



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 23, 2014 – 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 9, 2014 *
4. Citizen Participation
5. Approval of Contracts, Transfers, and/or Encumbrances * – Ms. Mooren
6. Approval of Bills * – Mr. Zuehlke
7. Presentation on Fast Feet For Families – Ms. Salava, Mr. Titus, Ms. Wilson
8. Resolution to Recognize Stephanie Ann Nickols * – Ms. Hegberg
9. Resolution to Recognize Steve Polglaze * – Ms. O'Connor, Ms. Singer
10. Resolution Recognizing HSD Administrative Professionals and Paraprofessionals * – Ms. Mooren
11. Resolution Awarding Contract for Construction of an Outdoor Recreational Yard at the Youth Services Center * – Mr. Boutwell
12. Director's Report *
13. Committee Requests for Future Agenda Items
14. Next Meeting: Wednesday, **May 14, 2014 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.

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.

HSD_2013_0064_A2

G:\BUSINESS\CONTRACT\2013 Contracts\ACS\SHC\Mercy Assisted Care

New Contract: or, HSD_2013_0064_A1 or, _____
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Sara Mooren x 8431
Originating Department Contact Person Phone

Contract with: Mercy Assisted Care
(Name of entity)

Contract Period: Start Date: 1/1/2013 Expiration Date: 12/31/2014

Contract Amount: \$ Rate x Number of approved clients

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change from prior year</u>
Supportive Home Care	\$17.00	Hour	0.0%
Personal Care	\$27.00	Hour	New
Private Pay Nurse Visit	\$31.00	Visit	New

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
- 36-3675-0000-64604 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)

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. This amendment adds private pay nurse visits to the contract.

Were Bids or Quotations Solicited? Yes No

Covered by State Contract? Yes No

State Contract #

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

PURCHASE ORDER NUMBER _____

PEID _____

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 4/11/14

DEPARTMENT Human Services Department

COMMITTEE Human Services Board

VENDOR NAME JP Morgan Chase

ACCOUNT NUMBER 36-3701-0000-64604

FUNDS DESCRIPTION Program Expense - Justice and MH Collaboration Grant

AMOUNT OF INCREASE \$ 3,500

INCREASE FROM \$ 0 TO \$ 3,500

ACCOUNT BALANCE AVAILABLE \$ 121,345 (carry forward to 2014) SB 04/14/14

REASON FOR AMENDMENT To add grant account number and to encumber funds for grant related travel costs.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
(If over \$10,000) Chair _____ Date _____

COUNTY BOARD _____
(If over \$10,000) Resolution # _____ Adoption Date _____

0AD40301

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3700-0000-62119	OTHER SERVICES					
46 36-3700-1326			03/31/2014	TELLURIAN UCAN INC	4,200.00	
36-3700-1331			03/31/2014	CROSSROADS COUNSELING CENTER	2,830.00	
36-3700-1331			03/31/2014	LUTHERAN SOCIAL SERVICES	815.00	
36-3700-1331			03/31/2014	BELOIT MEMORIAL HOSPITAL	590.00	
36-3700-1331			03/14/2014	JANESVILLE PSYCHIATRIC CLINIC	8,755.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
AODA BLOCK GRANT	280,508.00		21,327.45	0.00	17,190.00	241,990.55

36-3704-0000-62119	OTHER SERVICES					
48 36-3704-1331			03/31/2014	BELOIT AREA	887.50	
36-3704-1331			03/31/2014	CROSSROADS COUNSELING CENTER	852.50	
36-3704-1331			03/31/2014	LUTHERAN SOCIAL SERVICES	1,411.25	
36-3704-1331			03/31/2014	BELOIT MEMORIAL HOSPITAL	2,115.00	
36-3704-1331			03/31/2014	JANESVILLE PSYCHIATRIC CLINIC	600.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
IDP	181,655.00		7,042.75	33.00	5,866.25	148,713.00

I have examined the preceding bills and encumbrances in the total amount of **\$23,056.25**
 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 _____

05540409

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3600-0000-64201 36-3600-0000	CONVENTION EXP		04/14/2014	ROCK COUNTY HUMAN SERVICES DEP	219.00
AGENCY MGT & SUP	Budget 6,680.00		YTD Exp 0.00	YTD Enc 0.00	Pending 219.00 Closing Balance 6,461.00
36-3604-0000-64604 4 36-3604-0000	PROGRAM EXPENSE		04/14/2014	JANESVILLE TRANSIT SYSTEM	290.00
ECONOMIC SUPPORT	Budget 3,000.00		YTD Exp 1,470.03	YTD Enc 0.00	Pending 290.00 Closing Balance 1,239.97
36-3634-0000-64604 36-3634-1814	PROGRAM EXPENSE		04/14/2014	ROCK COUNTY HUMAN SERVICES DEP	20.00
CPS	Budget 105,922.00		YTD Exp 16,861.67	YTD Enc 36,184.04	Pending 20.00 Closing Balance 52,856.29
36-3646-0000-64604 18 36-3646-5015 36-3646-5016 36-3646-5017	PROGRAM EXPENSE		04/14/2014 04/14/2014 04/14/2014	ROCK COUNTY HUMAN SERVICES DEP ROCK COUNTY HUMAN SERVICES DEP ROCK COUNTY HUMAN SERVICES DEP	19.00 38.00 (29.00)
JUVENILE JUSTICE	Budget 8,450.00		YTD Exp 4,439.09	YTD Enc 2,058.95	Pending 28.00 Closing Balance 1,923.96
36-3690-0000-61915 4 36-3690-0000	CERT/LIC/OTHER		04/14/2014	ROCK COUNTY HUMAN SERVICES DEP	10.00
OUTPATIENT SER	Budget 2,172.00		YTD Exp 0.00	YTD Enc 0.00	Pending 10.00 Closing Balance 2,162.00
36-3706-0000-64604 50 36-3706-1206	PROGRAM EXPENSE		04/14/2014	ROCK COUNTY HUMAN SERVICES DEP	1,875.00
CSP	Budget 635,920.00		YTD Exp 178,122.38	YTD Enc 0.00	Pending 1,875.00 Closing Balance 455,922.62

I have examined the preceding bills and encumbrances in the total amount of **\$2,442.00**
 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 _____

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OSS40407

Rock County HSD

COMMITTEE APPROVAL REPORT

04/16/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3602-0000-62119	OTHER SERVICES				
36-3602-0000		P1400648	04/04/2014	OFFICE PRO	137.61
36-3602-0000		P1401682	03/18/2014	PAPER RECOVERY SERVICE CORPORA	60.10
OVERHEAD	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	31,249.00	6,784.97	16,875.52	197.71	7,390.80
36-3602-0000-63100	OFC SUPP & EXP				
36-3602-0000		P1400629	04/09/2014	E AND D WATER WORKS INC	47.00
36-3602-0000		P1400646	03/31/2014	WISCONSIN DEPARTMENT OF JUSTIC	50.00
36-3602-0000		P1400667	03/25/2014	AARONS LOCK AND SAFE INC	96.25
36-3602-0000		P1401391	03/31/2014	STORAGE SYSTEMS MIDWEST INC	173.76
36-3602-0000		P1401649	03/26/2014	CDW GOVERNMENT INC	71.48
OVERHEAD	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	101,080.00	21,648.36	27,614.06	438.49	51,379.09
36-3602-0000-65103	PUBLIC LIABILITY				
36-3602-0000		P1401773	03/18/2014	WISCONSIN HEALTH CARE LIABILT	896.00
OVERHEAD	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	89,863.00	0.00	0.00	896.00	88,967.00
36-3603-0000-64605	NON-REIMB EXP				
36-3603-0000			04/08/2014	ANSELM, JENNIFER	68.90
36-3603-0000			04/01/2014	STEVENS, LINDSAY	13.17
36-3603-0000		P1401613	03/21/2014	BAUDVILLE INC	39.30
SPECIAL HSD	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,993.00	217.88	129.00	121.37	6,524.75
36-3634-0000-62119	OTHER SERVICES				
36-3634-5014			03/27/2014	KATH, KRISTIN	4.20
CPS	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	102,400.00	23,235.62	0.00	4.20	79,160.18
36-3634-0000-63300	TRAVEL				
36-3634-0000			03/28/2014	HARRIS, LAUREN	34.72
36-3634-0000			03/28/2014	HINRICHS, HANNAH	40.88
36-3634-0000			04/01/2014	BUTCHER, HANNAH	61.84
36-3634-0000			03/28/2014	LUCKUS, REBECCA	62.72
CPS	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	168,000.00	38,729.92	0.00	200.16	129,069.92
36-3634-0000-64200	TRAINING EXP				
36-3634-0000		P1401704	03/31/2014	UNIVERSITY OF WISCONSIN MADISO	60.00
CPS	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	17,736.00	8,649.14	1,080.00	60.00	7,946.86
36-3634-0000-64604	PROGRAM EXPENSE				
36-3634-1395		P1401765	04/07/2014	HOARD, LISA	160.00
36-3634-5000		P1400646	03/31/2014	WISCONSIN DEPARTMENT OF JUSTIC	84.50

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Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
CPS	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	105,922.00		16,637.17	32,583.87	244.50	56,456.46
36-3636-0000-64604	PROGRAM EXPENSE					
36-3636-0000		P1400669	04/07/2014	SENTRY FOOD STORE		49.04
INDEPEND LIVING	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	7,969.00		415.64	0.00	49.04	7,504.32
36-3637-0000-64604	PROGRAM EXPENSE					
36-3637-0000		P1401766	03/12/2014	CHILDRENS HOSPITAL OF WI		31.00
HOME VISITATION	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	4,650.00		725.00	0.00	31.00	3,894.00
36-3641-0000-64604	PROGRAM EXPENSE					
36-3641-5014		P1400636	02/28/2014	COMMUNITY CARE PROGRAMS INC		2,205.00
36-3641-5014		P1401709	03/31/2014	SAINTA INC		1,032.50
36-3641-5014		P1401710	03/03/2014	CROSSROADS COUNSELING CENTER		338.00
36-3641-5014		P1401761	04/07/2014	SAINTA INC		52.50
36-3641-5015		P1400636	02/28/2014	COMMUNITY CARE PROGRAMS INC		480.00
BRIGHTER FUTURES	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	297,969.00		43,804.08	205,148.84	4,108.00	44,908.08
36-3646-0000-62119	OTHER SERVICES					
36-3646-0000		P1401814	04/01/2014	FFT LLC		938.52
36-3646-3041		P1400636	02/28/2014	COMMUNITY CARE PROGRAMS INC		11,025.00
36-3646-5014		P1401762	03/05/2014	CHILDRENS THERAPY NETWORK		300.00
36-3646-5019		P1400636	02/28/2014	COMMUNITY CARE PROGRAMS INC		3,775.00
JUVENILE JUSTICE	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	176,741.00		24,755.48	41,138.95	16,038.52	94,808.05
36-3646-0000-64200	TRAINING EXP					
36-3646-0000		P1401764	04/07/2014	SLEEP INN AND SUITES CONFERENC		70.00
JUVENILE JUSTICE	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	2,895.00		366.88	17.00	70.00	2,441.12
36-3646-0000-64604	PROGRAM EXPENSE					
36-3646-5014		P1400636	02/28/2014	COMMUNITY CARE PROGRAMS INC		480.00
36-3646-5015		P1400636	02/28/2014	COMMUNITY CARE PROGRAMS INC		800.00
36-3646-5016		P1400669	04/07/2014	SENTRY FOOD STORE		89.37
36-3646-5016		P1401593	03/18/2014	S AND S WORLDWIDE		56.93
JUVENILE JUSTICE	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	8,450.00		3,040.79	0.00	1,428.30	3,982.91
36-3656-0000-62119	OTHER SERVICES					
36-3656-0000		P1401763	02/25/2014	STATELINE BOYS AND GIRLS CLUBS		8,597.50
COMM INTERV PRGM	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	60,000.00		8,296.50	0.00	8,597.50	43,106.00
36-3656-0000-64604	PROGRAM EXPENSE					
COMMITTEE: SS - HUMAN SERVICES						

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3656-0000		P1401754	04/07/2014	MC DONALDS STORE #7313	150.00	
36-3656-0000		P1401755	03/18/2014	WILDWOOD THEATERS	100.00	
36-3656-0000		P1401756	04/07/2014	SUBWAY SANDWICHES & SALADS	150.00	
COMM INTERV PRGM	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	12,415.00		1,226.45	0.00	400.00	10,788.55
36-3664-0000-61915	CERT/LIC/OTHER					
36-3664-0000		P1401767	02/28/2014	OCCUPATIONAL HEALTH CENTER	180.00	
YOUTH SERVICES	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	2,850.00		0.00	0.00	180.00	2,670.00
36-3664-0000-62119	OTHER SERVICES					
36-3664-0000		P1400661	03/28/2014	COUNTRY NURSES	1,605.00	
YOUTH SERVICES	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	15,000.00		2,399.50	0.00	1,605.00	10,995.50
36-3664-0000-63400	OPERATING SUPPLI					
36-3664-0000		P1401417	03/28/2014	MOORE MEDICAL CORP	188.36	
36-3664-0000		P1401500	03/31/2014	HENRICKSEN	1,888.67	
YOUTH SERVICES	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	40,820.00		6,686.83	9,610.19	2,077.03	22,445.95
36-3666-0000-64200	TRAINING EXP					
36-3666-0000		P1401705	03/31/2014	AZURA MEMORY CARE	50.00	
LTS - ACS	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	2,505.00		1,293.99	0.00	50.00	1,161.01
36-3683-0000-64200	TRAINING EXP					
36-3683-0000		P1401702	03/31/2014	WISCONSIN ASSOCIATION OF BENEF	75.00	
36-3683-0000		P1401703	03/31/2014	STONE CREEK INN	140.00	
ADRC	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	1,665.00		475.00	0.00	215.00	975.00
36-3683-0000-64604	PROGRAM EXPENSE					
36-3683-0000		P1401227	03/20/2014	PROFORMA PRINTWORKS	1,697.61	
ADRC	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00		8,956.69	1,271.23	1,697.61	2,074.47
36-3689-0000-62119	OTHER SERVICES					
36-3689-0000		P1401811	04/11/2014	MILLARD, LORI D	1,471.50	
36-3689-0000		P1401812	04/10/2014	MCGUIRE, PAULA	1,529.01	
36-3689-0300		P1401681	02/28/2014	TELLURIAN UCAN INC	486.15	
CRISIS	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	1,522,214.00		299,924.09	1,156,057.00	3,486.66	62,746.25
36-3689-0000-64604	PROGRAM EXPENSE					
36-3689-0000		P1401774	02/28/2014	COMMUNITY HEALTH SYSTEMS INC	163.24	
36-3689-0002			01/28/2014	DRIFTWOOD MOTEL	90.00	
36-3689-0002		P1400966	03/04/2014	LANNON STONE MOTEL	181.00	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3689-0002		P1400967	04/01/2014	NEIGHBORHOOD HOUSING SERVICES	25.00	
36-3689-0002		P1400968	03/17/2014	NORTHERN TOWN MOTEL	135.00	
36-3689-0004		P1400965	03/19/2014	HOMECARE PHARMACY LLC	260.51	
36-3689-0004		P1400973	03/25/2014	KEALEY PHARMACY	54.90	
36-3689-1226		P1401815	03/01/2014	ST ELIZABETH MANOR	3,624.09	
CRISIS		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		306,325.00	16,128.41	0.00	4,533.74	285,662.85
36-3690-0000-62119	OTHER SERVICES					
36-3690-0000		P1400635	04/01/2014	CLIENTTELL INC	100.00	
36-3690-0000		P1400652	03/14/2014	SAFEWAY PEST CONTROL	11.55	
36-3690-0000		P1400705	03/31/2014	ADVANCED DISPOSAL SERVICES	21.45	
OUTPATIENT SER		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		65,966.00	2,003.69	60,689.95	133.00	3,139.36
36-3690-0000-62503	INTERPRETER FEES					
36-3690-0000		P1400634	03/11/2014	GONZALEZ, BELEM	150.00	
36-3690-0000		P1400645	04/04/2014	SWITS LTD	2,113.97	
36-3690-0000		P1401775	02/26/2014	BOYCE, MALA K	1,182.50	
OUTPATIENT SER		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		9,000.00	1,307.50	0.00	3,446.47	4,246.03
36-3704-0000-62119	OTHER SERVICES					
36-3704-0000		P1401005	03/28/2014	JAX CUSTOM PRINTING INC	33.00	
IDP		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		161,655.00	12,876.00	0.00	33.00	148,746.00
36-3706-0000-62119	OTHER SERVICES					
36-3706-0000		P1400652	03/14/2014	SAFEWAY PEST CONTROL	23.45	
36-3706-0000		P1400705	03/31/2014	ADVANCED DISPOSAL SERVICES	43.55	
CSP		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		13,121.00	2,686.35	5,453.86	67.00	4,913.79
36-3706-0000-67160	CA \$500-\$4,999					
36-3706-0000		P1401513	03/21/2014	RHYME BUSINESS PRODUCTS	4,580.00	
CSP		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		4,580.00	0.00	0.00	4,580.00	0.00
36-3730-0000-62119	OTHER SERVICES					
36-3730-0000		P1400652	03/14/2014	SAFEWAY PEST CONTROL	38.00	
JOB CENTER		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		100,738.00	23,695.24	76,648.76	38.00	356.00
36-3730-0000-62400	R & M SERV					
36-3730-0000		P1400705	03/31/2014	ADVANCED DISPOSAL SERVICES	109.00	
36-3730-0000		P1401488	03/18/2014	LAPPIN ELECTRIC COMPANY OF BEL	290.36	
36-3730-0000		P1401683	03/20/2014	PKK LIGHTING INC	278.10	
36-3730-0000		P1401813	03/31/2014	NATIONAL FLAG STORE	219.20	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
JOB CENTER	Budget 73,422.00		YTD Exp 12,194.33	YTD Enc 30,450.26	Pending 896.66 Closing Balance 29,880.76

I have examined the preceding bills and encumbrances in the total amount of **\$55,921.96**
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 _____

05540406

Rock County

COMMITTEE APPROVAL REPORT

04/11/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0010-25233	HUM SER SUB CARE		04/01/2014	CHAMBERLAIN,GARY	617.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	(1,234.00)	0.00	617.00	617.00
SRF-HUMAN SERVICES PROG TOTAL				617.00	

I have examined the preceding bills and encumbrances in the total amount of **\$617.00**

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 _____

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OSS40406

Rock County

COMMITTEE APPROVAL REPORT

04/11/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3634-1803-64604	PROGRAM EXPENSE				
		P1400670	04/01/2014	SHOPKO INC #130	197.81
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	3,925.29	197.81	197.81	(4,320.91)
PREVENTION/REUNIFICATION ASST PROG TOTAL				197.81	

36-3641-5014-64604	PROGRAM EXPENSE				
			04/01/2014	ABC PLAYHOUSE	468.00
			04/01/2014	CHILDRENS SERVICE SOCIETY	150.00
			04/01/2014	NORTHERN TOWN MOTEL	90.00
		P1400670	04/01/2014	SHOPKO INC #130	495.94
		P1400972	04/01/2014	DAVIS CITGO SERVICE INC	84.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	2,516.80	2,002.92	1,287.94	(5,807.66)
FAMILY PRESERVATION PROG TOTAL				1,287.94	

I have examined the preceding bills and encumbrances in the total amount of **\$1,485.75**

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 949

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve
INITIATED BY



Denise Hegberg
DRAFTED BY

Human Service Board
SUBMITTED BY

April 16, 2014
DATE DRAFTED

RECOGNIZING STEPHANIE ANN NICKOLS

- 1 **WHEREAS**, Stephanie Ann Nickols has served the citizens of Rock County for over twenty-three (23)
2 years as a dedicated and valued employee of Rock County; and,
3
- 4 **WHEREAS**, Ms. Nickols began her career on April 25, 1991, as a Social Worker in the Child
5 Protective Services Division. During her time served, she assisted in both the Initial Assessment and
6 Ongoing Service Units. Ms. Nickols was originally hired in 1991 as a Limited Term Employee (LTE)
7 to investigate Child Abuse & Neglect concerns. Over the course of time, her position became more
8 permanent and included Case Management roles and responsibilities. In August 2003, Ann was
9 officially offered permanent employment at Rock County, with the CPS Ongoing Services Division.
10 While functioning as a Social Worker in that capacity, she maintained an ongoing caseload with the
11 goal to achieve permanency. Over the years, Ms. Nickols worked hard to establish trust and build
12 relationships with the families she served. Ms. Nickols supported families with the goal of uniting
13 them as an intact family. Ms. Nickols had great success in this role as many of the families she served
14 were able to successfully reunify. Ms. Nickols found her work to be rewarding and gratifying. She
15 was compassionate with families and driven to assist them achieve positive outcomes. Over the course
16 of time, Ms. Nickols has dutifully advocated for the child(ren) and parent(s) best interest; and,
17
- 18 **WHEREAS**, Ms. Nickols went into the Profession of Social Work to protect children and assist
19 families; providing quality and superb case management; attaining client and family centered services
20 to meet their needs, collaborating with community agencies, as well as engaging, building and
21 maintaining relationships; and,
22
- 23 **WHEREAS**, Ms. Nickols has demonstrated through her actions her belief in the mission of the Social
24 Work profession; rooted in core values to include: service delivery, social justice, dignity & self-worth,
25 importance of human relationships, integrity and competence; and,
26
- 27 **WHEREAS**, Ms. Nickols has proven herself to be a dedicated and outstanding employee, serving on
28 behalf of Rock County residents; and will be retiring from Rock County Department of Human
29 Services on Thursday, May 1, 2014; and,
30
- 31 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes
32 to recognize Stephanie Ann Nickols for her achievements and significant contributions to the citizens
33 of Rock County and her lifelong and faithful service.
34
- 35 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
36 assembled this _____ day of _____, 2014, does hereby recognize Stephanie Ann Nickols for her
37 23 years of service and extend best wishes to her in her future endeavors; and,
38
- 39 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy
40 of this resolution to Stephanie Ann Nickols.

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

William Grahn

Ashley Kleven

Terry Thomas

Shirley Williams

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Kurtis L. Yankee

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve
INITIATED BY



Jenna Singer
DRAFTED BY

Human Service Board
SUBMITTED BY

April 16, 2014
DATE DRAFTED

TO RECOGNIZE STEVE POLGLAZE

1 **WHEREAS**, Steve Polglaze has served the citizens of Rock County for over thirty-nine (39) years as a
2 dedicated and valued employee of Rock County; and,
3

4 **WHEREAS**, Steve Polglaze began his career on September 1, 1975 as a Certified Nursing Assistant
5 (CNA) at Rock Haven where he worked for one year. Then in 1976 he began work at the County's
6 Youth Home which was a stand alone non-secure facility. He worked there for about 13 years. Next he
7 worked with Adolescent Day Treatment as a psychiatric technician for one year before going to work
8 for one year at Economic Support. By 1991, Mr. Polglaze found a permanent position with Child
9 Protective Services (CPS) where he has worked as a Family Skills Specialist. For the last 13 years Mr.
10 Polglaze has supported families in their efforts to stay united and make lasting positive changes. He has
11 done so by fostering genuine and trusting relationships with families and staff at the Department. He
12 has been a leader in facilitating much change within the Department along with families. This change
13 came from his ability and willingness to be so open and humble; and,
14

15 **WHEREAS**, Mr. Polglaze wanted to work with families because he understands they are the
16 mechanism for change. He identified strengths in every family and has worked to build on those
17 strengths. He advocated not only for what was best for each family, but also, so they might have a
18 voice in the child welfare system. Mr. Polglaze stated, "I believe I worked for the people of Rock
19 County." Mr. Polglaze will be retiring from Rock County Department of Human Services on May 1,
20 2014; and,
21

22 **WHEREAS**, Steve Polglaze has proven himself to be a compassionate and caring employee,
23 advocating on behalf of Rock County residents; and,
24

25 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes
26 to recognize Steve Polglaze for his achievements and significant contributions to the citizens of Rock
27 County and his lifelong and faithful service.
28

29 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
30 assembled this _____ day of _____, 2014, does hereby recognize Steve Polglaze for his 39 years
31 of service and extend best wishes to him in his future endeavors; and,
32

33 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy
34 of this resolution to Steve Polglaze.

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

William Grahn

Ashley Kleven

Terry Thomas

Shirley Williams

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Kurtis L. Yankee

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

April 14, 2014
DATE DRAFTED

Recognizing HSD Administrative Professionals and Paraprofessionals

- 1 **WHEREAS**, April 20-26, 2014 is observed as Administrative Professionals Week and April 23, 2014
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 all divisions throughout the Department, serving in a wide variety of positions
11 and assisting every Rock County Human Services program area; and,
12
13 **WHEREAS**, administrative professional and paraprofessional positions include Accountants,
14 Account Clerks, Administrative Assistants, Application Support Specialists, Clerks, Clerk-Typists,
15 Data Processing Operators, HSD Support Specialists, Information Processing Operators, Job Center
16 Support Specialists, Legal Stenographers, Medical Record Technicians, Program Analysts, Release of
17 Information Technicians, Secretaries, and Word Processing Operators; and,
18
19 **WHEREAS**, HSD administrative professionals and paraprofessionals have many responsibilities that
20 are crucial to the efficient functioning and smooth running of day-to-day operations which include,
21 but are not limited to, taking meeting minutes, transcribing reports, managing records, setting up and
22 maintaining databases, data entry, producing statistics and reports, completing mandated state reports,
23 issuing statements, paying bills, greeting visitors, answering telephones, inventorying forms, ordering
24 and maintaining supplies and equipment, troubleshooting equipment problems, scheduling
25 appointments, collecting information, and covering many other administrative functions for the
26 Human Services Department.
27
28 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
29 assembled this _____ of _____, 2014 commends all Rock County Human Services
30 Administrative Professionals and Paraprofessionals for their diligent efforts which make possible the
31 delivery of services to the citizens of Rock County.
32
33 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy
34 of this resolution to the Rock County Human Services Department.

Respectfully Submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice-Chair

Terry Fell

William Grahm

Ashley Kleven

Terry Thomas

Shirley Williams

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve
INITIATED BY

Human Services Board,
General Services Committee
SUBMITTED BY



Phil Boutwell
DRAFTED BY

April 11, 2014
DATE DRAFTED

Awarding Contract for Construction of an Outdoor Recreational Yard at the Youth Services Center

- 1 **WHEREAS**, The Youth Services Center was built in the early 1990's without an Outdoor Recreational
2 Yard and recent changes in state law place more youth in the facility for stays up to one year; and,
3
4 **WHEREAS**, having an Outdoor Recreational Yard would improve the quality of life for long term
5 incarcerated youth in detention as well as children in shelter care by offering a secure outdoor
6 environment suitable for educational and recreational programming options that do not exist now; and,
7
8 **WHEREAS**, in June, 2013 the County Board awarded a contract to Potter Lawson, Inc. to design an
9 Outdoor Recreational Yard for the Youth Services Center; and,
10
11 **WHEREAS**, the design team for the Outdoor Recreational Yard composed of the architectural firm of
12 Potter Lawson, Inc. the Department of Corrections, and staff from Rock County Human Services and
13 Rock County General Services completed construction documents for the project; and,
14
15 **WHEREAS**, bids were solicited for the project; and,
16
17 **WHEREAS**, four general contractors submitted bids for the project that were reviewed by the Purchasing
18 Division, General Services and Human Services; and,
19
20 **WHEREAS**, Corporate Contractors of Beloit, Wisconsin, was determined to be the lowest qualified
21 bidder; and,
22
23 **WHEREAS**, contingency funds are included in the project budget to cover unforeseen conditions and
24 necessary changes that may arise throughout the course of the project.
25
26 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
27 assembled this _____ day of _____, 2014 does hereby award a contract for construction of an
28 Outdoor Recreational Yard at the Youth Services Center to the lowest qualified bidder, Corporate
29 Contractors of Beloit, Wisconsin, in the amount of \$444,000; and,
30
31 **BE IT FURTHER RESOLVED**, that the Potter Lawson, Inc. contract be amended to include an
32 Additional Service Authorization in the amount of \$7,400 to include the Architect's services during the
33 construction phase of the project; and,
34
35 **BE IT FURTHER RESOLVED**, that a purchase order be issued to CGC, Inc. for construction material
36 testing in an amount not to exceed \$10,000; and,
37
38 **BE IT FURTHER RESOLVED**, that a construction project contingency fund be created in the amount
39 of \$49,870; and,
40
41 **BE IT FINALLY RESOLVED**, that the General Services Committee be delegated authority to approve
42 all change orders, and report change orders over \$10,000 to the Rock County Board of Supervisors at a
43 regularly scheduled meeting.

Awarding Contract for Construction of an Outdoor Recreational Yard at the Youth Services Center

Page 2

Respectfully submitted,

General Services Committee

Vacant, Chair

Henry Brill, Vice Chair

Vacant

Jason Heidenreich

Edwin Nash

Human Services Board

Brian Knutson, Chair

Sally Jean Weaver-Landers, Vice-Chair

Terry Fell

William Grahn

Ashley Kleven

Vacant

Terry Thomas

Shirley Williams

Vacant

FISCAL NOTE:

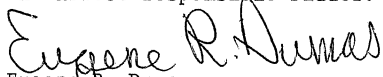
Sufficient funds are available in the YSC Capital Improvement account for the cost of this project.



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. and the Rock County Purchasing Ordinance require the project to be let to the lowest responsible bidder.



Eugene R. Dumas
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary

This resolution awards a construction contract to the lowest qualified bidder to construct an Outdoor Recreational Yard at the Youth Services Center. Bids were due April 10th and four (4) contractors submitted bids. Corporate Contractors from Beloit, Wisconsin submitted the low bid. The total amount of the bid award is \$444,000.

The Outdoor Recreational Yard will enclose approximately 9,300 square feet. Amenities include paved areas for half-court basketball, foursquare ball, six exercise stations, whiffle ball, picnic table seating under an open-air pavilion, grassy areas, and raised beds for gardens. It is anticipated the facility will be used year round (weather permitting in the winter).

The Wisconsin Department of Corrections has regulatory oversight of the facility and has been involved with the development of the construction plans. Those plans include a 20-foot non-climbable 1/2-inch woven steel fence. The top 5-feet will be canted inward. Security features include pan/tilt/zoom cameras on three light poles located outside the fence. The yard and its perimeter will be lit with downward cast lighting at night for security reasons.

State law requires that adult inmates be visually screened from incarcerated juveniles. Screening is included in the project given the proximity of the YSC to the Jail and Community Gardens. Thus, the lower 15 feet of the fence will be screened with a black nylon mesh. From a distance, the fenced and screened areas will appear to be outdoor tennis courts to the casual observer.

Funding to pay for the construction is included in the 2014 County Budget.

The project will start in May 2014 and expected to be finished by August 2014.

 ORIGINAL

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



BID SUMMARY FORM


PROJECT NUMBER #2014-26
PROJECT NAME YOUTH SERVICES CENTER OUTDOOR REC YARD
BID DUE DATE APRIL 10, 2014 – 1:30 P.M.
DEPARTMENT GENERAL SERVICES – HUMAN SERVICES

	CORPORATE CONTRACTORS BELOIT WI	GILBANK CONSTRUCTION CLINTON WI	PAULSON KIMBALL JANESVILLE WI	KLOBUCAR CONSTRUCTION BELOIT WI
TOTAL BID	\$ 444,000.00	\$ 456,900.00	\$ 458,850.00	\$ 483,900.00
BID BOND	YES	YES	YES	YES
ADDENDUM	YES	YES	YES	YES
START DATE	5/27/14	5/19/14	5/12/14	6/1/14
COMPLETION	7/21/14	7/15/14	8/1/14	8/30/14

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Seventeen additional vendors solicited that did not respond. Two vendors submitted "No Bids".

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Corporate Contractors

 4/11/14
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE

**ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
Wednesday, April 23, 2014**

HSD MANAGEMENT TEAM MEETING – April 8, 2014

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **Ethics and Boundaries Training**
- **Transporting Clients Policy**
- **Civil Rights Compliance Training**
- **Third Party Billing**
- **P&P Manuals**
- **Sandra Teal Web Presentation**
- **Charmian's Survey**
- **Advertising For Positions**

INFORMATION ITEMS

HSD Board Agenda
