



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, September 24, 2014 – 4:30 p.m.

**Rock County Youth Services Center – Conference Room, Janesville**

**AGENDA**

**Location Change**

1. Election of Chair for 9/24/14 meeting only
2. Call Meeting to Order
3. Approval of Agenda
4. Approval of Minutes of Human Services Board Meeting of September 10, 2014 \*
5. Citizen Participation
6. Approval of Contracts, Transfers, and/or Encumbrances \* – Ms. Mooren
7. Approval of Bills \* – Mr. Zuehlke
8. Praise and Recognition – YSC Art Program
9. Resolution Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP) Services and Amending the 2014 Budget \* – Mr. Boutwell
10. Tour of Outdoor Recreational Yard – Mr. Horozewski
11. Director's Report \*
12. Committee Requests for Future Agenda Items
13. Next Meeting: Wednesday, **October 8, 2014 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.

# Rock County Human Services Contract Review Cover Sheet

Date: September 04, 2014

Contract with: Pioneer Court Inc.

Contract Start Date: 9/1/2014 Expiration Date: 12/31/2015

Executive Summary: Rock County Human Services Department (RCHSD) has developed contracts with several providers for Community Based Residential Facilities. This is one of several providers from which Rock County clients may choose for such services. These service rates fall within the average of other contracted providers providing similiar services.

Contract Amount: rate x service

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change From Prior Year</u>
CBRF	\$3,497.81	Month	New

Contract # HSD\_2014\_0139 New Contract: Yes Amendment/Addendum: No

E-Contract Location: Year: 2014 Program: ACS CBRF Folder Name: \_\_\_\_\_  
(If different from above)

Expenditure/ Revenue Account Numbers:

- 36-3666-0000-64604 Long Term Support
- 36-3668-0000-64604 Community Options Program (COP)
- 36-3674-0000-64604 COP Waiver
- 36-3675-0000-64604 Community Relocation Initiative
- 36-3678-0000-64604 Community Integration Program (CIP II)
- 36-3681-0000-64604 Nursing Home Diversion
- 36-3706-0000-64604 Community Support Program (CSP)

Contact Person: Sara Mooren Phone: x8431

Were Bids or Quotations Solicited? No RFP # \_\_\_\_\_

Covered by State Contract? No State Contract # \_\_\_\_\_

Was a Resolution Required No Resolution # \_\_\_\_\_

Contract will be signed by: Human Services Board Chair

If "Other" ~ Who? \_\_\_\_\_

0AD40802

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3700-0000-62119	OTHER SERVICES					
36-3700-1326		P1402721	08/31/2014	TELLURIAN UCAN INC	22,400.00	
36-3700-1331		P1402717	08/31/2014	JANESVILLE PSYCHIATRIC CLINIC	860.00	
36-3700-1331		P1402718	08/31/2014	LUTHERAN SOCIAL SERVICES	911.75	
36-3700-1331		P1402719	08/31/2014	CROSSROADS COUNSELING CENTER	1,272.50	
36-3700-1331		P1402822	08/31/2014	BELOIT MEMORIAL HOSPITAL	167.50	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>AODA BLOCK GRANT</b>	280,508.00		116,858.67	0.00	25,611.75	138,037.58

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3704-0000-62119	OTHER SERVICES					
36-3704-1326			08/31/2014	TELLURIAN UCAN INC	5,600.00	
36-3704-1331		P1402717	08/31/2014	JANESVILLE PSYCHIATRIC CLINIC	805.00	
36-3704-1331		P1402718	08/31/2014	LUTHERAN SOCIAL SERVICES	1,714.00	
36-3704-1331		P1402719	08/31/2014	CROSSROADS COUNSELING CENTER	310.00	
36-3704-1331		P1402720	08/31/2014	BELOIT AREA	562.50	
36-3704-1331		P1402822	08/31/2014	BELOIT MEMORIAL HOSPITAL	385.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>IDP</b>	161,655.00		39,707.50	0.00	9,376.50	112,571.00

I have examined the preceding bills and encumbrances in the total amount of **\$34,988.25**  
 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 \_\_\_\_\_

*Baseball*

05540912

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3604-0000-64604	PROGRAM EXPENSE				
36-3604-0000			09/16/2014	BELOIT TRANSIT SYSTEM	23.00
36-3604-0000			09/16/2014	JANESVILLE TRANSIT SYSTEM	145.00
<b>ECONOMIC SUPPORT</b>	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,651.00	2,995.62	0.00	168.00	6,487.38
36-3634-0000-64604	PROGRAM EXPENSE				
36-3634-1803			09/16/2014	ROCK COUNTY HUMAN SERVICES DEP	48.00
36-3634-1814			09/16/2014	ROCK COUNTY HUMAN SERVICES DEP	75.00
<b>CPS</b>	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	105,922.00	55,428.09	13,559.51	123.00	36,811.40
36-3646-0000-62119	OTHER SERVICES				
36-3646-5013			09/16/2014	ROCK COUNTY HUMAN SERVICES DEP	136.00
<b>JUVENILE JUSTICE</b>	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	176,741.00	160,866.37	23,911.40	136.00	136.00 <i>transfer coming</i> (8,172.77)
36-3655-0000-64604	PROGRAM EXPENSE				
36-3655-0000			09/16/2014	ROCK COUNTY HUMAN SERVICES DEP	50.00
<b>KINSHIP CARE</b>	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,000.00	1,235.00	0.00	50.00	715.00
36-3706-0000-64604	PROGRAM EXPENSE				
36-3706-1206			09/16/2014	ROCK COUNTY HUMAN SERVICES DEP	389.50
<b>CSP</b>	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	635,920.00	441,055.07	0.00	389.50	194,475.43
36-3713-0000-64604	PROGRAM EXPENSE				
36-3713-2014			09/16/2014	ROCK COUNTY HUMAN SERVICES DEP	200.00
<b>SHELTER PLUS</b>	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,100.00	6,267.50	0.00	200.00	1,632.50

I have examined the preceding bills and encumbrances in the total amount of **\$1,066.50**  
 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 \_\_\_\_\_

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05540909

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3600-0000-64200 36-3600-0000	TRAINING EXP		09/03/2014	KLYVE,CHARMIAN	368.40	
<b>AGENCY MGT &amp; SUP</b>	Budget 16,220.00		YTD Exp 3,007.84	YTD Enc 4,471.69	Pending 368.40	Closing Balance 8,372.07
36-3602-0000-62119 36-3602-0000	OTHER SERVICES	P1400648	09/04/2014	OFFICE PRO	80.40	
<b>OVERHEAD</b>	Budget 31,249.00		YTD Exp 16,593.99	YTD Enc 10,640.05	Pending 80.40	Closing Balance 3,934.56
36-3602-0000-63100	OFC SUPP & EXP					
36-3602-0000		P1400629	08/20/2014	E AND D WATER WORKS INC	23.00	
36-3602-0000		P1400646	09/02/2014	WISCONSIN DEPARTMENT OF JUSTIC	341.50	
36-3602-0000		P1400667	08/29/2014	AARONS LOCK AND SAFE INC	45.58	
36-3602-0000		P1401417	08/28/2014	MOORE MEDICAL CORP	95.68	
<b>OVERHEAD</b>	Budget 101,080.00		YTD Exp 49,384.20	YTD Enc 24,943.96	Pending 505.76	Closing Balance 26,246.08
36-3602-0000-63101 36-3602-0000	POSTAGE		09/02/2014	MCGUIGAN,GENA	62.85	
<b>OVERHEAD</b>	Budget 46,000.00		YTD Exp 22,884.89	YTD Enc 22,000.00	Pending 62.85	Closing Balance 1,052.26
36-3602-0000-63104 36-3602-0000	PRNT & DUPLICATI	P1402943	08/28/2014	JAX CUSTOM PRINTING INC	395.00	
<b>OVERHEAD</b>	Budget 12,000.00		YTD Exp 8,977.45	YTD Enc 0.00	Pending 395.00	Closing Balance 2,627.55
36-3604-0000-87160 36-3604-5021	CA \$500-\$4,999	P1402886	08/29/2014	HENRICKSEN	1,079.24	
<b>ECONOMIC SUPPORT</b>	Budget 53,496.00		YTD Exp 8,496.00	YTD Enc 10,249.74	Pending 1,079.24	Closing Balance 33,671.02
36-3634-0000-62119	OTHER SERVICES					
36-3634-5013		P1400666	08/14/2014	MENARDS	242.85	
36-3634-5014		P1400641	07/31/2014	ORION FAMILY SERVICES	427.16	
36-3634-5014		P1400643	09/03/2014	OREGON MENTAL HEALTH SERVICES	517.50	
36-3634-5014		P1403100	08/05/2014	CHILDRENS THERAPY NETWORK	105.00	
36-3634-5015		P1400637	09/05/2014	FOUNDATIONS COUNSELING CENTER	3,280.19	
36-3634-5015		P1403093	08/15/2014	ABA OF WISCONSIN ILLINOIS LLC	1,150.00	
<b>CPS</b>	Budget 102,400.00		YTD Exp 28,839.59	YTD Enc 5,548.89	Pending 5,722.70	Closing Balance 62,288.82
36-3634-0000-64200 36-3634-0000 36-3634-0000	TRAINING EXP	P1403072 P1403086	09/08/2014 09/10/2014	WILDERNESS RESORT INTERTRIBAL CHILD WELFARE TRAI	70.00 40.00	
<b>CPS</b>	Budget 17,736.00		YTD Exp 9,885.50	YTD Enc 4,060.00	Pending 110.00	Closing Balance 3,680.50

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Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3634-0000-64604	PROGRAM EXPENSE					
36-3634-1395		P1403067	09/08/2014	HOARD,LISA	160.00	
36-3634-1803			09/02/2014	KATH,KRISTIN	10.47	
36-3634-1803		P1403064	08/28/2014	VERLO MATTRESS FACTORY	267.00	
36-3634-5000		P1400646	09/02/2014	WISCONSIN DEPARTMENT OF JUSTIC	69.00	
<b>CPS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	105,922.00		55,044.62	14,669.88	506.47	35,701.03
36-3636-0000-64604	PROGRAM EXPENSE					
36-3636-0000		P1400669	08/12/2014	SENTRY FOOD STORE	62.62	
<b>INDEPEND LIVING</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	7,969.00		2,240.28	62.62	62.62	5,603.48
36-3637-0000-64604	PROGRAM EXPENSE					
36-3637-0000		P1400657	09/02/2014	JANESVILLE TRANSIT SYSTEM	1,097.50	
36-3637-0000		P1400664	09/02/2014	BELOIT TRANSIT SYSTEM	479.00	
36-3637-0000		P1403096	09/10/2014	SPEEDWAY LLC	1,050.00	
<b>HOME VISITATION</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	4,650.00		3,081.00	1,576.48	2,626.50	(2,633.98)
36-3646-0000-62119	OTHER SERVICES					
36-3646-5009		P1403095	09/04/2014	FFT LLC	4,000.00	
<b>JUVENILE JUSTICE</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	176,741.00		157,002.37	33,605.75	4,000.00	(17,867.12)
36-3646-0000-64200	TRAINING EXP					
36-3646-0000		P1403069	09/08/2014	LECC TRAINING FUND	160.00	
<b>JUVENILE JUSTICE</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	2,895.00		610.94	0.00	160.00	2,124.06
36-3646-0000-64604	PROGRAM EXPENSE					
36-3646-5018			09/03/2014	GERUE,LEA	39.55	
36-3646-5016		P1400670	08/22/2014	SHOPKO INC #130	7.98	
<b>JUVENILE JUSTICE</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	8,450.00		6,070.63	795.22	47.53	1,536.62
36-3664-0000-62119	OTHER SERVICES					
36-3664-0000		P1402637	08/22/2014	INTERIM HEALTHCARE OF WISCONSI	2,013.50	
<b>YOUTH SERVICES</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	15,000.00		25,627.25	2,013.50	2,013.50	(14,654.25)
36-3666-0000-64200	TRAINING EXP					
36-3666-0000		P1402982	08/27/2014	CATHOLIC CHARITIES	45.00	
<b>LTS - ACS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	2,505.00		2,392.99	0.00	45.00	67.01
36-3671-0000-64200	TRAINING EXP					
36-3671-0000		P1402887	08/18/2014	UNIVERSITY OF WISCONSIN STEVEN	160.00	

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Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
<b>ELDER ABUSE/NEG</b>		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		0.00	440.00	0.00	160.00	(600.00)
36-3671-0000-64604	PROGRAM EXPENSE					
36-3671-0000		P1402797	08/28/2014	MMPR		1,688.00
<b>ELDER ABUSE/NEG</b>		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		40,400.00	22,858.89	4,900.00	1,688.00	10,953.11
36-3683-0000-63100	OFC SUPP & EXP					
36-3683-0000		P1400666	09/10/2014	MENARDS		33.89
<b>ADRC</b>		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		0.00	0.00	33.88	33.89	(67.77)
36-3683-0000-64604	PROGRAM EXPENSE					
36-3683-0000		P1400629	06/20/2014	E AND D WATER WORKS INC		57.50
36-3683-0000		P1402907	08/21/2014	PROFORMA PRINTWORKS		718.14
<b>ADRC</b>		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		14,980.00	17,320.91	967.50	775.64	(4,084.05)
36-3689-0000-62119	OTHER SERVICES					
36-3689-0000		P1403094	05/12/2014	ROGERS MEMORIAL HOSPITAL		5,540.00
<b>CRISIS</b>		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		1,522,214.00	815,356.98	656,004.03	5,540.00	45,312.99
36-3689-0000-64200	TRAINING EXP					
36-3689-0000		P1402887	08/18/2014	UNIVERSITY OF WISCONSIN STEVEN		960.00
36-3689-0000		P1402984	08/27/2014	KALAHARI RESORT CONVENTION CEN		70.00
36-3689-0000		P1403052	09/05/2014	KALAHARI RESORT CONVENTION CEN		70.00
36-3689-0000		P1403053	09/05/2014	KALAHARI RESORT CONVENTION CEN		70.00
36-3689-0000		P1403054	09/05/2014	RADISSON PAPER VALLEY HOTEL		70.00
36-3689-0000		P1403068	09/08/2014	KALAHARI RESORT CONVENTION CEN		70.00
36-3689-0000		P1403070	09/08/2014	UNIVERSITY OF WISCONSIN STEVEN		180.00
36-3689-0000		P1403071	09/08/2014	KALAHARI RESORT CONVENTION CEN		70.00
<b>CRISIS</b>		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		3,525.00	(250.03)	0.00	1,560.00	2,215.03
36-3689-0000-64604	PROGRAM EXPENSE					
36-3689-0002			08/28/2014	TURNER, STEWART		450.00
36-3689-0002		P1400964	09/04/2014	NAMAN LLC		350.00
36-3689-0002		P1400968	08/28/2014	NORTHERN TOWN MOTEL		410.00
36-3689-0004		P1400965	08/04/2014	HOMECARE PHARMACY LLC		68.32
36-3689-0004		P1400973	08/26/2014	KEALEY PHARMACY		424.12
36-3689-1221		P1403117	09/10/2014	CUNNINGHAM, LORI D		1,471.50
36-3689-1226		P1401238	09/01/2014	ST ELIZABETH MANOR		2,722.09
36-3689-1226		P1403103	08/31/2014	HEARTWARMING HOUSE		476.64
<b>CRISIS</b>		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		306,325.00	185,052.07	3,974.53	6,372.67	110,925.73
36-3690-0000-62119	OTHER SERVICES					

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3690-0000		P1400635	09/01/2014	CLIENTTELL INC	100.00	
36-3690-0000		P1400652	08/29/2014	SAFEWAY PEST CONTROL	111.55	
36-3690-0000		P1400705	08/31/2014	ADVANCED DISPOSAL SERVICES	21.45	
<b>OUTPATIENT SER</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	65,966.00		48,493.63	16,380.95	233.00	858.42
36-3690-0000-62170	PHYSICIAN/OTHER					
36-3690-0000		P1400628	09/12/2014	KAYE PHD,DR MICHAEL	468.18	
36-3690-0000		P1400655	08/16/2014	MARCUS,JEFFREY A	7,620.00	
<b>OUTPATIENT SER</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	145,620.00		117,842.43	41,088.18	8,088.18	Transfer coming (21,398.79)
36-3690-0000-62503	INTERPRETER FEES					
36-3690-0000		P1400645	08/22/2014	SWITS LTD	1,008.75	
<b>OUTPATIENT SER</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	9,000.00		8,360.22	1,008.75	1,008.75	Transfer coming (1,377.72)
36-3690-0000-64200	TRAINING EXP					
36-3690-0000		P1402983	08/27/2014	RADISSON PAPER VALLEY HOTEL	70.00	
<b>OUTPATIENT SER</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	13,170.00		9,313.97	0.00	70.00	3,786.03
36-3697-0000-62119	OTHER SERVICES					
36-3697-0000		P1401299	09/11/2014	MULROONEY MOVING AND STORAGE I	2,558.75	
<b>CFIS</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	14,460.00		8,910.00	3,030.00	2,558.75	(38.75)
36-3701-0000-64604	PROGRAM EXPENSE					
36-3701-0000		P1400964	08/28/2014	NAMAN LLC	50.00	
<b>JUSTICE&amp;MH COLLA</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	0.00		3,704.72	1,978.22	50.00	(5,732.94)
36-3706-0000-62119	OTHER SERVICES					
36-3706-0000		P1400652	08/29/2014	SAFEWAY PEST CONTROL	123.45	
36-3706-0000		P1400705	08/31/2014	ADVANCED DISPOSAL SERVICES	43.55	
<b>CSP</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	13,121.00		7,020.31	3,302.71	167.00	2,630.98
36-3706-0000-64200	TRAINING EXP					
36-3706-0000		P1402981	08/27/2014	NATIONAL ASSOCIATION OF SOCIAL	85.00	
36-3706-0000		P1403035	05/27/2014	UNIVERSITY OF WISCONSIN EXTENS	280.00	
<b>CSP</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	3,450.00		311.15	0.00	365.00	2,773.85
36-3713-0000-64604	PROGRAM EXPENSE					
36-3713-2014		P1400971	08/11/2014	SRB PROPERTY MANAGEMENT LLC	500.00	



COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
<b>SHELTER PLUS</b>		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		8,100.00	5,967.50	500.00	500.00	1,132.50
36-3730-0000-62119	OTHER SERVICES					
36-3730-0000		P1400652	08/29/2014	SAFEWAY PEST CONTROL		38.00
<b>JOB CENTER</b>		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		100,738.00	58,003.25	42,606.75	38.00	90.00
36-3730-0000-62400	R & M SERV					
36-3730-0000		P1400666	09/11/2014	MENARDS		38.62
36-3730-0000		P1400705	08/31/2014	ADVANCED DISPOSAL SERVICES		115.00
<b>JOB CENTER</b>		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		73,422.00	45,461.37	165.42	153.62	27,641.59

I have examined the preceding bills and encumbrances in the total amount of **\$47,148.47**  
 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 \_\_\_\_\_

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OSS40907

Rock County HSD

COMMITTEE APPROVAL REPORT

09/15/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3634-0000-62119 36-3634-0000	OTHER SERVICES	P1400636	09/01/2014	COMMUNITY CARE PROGRAMS INC	575.00	
<b>CPS</b>	Budget 102,400.00		YTD Exp 28,204.59	YTD Enc 2,025.19	Pending 575.00	Closing Balance 71,595.22
36-3641-0000-64604	PROGRAM EXPENSE					
36-3641-5014		P1400636	09/01/2014	COMMUNITY CARE PROGRAMS INC	1,630.00	
36-3641-5015		P1400636	09/01/2014	COMMUNITY CARE PROGRAMS INC	371.61	
<b>BRIGHTER FUTURES</b>	Budget 297,969.00		YTD Exp 191,121.30	YTD Enc 99,210.32	Pending 2,001.61	Closing Balance 5,635.77
36-3646-0000-62119	OTHER SERVICES					
36-3646-3041		P1400636	09/01/2014	COMMUNITY CARE PROGRAMS INC	5,225.00	
36-3646-5019		P1400636	09/01/2014	COMMUNITY CARE PROGRAMS INC	4,469.35	
<b>JUVENILE JUSTICE</b>	Budget 176,741.00		YTD Exp 147,172.02	YTD Enc 37,605.75	Pending 9,694.35	Closing Balance (17,731.12) <i>transfer coming</i>
36-3646-0000-64604	PROGRAM EXPENSE					
36-3646-5015		P1400636	09/01/2014	COMMUNITY CARE PROGRAMS INC	400.00	
<b>JUVENILE JUSTICE</b>	Budget 8,450.00		YTD Exp 5,670.63	YTD Enc 787.24	Pending 400.00	Closing Balance 1,592.13

I have examined the preceding bills and encumbrances in the total amount of **\$12,670.96**

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 \_\_\_\_\_

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05540908

Rock County HSD

COMMITTEE APPROVAL REPORT

09/15/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3646-0000-82119 36-3646-5009	OTHER SERVICES	P1403101	07/25/2014	FFT LLC	30,000.00
<b>JUVENILE JUSTICE</b>	Budget 176,741.00	YTD Exp 126,866.37	YTD Enc 37,605.75	Pending 30,000.00	Closing Balance (17,731.12)

I have examined the preceding bills and encumbrances in the total amount of **\$30,000.00**

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 \_\_\_\_\_

05540815

Rock County HSD

COMMITTEE APPROVAL REPORT

09/17/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3638-0000-64604 36-3638-1836	PROGRAM EXPENSE	P1402722	08/31/2014	ROCK RIVER ACADEMY AND RES CEN	1,296.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>CPS SUB CARE</b>	3,716,746.00		2,584,715.28	6,442.71	1,296.00	1,124,292.01
36-3654-0000-64604 36-3654-1505	PROGRAM EXPENSE		08/31/2014	COMMUNITY CARE RESOURCES INC	838.14	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>YA'S SUB CARE</b>	1,518,587.00		648,029.67	0.00	838.14	869,719.19

I have examined the preceding bills and encumbrances in the total amount of **\$2,134.14**  
 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 \_\_\_\_\_

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05540911

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3634-0000-62119 36-3634-5014	OTHER SERVICES	P1400972	09/01/2014	DAVIS CITGO SERVICE INC	60.00	
<b>CPS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	102,400.00		34,502.29	0.00	60.00	67,837.71
36-3634-0000-64604 36-3634-1803 36-3634-1803	PROGRAM EXPENSE	P1400670 P1400972	09/01/2014 09/01/2014	SHOPKO INC #130 DAVIS CITGO SERVICE INC	73.52 50.00	
<b>CPS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	105,922.00		55,427.57	13,559.51	123.52	36,811.40
36-3634-0000-68365 36-3634-0000	CH/FAM.INC.ALLOC		09/01/2014	RHINO REAL ESTATE SOLUTIONS LL	750.00	
<b>CPS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	0.00		384.89	0.00	750.00	(1,134.89)
36-3642-0000-64604 36-3642-0000	PROGRAM EXPENSE	P1400972	09/01/2014	DAVIS CITGO SERVICE INC	30.00	
<b>REUN SUPPORT</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	74,200.00		3,754.33	0.00	30.00	70,415.67

I have examined the preceding bills and encumbrances in the total amount of **\$963.52**  
 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 11/11

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board  
INITIATED BY



Sara Mooren  
DRAFTED BY

Human Services Board  
SUBMITTED BY

September 12, 2014  
DATE DRAFTED

**Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP)  
Services and Amending the 2014 Budget**

1 **WHEREAS**, the Human Services Department annually receives funding from the State of Wisconsin  
2 Department of Administration Wisconsin Home Energy Assistance Program (WHEAP) to assist eligible  
3 low-income Rock County residents with their utility costs; and,  
4

5 **WHEREAS**, a request for proposals was issued to administer this program in Rock County with Energy  
6 Services, Inc. being the only entity to submit a proposal; and,  
7

8 **WHEREAS**, Department staff reviewed the proposal which met all requirements of the specifications set  
9 forth in the request for proposals; and,  
10

11 **WHEREAS**, WHEAP funding is allocated on a federal fiscal year and a contract for \$365,069 with  
12 Energy Services, Inc. would begin on October 1, 2014 and end on September 30, 2015 with the option for  
13 up to two one-year extensions; and,  
14

15 **WHEREAS**, awarded funding will be targeted for client services, general operations and outreach in the  
16 community; and,  
17

18 **WHEREAS**, the 2014 Budget would be amended to add an additional \$40,000 based on current  
19 revenue and expenditure projections.  
20

21 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
22 this \_\_\_\_\_ day of \_\_\_\_\_, 2014, does hereby award a contract to Energy Services, Inc. for  
23 WHEAP Services in Rock County.  
24

25 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2014 be amended  
26 as follows:  
27

Account/Description	Budget 9/12/14	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
36-3614-0000-42100 Federal Aid	\$364,412	\$40,000	\$404,412
<u>Use of Funds</u>			
36-3614-0000-62119 Contracted Services	\$364,412	\$40,000	\$404,412

Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP) Services and Amending the 2014 Budget  
Page 2

Respectfully submitted,

**Human Services Board**

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

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

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

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

\_\_\_\_\_  
Billy Bob Grahn

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

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

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

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


FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

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

ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator

FISCAL NOTE:

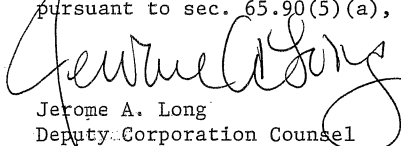
This resolution authorizes the acceptance and expenditure of an additional \$40,000 in Federal Aid for the WHEAP program and awards the contract for WHEAP services to Energy Services, Inc. No County matching funds are required.



Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. As an amendment to the adopted 2014 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.

  
Jerome A. Long  
Deputy Corporation Counsel

## **Executive Summary**

### **Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP) Services and Amending the 2014 Budget**

The Human Services Department annually receives funding from the State of Wisconsin Department of Administration Wisconsin Home Energy Assistance Program (WHEAP) to assist eligible low-income Rock County residents with their utility costs.

A request for proposals was issued to administer this program in Rock County. Energy Services, Inc. was previously awarded these funds and was the only entity to submit a proposal for this award. Department staff reviewed the proposal, which met all requirements of the specifications set forth in the request for proposals.

This resolution awards the contract to Energy Services, Inc. and also amends the 2014 Human Services Department budget to accept \$40,000 in additional funds through WHEAP. Funding is allocated on a federal fiscal year and a contract will be developed to begin on October 1, 2014 and end September 30, 2015. Rock County will have the option for up to two 1-year extensions.

The total contract amount will be \$365,069 for client services, general operations, and outreach.

Services provided by Energy Services will include:

- Publicizing a telephone number where persons can call for WHEAP information year-round and provide information on transportation to application site (s).
- Publicizing eligibility requirements, information on how to apply, location of application sites, times to apply, the availability of heating assistance, crisis assistance and weatherization.
- Provide outreach services to targeted population groups including high-risk households, the elderly, and the handicapped. This is to include assistance with the preparation and submittal of application by persons who are homebound. Provide an annual written detailed "Outreach Plan and Strategy" and "Coordination Plan" to Rock County Human Services Department.
- Establish a central location for the distribution and receipt of applications.
- Assure that all sites are accessible to all potential applicants including those with physical disabilities and that these sites are physically and geographically located throughout Rock County. Allow for flexible office hours to accommodate clients who cannot apply during normal business hours.
- Verify application information and supporting documents and certify that the application is correct. Enter certified application (s) into the WHEAP System.
- Resolve application and check issuance problems.
- Coordinate with other local agencies serving low-income persons.

No additional county funds are required.



**ROCK COUNTY HUMAN SERVICES DEPARTMENT  
DIRECTOR'S REPORT  
Wednesday, September 24, 2014**

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**HSD MANAGEMENT TEAM MEETING – September 9, 2014**  
Meeting cancelled.

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