20 reports, issuing statements, paying bills, greeting visitors, answering telephones, inventorying forms,
21 supplies and equipment, troubleshooting equipment problems, scheduling therapy appointments,
22 collecting information, writing reports, and covering many other administrative functions for the
23 Human Services Department.
24

25 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
26 assembled this _____ of _____, 2012 commends all Rock County Human Services
27 Administrative Professionals for their diligent efforts which make possible the delivery of services to
28 the citizens of Rock County.
29

30 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy
31 of this resolution to the Rock County Human Services Department.

Respectfully Submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Phillip Owens

Sally Jean Weaver-Landers, Vice-Chair

Terry Thomas

Terry Fell

Shirley Williams

Robert Fizzell

Marvin Wopat

Kathy Kelm

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve
INITIATED BY



Carla Blackcoon
DRAFTED BY

Human Service Board
SUBMITTED BY

April 3, 2012
DATE DRAFTED

TO RECOGNIZE ECONOMIC SUPPORT AND WISCONSIN WORKS STAFF

1 **WHEREAS**, Economic Support and Wisconsin Works (W-2) staff administer difficult,
2 complex, and ever-changing public 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. Due to the continued affects of the economic crisis,
12 caseloads have remained high and yet ES staff have managed to maintain an exceptional
13 FoodShare payment accuracy rate. ES staff meet with families in crisis every day. In addition
14 to providing services that this agency offers, staff work collaboratively with other community
15 organizations to provide these families with resources they need to resolve emergency needs
16 as well; and,
17

18 **WHEREAS**, these staff work with individuals and families to help provide essential human
19 services, especially for those who are least able to help themselves. Through the
20 conscientious efforts of these staff, more children in our community have medical coverage
21 and a healthier future; and,
22

23 **WHEREAS**, Economic Support and Wisconsin Works Staff play a major role in promoting
24 self-sufficiency, and work toward relieving the effects of poverty and improving the quality of
25 life for residents of Rock County; and,
26

27 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock
28 County, wishes to recognize Economic Support and Wisconsin Work staff for their overall
29 performance and dedicated service to the citizens of Rock County.
30

31 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,
32 duly assembled this _____ day of _____, 2012, does hereby recognize the Economic
33 Support and Wisconsin Works Staff for their dedication and excellence in the work they do;
34 and,
35

36 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish
37 a copy of this resolution to all Economic Support and Wisconsin Works Staff.

Respectfully Submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Phillip Owens

Sally Jean Weaver-Landers, Vice-Chair

Terry Thomas

Terry Fell

Shirley Williams

Kathy Kelm

Marvin Wopat

ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
Wednesday, April 25, 2012

HSD MANAGEMENT TEAM MEETING – April 10, 2012

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **ES/Admin. Support County Board April 26th**
- **Stop Program**
- **Recertification Vote**
- **Overnight Vouchers**
- **Certified Training Hours**
- **LSS RAY MOU**

INFORMATION ITEMS

- **HSD Board Agenda**
- MEETING WRAP-UP**
-

HSD MANAGEMENT TEAM MEETING – April 17, 2012

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **Holiday and Family Needs Program**
- **Interns, Volunteers, Practicum Employees Survey**
- **Position Descriptions**
- **LSS RAYS MOU**
- **Interim Assistance**
- **Certified Training Hours**
- **Annual Report**

INFORMATION ITEMS

- **HSD Board Agenda**
- MEETING WRAP-UP**
-