



Rock County Human Services Department
P. O. Box 1649, 3530 N. County Trunk F
Janesville, Wisconsin 53547-1649
Phone: 608/757-5271
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ROCK COUNTY HUMAN SERVICES BOARD

Wednesday, June 24, 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: June 24, 2020 04:30 PM

Join Zoom Meeting

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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, June 24, 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 June 10, 2020 *
4. Citizen Participation, Communications and Announcements
5. Submission of Committee Requests and Review of Request Process
6. Approval of Contracts and Transfers – Ms. Mooren
7. Resolution to Recognize Linda Najdowski * – Ms. McCalmont
8. Resolution to Recognize Linda Graf * – Ms. Nevicosi
9. Resolution Authorizing Temporary Double-fill of One Lead Worker CPS Position * – Ms. Williams
10. Human Services Department (HSD) Updates and Actions Plans Regarding Addressing Racial Injustice - Ms. Luster & Diversity and Inclusion Committee Members
11. Director's Report
 - Update Regarding Department Operations and Return to Work Planning
12. **Next Meeting:** Wednesday, **July 8, 2020**, Virtual Meeting.
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 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, June 10, 2020 – 4:30 P.M.

Call to Order: Chair Knudson called the virtual meeting to order at 4:30 p.m. on Wednesday, June 10, 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; J. Russell Podzilni, Supervisor; Angelina Reyes, Citizen Representative; and Ashley Kleven, Citizen Representative.

Committee Members Absent: None.

Staff Present: Katherine Luster, Director; Tera O'Connor, Deputy Director; Greg Winkler, Deputy Director; Sara Mooren, Administrative Services Manager; Mark Stevens, Business Services Manager; Jennifer Thompson, Aging & Disability Resource Center (ADRC)/Adult Protective Services (APS) Division Manager; April Heim, Economic Support (ES) Division Manager; Jennifer Anselmi, Adult Protective Services (APS) Supervisor; Jenna Singer, Comprehensive Community Services (CCS) Program Manager; Cori Marsh, Dementia Care Specialist; Gena McGuigan, Child Protective Services (CPS) Secretary; and Klaudia Buehl, Diversion.

Others Present: Kara Purviance, County Board Chair. Rich Bostwick, County Board Vice-Chair. Terri Carlson, Corp Counsel Risk Manager. Patrick Singer, Rock County Information and Technology (I.T.). Bridget Laurent, Corporation Counsel.

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

Approval of Minutes of Human Services Board Meeting of May 27, 2020: Supervisor Bostwick moved the minutes to the floor, seconded by Citizen Representative Kleven. The minutes were unanimously approved. APPROVED.

Citizen Participation, Communications and Announcements: Chair Knudson welcomed and introduced Angelina Reyes, the new HSD Board Citizen Representative. Citizen Representative Reyes shared that she has worked for Community Action Inc. since 2004. She also works at the Merrill Community Center as the Program Manager and currently oversees the youth program as well as senior program.

Submission of Committee Requests: Discussion about the current agenda list took place. The decision was to distribute the list to the current HSD Board members and bring back to the next HSD Board meeting.

Supervisor Schulz requested data about the number of people who are applying for housing assistance through crisis situations or referred to Community Action.

Approval of Contracts and Transfers: Citizen Representative Weaver-Landers moved five contracts to the floor, seconded by Citizen Representative Kleven. Ms. Mooren provided an overview of the contract process and the contract summary. Ms. Mooren provided details about each of the contracts. Ms. Luster provided additional information about the Alia Innovations contract. The contracts were unanimously approved. APPROVED.

Review of Bills: Mr. Stevens provided a summary of the layout of the monthly report and explained that the entries are the prior month's invoices that have been paid.

March, April, May Employee Impact Recognition Award: Ms. Luster first introduced and highlighted Jennifer Anselmi as she has taken on facilitating the Employee Recognition Committee.

Ms. Luster introduced Gena McGuigan, Children, Youth and Families (CYF) Secretary. Ms. McGuigan was recognized for her endurance and flexibility throughout the leadership and organizational changes that have taken place the last few years. She has been patient and steadfast throughout and is the glue that holds the CYF area together. She is always helpful and kind as she keeps things in order, and she works closely with Ms. O'Connor and Ms. Luster.

Ms. Luster introduced Klaudia Buehl, Psychiatric Technician, Diversion Program. Ms. Buehl was nominated by her Supervisor who explained a case where Ms. Buehl worked closely with a youth and family. The family reached out to her Supervisor and stated that Ms. Buehl's support and ability to gain trust and form a relationship clearly made a big difference in their lives.

Ms. Luster introduced Cori Marsh, Dementia Care Specialist. Ms. Luster advised Ms. Marsh is the first employee to receive the Employee Recognition a second time. Her Supervisor nominated her after receiving recognition from a group that Ms. Marsh had been facilitating. They acknowledged how they couldn't come through what they have without her, giving her high praise in a touching letter that was worthy of a second recognition.

Resolution to Recognize Patricia Degan: Citizen Representative Weaver-Landers moved the resolution to the floor, seconded by Supervisor Williams. Ms. Luster presented the resolution and advised Ms. Degan was not able to attend. Ms. Degan has served the citizens of Rock County for twenty-seven years as a dedicated and valued employee. She began her career as clerical support for HSD and in 1994 accepted the position of Administrative Assistant for the Community Services Program (CSP). She made a lasting impression and difference in numerous clients' lives and was an incredible resource to staff. The resolution was unanimously approved. APPROVED.

Resolution to Recognize Jeanine Froeber: Supervisor Bostwick moved the resolution to the floor, seconded by Supervisor Lokrantz. Ms. Heim presented the resolution and advised Ms. Froeber was not able to attend. Ms. Froeber has served the citizens of Rock County for twenty-five years as a dedicated and valued employee. Ms. Froeber began her career in 1995 as an Account Clerk II, and in 2007 moved to an Account Clerk III at the Rock County Healthcare Center. She worked with customer accounts as they utilized services through the Rock County system. Thereafter, Ms. Froeber was promoted to the Developmental Disability (DD) Board Financial Supervisor overseeing the budget and financial management of DD Board programs. In 2017 she accepted an Economic Support Specialist (ESS) position. Ms. Froeber's variety of skills

and knowledge assisted her in navigating complex policies for the various programs. Her time, energy and talent will be missed. The resolution was unanimously approved. APPROVED.

Resolution to Recognize June 15, 2020 as World Wide Elder Abuse Awareness Day: Supervisor Weaver-Landers moved the resolution to the floor, seconded by Supervisor Bostwick. Ms. Thompson introduced Ms. Anselmi the Adult Protective Services (APS) Supervisor. Ms. Anselmi provided background information about the resolution. She explained the APS staff try to raise awareness every year and are usually out in the community, but this year they will be distributing book marks and flyers to raise awareness. The resolution was unanimously approved. APPROVED.

Approval to Award Pharmacy Services to Genoa HealthCare: Citizen Representative Weaver-Landers moved the resolution to the floor, seconded by Supervisor Williams. Mr. Winkler explained the Request For Proposal (RFP) process. He provided information and details about the onsite pharmacy. An RFP was submitted for an onsite pharmacy inside the building when HSD moves to the new location. Genoa Healthcare was chosen. The resolution was unanimously approved. APPROVED.

Resolution Amending the 2020 Human Services Department Budget to Accept Additional Funds for Non-Narcotic, Non-Addictive Injectable (NNAI) Medication-Assisted Treatment (MAT) Service in the Jail Setting Program: Citizen Representative Kleven moved the resolution to the floor, seconded by Supervisor Williams. Mr. Winkler explained the resolution was to accept additional funding for an existing jail program. The funding would be used to provide medication to clients as a very critical part to recovery. The resolution was unanimously approved. APPROVED.

Discussion for Recommendations for Naming 1717 Building: Ms. Luster advised that General Services' role is to select and name the building. They are requesting feedback and suggestions from the HSD Board. The list of suggested names was emailed out to all Human Services Board members. Several Board members suggested they liked the idea of using the word "Resource" in the name. Supervisor Williams suggested use of the word "CARE" in the name or as an acronym.

Director's Report:

- **Housing Needs in Context of COVID19 Pandemic:** Ms. Luster provided a power point. She explained the supports that HSD provides toward the prevention of homelessness and details about funding sources. Due to COVID19 there has been an increase in voucher requests, but a decrease in rental assistance. With the reopening of shelters and the eviction buffer no longer in effect it is anticipated there will be an increased need for assistance.

Ms. Luster highlighted current key opportunities for the community which includes: Wisconsin Renter's Assistance Program (WRAP) – via Community Action; and HSD Substance Abuse and Mental Health Services Administration (SAMHSA) grant for safe and sober housing. Ms. Luster responded to questions.

- **Update Regarding Department Operations and Return to Work Planning:** Ms. Luster advised she emailed the Rock County Return to Work plan which included the HSD plan to the Board members. The HSD staff will continue to work remotely wherever possible. HSD will be planful when phasing staff back into offices. At this time staff are not returning back to the office, except where face to

face interactions should take place for families, and staff have more specific concrete actions for those visits.

Facility Management is working on areas needing plexiglass and markers. Currently if staff come into the office we are practicing social distancing and using PPE for staff out in the community. Ms. Luster responded to questions about the Birth to Three program.

Ms. Luster informed the Board of HSD's efforts around Racial Justice and Racial Equity following George Floyd's death. Ms. Luster hosted two sessions last week to allow staff dialogue and the sessions were very well attended. She advised the HSD Diversity and Inclusion workgroup met yesterday and talked about how to be action oriented. The group will be making recommendations which will be submitted to Ms. Luster and shared with the HSD Board. Ms. Luster is committed to capitalize on energy to make meaningful changes.

Next Meeting: Wednesday, **June 24, 2020** at 4:30 p.m. – Virtual Meeting.

Adjournment: Supervisor Bostwick motioned to adjourn, seconded by Supervisor Schulz with unanimous approval at 5:45 p.m.

Jodi Parson, Secretary

NOT OFFICIAL UNTIL APPROVED BY THE BOARD

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Luster
INITIATED BY



April Heim
DRAFTED BY

Human Service Board
SUBMITTED BY

May 29, 2020
DATE DRAFTED

TO RECOGNIZE LINDA NAJDOWSKI

1 **WHEREAS**, Linda Najdowski has served the citizens of Rock County for twenty-seven (27) years as a
2 dedicated and valued employee of Rock County; and,

3
4 **WHEREAS**, Ms. Najdowski began her career on June 29, 1993 with Rock County as a Seasonal Clerk
5 with the Social Services and Community Programs. As an Account Clerk II, Ms. Najdowski worked
6 with many clients assisting with services for Rock County residents. Ms. Najdowski additionally
7 served as a Communication Clerk for this program beginning September 1, 1993; and,

8
9 **WHEREAS**, Ms. Najdowski began as a Clerk III with the Rock County Human Services on June 7,
10 1994, further serving customers as they utilized services through the Rock County system. She
11 provided compassionate care and kindness to all she came in contact with; and,

12
13 **WHEREAS**, Ms. Najdowski began her Economic Support Specialist position on November 16, 1998,
14 bringing with her a joyous personality and kind spirit to her clients and coworkers alike. She managed
15 the FoodShare and Employment Training program for several years of her career, contacting many
16 clients, developing employability plans, and assisting individuals with obtaining employment through
17 the many job leads she mailed each week. She began work as a Family Team worker January 1, 2012
18 with the inception of the Southern Consortium, taking her kindness and care to the clients on the
19 phone. She demonstrated great customer service and excellent application of complex state and federal
20 policies; and,

21
22 **WHEREAS**, Ms. Najdowski has shown a variety of skills and knowledge which assisted her in
23 navigating the complex policies for the various programs she has dedicated her career to. She has
24 shown great love and care for everyone she meets. This was reflected in her excellent service
25 provision through her 27 years. Linda will be missed for her gentle spirit and bringing smiles to many
26 faces with her friendly personality. Just as she tended our garden, she tended our hearts with her
27 spiritual support; and,

28
29 **WHEREAS**, Ms. Najdowski has decided to retire from Rock County after 27 years of dedicated
30 service on June 1, 2020; and,

31
32 **WHEREAS**, Ms. Najdowski has proven herself to be a compassionate, caring and committed
33 employee, always advocating for the clients and staff in the many areas she has served; and,

34
35 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes
36 to recognize Linda Najdowski for her achievements and significant contributions to the citizens of
37 Rock County and her many dedicated years of service.

38
39 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
40 assembled this _____ day of _____ does hereby recognize Linda Najdowski for her 27 years of
41 service and extend best wishes to her in her future endeavor.

Resolution to Recognize Linda Najdowski

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Rock County 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

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
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Luster
INITIATED BY



Penny Nevicosi
DRAFTED BY

Human Service Board
SUBMITTED BY

June 2, 2020
DATE DRAFTED

TO RECOGNIZE LINDA GRAF

1 **WHEREAS**, Linda Graf has served the citizens of Rock County for twenty-seven (27) years as a
2 dedicated and valued employee of Rock County; and,
3

4 **WHEREAS**, Ms. Graf began her career on September 27, 1993 with Rock County as a Master’s Level
5 Social Worker doing Triage to support Juvenile Justice and Child Protective Services with the Human
6 Services Department. As a Triage worker, Ms. Graf conducted comprehensive assessments with Rock
7 County youth and families in order to provide recommendations related to mental health services, court
8 intervention and various community supports. She served as the gatekeeper to the system and ensured
9 that youth and families got linked with the services they needed; and,
10

11 **WHEREAS**, Ms. Graf began as a Corrective Thinking program coordinator with Rock County Human
12 Services on October 5, 1998, further serving youth and providing them an avenue to make positive
13 choices and change. She designed and implemented an array of groups utilizing her knowledge and
14 expertise of the Corrective Thinking curriculum. Ms. Graf was a leader in this initiative, helping to
15 train and mentor other professionals in the model. She was dedicated to helping youth build skills and
16 adjust their thought patterns and was skilled at interacting with youth in a group setting; and,
17

18 **WHEREAS**, Ms. Graf transitioned to a Juvenile Justice Specialist with Rock County Human Services
19 on January 1, 2002, where she served in a couple of roles. Initially Ms. Graf was responsible for
20 completing juvenile court intakes, much like her previous role in Triage, where she performed an
21 assessment and made recommendations about juvenile court intervention. Ms. Graf later managed a
22 caseload of youth formally involved with the juvenile justice system. For both of these roles, Ms. Graf
23 demonstrated a passion for serving and advocating for youth and vulnerable populations. Ms. Graf has
24 developed strong partnerships with the school district, mental health providers and community
25 stakeholders. She has been asked to serve on a variety of committees and boards. Ms. Graf has
26 supervised and mentored student interns; and,
27

28 **WHEREAS**, Ms. Graf has shown a variety of skills and knowledge which assisted her in navigating
29 the mental health and juvenile justice programs throughout her twenty-seven (27) year career at Rock
30 County Human Services. She has demonstrated excellent engagement skills with the countless number
31 of youth and families she has served in Rock County. She has provided quality assessment and case
32 management when families needed it most. She has been a valued member of the team, often tackling
33 complex cases and supporting team members. She has also advocated for co-workers through her years
34 of key leadership in AMHS. Ms. Graf’s impact on the Rock County workforce and community has
35 been significant. Her time, energy, and talent will be missed; and,
36

37 **WHEREAS**, Ms. Graf has decided to retire from Rock County after 27 years of dedicated service on
38 July 1, 2020; and,
39

40 **WHEREAS**, Ms. Graf has proven herself to be a compassionate, caring and committed employee,
41 always advocating for the youth, families and staff in the many areas she has served.
42

43 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
44 assembled this _____ day of _____ does hereby recognize Linda Graf for her 27 years of service
45 and extend best wishes to her in her future endeavors.

Resolution to Recognize Linda Graf

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Rock County 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

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
ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster
INITIATED BY



Tera O'Connor, HSD Deputy Director
DRAFTED BY

Human Services Board
SUBMITTED BY

June 11, 2020
DATE DRAFTED

AUTHORIZING TEMPORARY DOUBLE FILL OF ONE LEAD WORKER CPS POSITION

- 1 **WHEREAS**, the Lead Workers in the Child Protective Services area are a necessary resource to
- 2 effectively train new staff; and,
- 3
- 4 **WHEREAS**, HSD currently has one Lead Worker position available to train new CPS Initial Assessment
- 5 staff; and,
- 6
- 7 **WHEREAS**, due to several new staff starting at the same time, the training needs exceed the available
- 8 lead worker resource resulting in significant challenges in the ability to provide adequate training; and,
- 9
- 10 **WHEREAS**, the Human Services Department has identified current staff who are willing to help and
- 11 who are qualified; and,
- 12
- 13 **WHEREAS**, the Human Services Department has sufficient funds in the Child Protective Services
- 14 program account to pay for the overlap position; and,
- 15
- 16 **WHEREAS**, the Human Services Department requests the County Board permit a temporary double-fill
- 17 of a Lead worker position effective June 15, 2020 and extending until new staff training needs are met but
- 18 not to exceed an end date of 11/15/20.
- 19
- 20 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 21 assembled this _____ day of _____, 2020 does hereby authorize the temporary backfill of one
- 22 Child Protective Services Human Services Professional into a Lead Worker Role.

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

AUTHORIZING TEMPORARY DOUBLE FILL OF ONE LEAD WORKER CPS POSITION

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COUNTY BOARD STAFF COMMITTEE

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Louis Peer

FISCAL NOTE:

The cost of the double fill is up to \$1,415, depending on the length of time.
Funds are available from vacant positions to fund the request.

/s/Sherry Oja

Sherry Oja
Finance Director

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

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

Executive Summary

Authorizing Temporary Double-fill of One Lead Worker CPS Position

This resolution authorizes the Human Services Department to temporarily double-fill a Child Protective Services Lead Worker position in order to accommodate training needs of multiple new staff starting at the same time CPS Initial Assessment. Lead workers are the primary field trainers for new CPS staff and their role is central to new staff's professional development and integration into the teams. The new staff training needs currently exceed the capacity of available lead workers and a temporary double fill from 6/15/20 through no longer than 11/15/20 will resolve the challenge. There is adequate funding the CPS personnel budget to cover the increased cost.