



**ROCK COUNTY HUMAN SERVICES BOARD MEETING**  
**Wednesday, August 8, 2018 – 4:30 P.M.**

**Call to Order:** Chair Knudson called the meeting to order at 4:30 p.m. on Wednesday, August 8, 2018, in the 3<sup>rd</sup> Floor Conference room at the Rock County Health Care Center, Janesville, Wisconsin.

**Committee Members Present:** Chair Brian Knudson, Supervisor; Sally Jean Weaver-Landers, Citizen Representative; Vicki Brown, Supervisor; Kathy Schulz, Supervisor; Ashley Kleven, Citizen Representative; Stephanie Aegerter, Supervisor (in at 4:42 p.m.); Terry Thomas, Supervisor; and Terry Fell, Supervisor.

**Committee Members Absent:** Shirley Williams, Citizen Representative.

**Staff Present:** Kate Luster, Director; Tera O'Connor, Deputy Director; Sara Mooren, Administrative Services Division Manager; Tim Zuehlke, Controller; Patrick Singer, TRQM Supervisor; Ted Schwarz, YSC Superintendent; Carrie Gerber, YSC worker; and Lance Horozewski, CYF Division Manager.

**Others Present:** Bill McCarty, League of Women Voters.

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

**Approval of Minutes of Human Services Board Meeting of July 25, 2018:** Citizen Representative Kleven moved the minutes to the floor, seconded by Supervisor Brown. The minutes were unanimously approved. APPROVED.

**Approval of Minutes of the 2019 Human Services Budget Public Hearing of July 11, 2018:** Citizen Representative Weaver-Landers moved the minutes to the floor, seconded by Supervisor Thomas. The minutes were unanimously approved. APPROVED.

**Citizen Participation, Communications and Announcements:** None.

**Submission of Committee Requests:** Supervisor Schulz requested a future agenda item for a response from Ms. Luster related to the Public Hearing speakers' comments.

**Approval of Contracts and Transfers:** Supervisor Fell moved two contracts to the floor, seconded by Supervisor Thomas. Ms. Mooren responded to questions. Citizen Representative Kleven, Ms. Mooren and Ms. O'Connor explained more about the Birth to Three Program. Supervisor Schulz requested an agenda item on the Birth to Three program. The contracts were unanimously approved. Approved.

**Review of Bills:** Mr. Zuehlke highlighted the US Bank entry. US Bank is replacing Morgan Chase for our credit cards. Supervisor Brown asked about the Derrick's House entry. Ms. Mooren advised this was the first entry for some start-up costs for hiring staff, and will be reconciled later as part of the overall payment for the contract.

**July HSD Employee Impact Award Recognition:** Ms. Luster introduced Carrie Gerber, Youth Specialist, the July HSD Employee Impact Award recipient. Ms. Gerber is known for her artistic ability and has helped across our Department and in the community to make things more beautiful. Her artistic ability energizes creativity in youth at the YSC. She recently created artwork that made the space at the JJ Intake/Therapy room more inviting. She used her talents to engage youth and improve that space. Ms. Gerber thanked the Board for their support of the Art Program. Supervisor Weaver-Landers suggested working on artwork for Derrick's House.

**Report on the Human Services Mobile Device Policies:** Mr. Singer explained Rock County HSD serves a diverse population of consumers through a variety of community based services and a lot of employees work out in the community. Our technology needs for communication have been identified through employee surveys and industry standards. We wanted to promote safety of workers in the field and improve interactions between consumers and workers. As technology evolves we need to ensure confidentiality and privacy of consumer information, and comply with WI Public Records statutes and County record retention ordinances.

Mr. Singer explained that we are phasing out flip phones and most workers have been provided with a smartphone. The smart phones are encrypted for security which means if the phone is lost we can wipe all the information on the phone. Workers with laptops use hotspots. He explained more about the devices and rules. He distributed the HSD Mobile Communications Devices policy to the Board. He explained what is permitted use of the phone and what is prohibited.

Information Technology (I.T.) purchased the Mobile Device Management MAAS 360 system to manage all the devices from one location. With this system I.T. can enforce Security, locate and or wipe lost/stolen devices. The County Board approved the purchase of the Smarsh Archiving Solution for record retention of text messages partially due to the expansion of the cell phone use. I.T. wanted to meet the requirements for record retention.

Mr. Singer responded to questions. Ms. Luster thanked and recognized Mr. Singer for his leadership and strategic thinking on advancing HSD technology needs and policies.

**Director's Report:**

- **Budget Update** – Ms. Luster advised last week she emailed the HSD Board members the memo she sent to Mr. Smith. This morning Ms. Luster, Ms. O'Connor, and Ms. Mooren met with County Administration to provide an overview of the HSD budget. Our levy increase request is about a 1.46 percent over last year. The largest increase continues to be Sub care of about \$800,000 which is significant. We have savings in other areas and some increased projected revenue that help offset some of this. We have follow up meetings with County Administration in September to go over each Division. Ms. Luster thanked and recognized Ms. Mooren and her staff for all their work on pulling the largest budget in Rock County together.
- **Shelter Care Update** – Ms. Luster advised we are continuing to work on the transition plan. Mr. Horozewski and staff have been meeting with Police Chiefs at all jurisdictions. Ms. Luster met with the Beloit Chief of Police and Beloit is ready to have shelter care in their city. Eric Williams, the owner of Derrick's House is working on hiring staff.
- **Juvenile Corrections Update** – Ms. Luster stated there is nothing significant to report since the last HSD Board meeting, except there have been multiple meetings scheduled for August. Ms. Luster provided the dates and meetings that are scheduled and advised that Mr. Horozewski, Mr. Schwarz and Ms. Luster will be attending the meetings. Mr. Smith, Mr. Horozewski and Ms. Luster will be meeting in a couple weeks. The challenge is still the lack of a natural regional partner and that there are still a lot of unknowns.

Chair Knudson stated that the owner of Kids Closet spoke with him. She talked about what she is doing to help Foster families. He feels she is a good community partner, and he would like to send a thank you from the HSD Board.

Supervisor Brown advised tomorrow evening at the County Board meeting Justice Overcoming Borders will be asking for an increase in TAD funding. This will most likely be assigned to the Public Safety & Justice Committee.

**Next Meeting:** Wednesday, August 22, 2018 at 4:30 p.m., in the 3<sup>rd</sup> Floor Conference Room at the Rock County Health Care Center, Janesville, Wisconsin.

**Adjournment:** Supervisor Thomas motioned to adjourn, seconded by Citizen Representative Weaver-Landers with unanimous approval at 5:10 p.m.

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Jodi Parson, Secretary

**NOT OFFICIAL UNTIL APPROVED BY THE BOARD**