



ROCK COUNTY HUMAN SERVICES BOARD MEETING
Wednesday, August 26, 2015 – 4:30 P.M.

Call to Order: Chair Knudson called the meeting to order at 4:30 p.m. on Wednesday, August 26, 2015, in the 3rd 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; William Grahn, Supervisor; Linda Garrett, Supervisor; Kathy Schulz, Supervisor; Ashley Kleven, Citizen Representative (out at 5:42 p.m.); and Terry Thomas, Supervisor.

Committee Members Absent: Shirley Williams, Citizen Representative; and Terry Fell, Supervisor.

Staff Present: Phil Boutwell, Deputy Director; Tim Zuehlke, Controller; Lance Horozewski, Children Youth and Families (CYF) Division Manager; Heather Helgestad, Clinical Services for Children and Families (CSCF) Social Worker; and Katherine Flanagan, MH/AODA Division Manager.

Others Present: Annette Mikula, Human Resources (HR) Director. Randy Terronez, County Administrator Assistant. Russell Podzilni, County Board Chair. Kim Churchill, CASA Director. Peggy Emery, CASA.

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

Approval of Minutes of Human Services Board Meeting of August 12, 2015: Citizen Representative Weaver-Landers moved the minutes to the floor, seconded by Citizen Representative Kleven. The minutes were unanimously approved. APPROVED.

Citizen Participation: None.

Submission of Committee Requests: Supervisor Schulz requested inviting the new HealthNet Director to a meeting to speak about the direction HealthNet is taking.

Approval of Contracts, Transfers, and/or Encumbrances: Supervisor Grahn moved two encumbrances to the floor, seconded by Supervisor Thomas. The encumbrances were unanimously approved. APPROVED.

Approval of Bills: Supervisor Garrett moved the bills to the floor, seconded by Supervisor Thomas. Mr. Zuehlke presented the bills for approval. Supervisor Garrett asked about the City of Beloit entry. Mr. Zuehlke explained this is our share of the first half of the year for the Janesville/Beloit Express bus and the courthouse pays some as well. Supervisor Garrett asked about the Shopko entries. Mr. Zuehlke explained the entries are for baby supplies for a client and for notebooks for the YSC. Supervisor Garrett asked about the AODA Inner City Community Action entry. Mr. Zuehlke explained it is our monthly inner city payment which is grant funded. Ms. Flanagan added it is afterschool programming focused on substance abuse prevention.

Supervisor Schulz asked about the housing information she requested at the last meeting. Mr. Zuehlke explained for calendar year 2014, hotels through crisis programming totaled \$15,000, and so far this year we have spent \$18,000. Some of the stays were one or two nights and some were

up to a two week time period. Ms. Flanagan explained this is part of emergency housing for mental health needs interfacing with crisis. Sometimes there is a barrier to getting housing and it takes time, so this is used for temporary stabilization until we can find housing. Supervisor Schulz requested copies of the information for the Board members. The information will be emailed to the Board members.

ADM	70,342.30	AODA	12,131.00
CPS	135.00		
ADM	1,117.10		

The bills were unanimously approved. APPROVED.

Introduction of and Comments by Human Resources Director: Chair Knudson introduced Mr. Terronez, Assistant to the County Administrator and Ms. Mikula, HR Director. Ms. Mikula started as HR Director on July 6, 2015. She has been meeting with Department Heads and Departments. She is interested in ideas on how to increase diversity in the County workforce. In the past, she has found attending events with colleagues helps to make connections, and would like to attend events with Board members to make connections in the community.

Mr. Terronez advised Ms. Mikula attended the Diversity meeting last week. The County Diversity meetings are held every three months. Recently, the County had a booth at the National Night out in Clinton, in which Ms. Mikula attended. The County attends a variety of job fairs. Coming up on September 22nd there is a Workforce Development Board job fair. Ms. Mikula invited Board members to come to the hiring events and to help make connections. Interaction face to face is key. Ms. Mikula realized the need for social media as many applicants do not look in newspapers any longer. Mr. Terronez explained a handout he distributed on the labor force statistical data for Rock County. Currently the Diversity of County workers is 9.4%. The Human Services Department is about 6%.

Ms. Mikula advised that the County as a whole has about 150 to 200 vacancies a year. We want to attract quality people to hire and to retain them for long term employment. Supervisor Grahn is concerned about the Departments that show zero diversity, and asked if County Administration is making a commitment to advise Department Heads to increase diversity when hiring. Ms. Mikula explained some of the zero data could be due to small Departments which have not had any turnover for years. She advised Mr. Smith is committed to increasing diversity. The Affirmative Action plan is due soon and she will be involved with working on building a better plan with new ideas.

Ms. Mikula asked for ideas how to bridge barriers for applicants. Supervisor Grahn explained the barriers he sees for Native Americans is that people do not feel they qualify. He suggested contacting the media to inform the community that the County is increasing diversity and note there are entry level positions available. Ms. Mikula advised for the school district they enforced a bi-lingual requirement with a premium which helped to raise diversity in the workforce. Supervisor Garrett advised there are many ways to approach the problem, and the discussion will be ongoing. There must be research on how HR staff can reach out. There are professional groups who would want these types of opportunities. We should have some programming on short term solutions and longer term solutions. She suggested talking to high school students about what social workers do. We have many positions in social work but she does not know the amount of diversity.

Ms. Mikula advised tapping into our own workforce and asking employees to bring people in is very helpful. In Madison the school district recruited from the Central Hispanic and Urban League as well. She explained there are computers in the HR office for applicants to use to fill out applications. Human Resource personnel will work one on one with applicants and help them fill out applications on line. Supervisor Garrett asked if there is enough money to really commit to getting serious about increasing diversity, and is there enough personnel to make contacts to make this a reality. Ms. Mikula advised at the school district they had one full-time employee for recruitment and retention. That is not possible for the County right now, but it may be a possibility in the future. Mr. Terronez advised that our employees are great recruiters for us, often at the Job Fairs, along with HR

personnel there is a person who actually works in the position meeting people face to face and giving presentations. He asked Board members to contact him or Ms. Mikula whenever there is an event they should attend. Mr. Terronez advised there is going to be a Diversity meeting and a Cultural Competency meeting on the same day as a HSD Board meeting in November.

Presentation of CASA Program: Ms. Churchill presented a CASA powerpoint. Court Appointed Special Advocate (CASA) are volunteers who play an important role in helping to ensure abused children in Rock County have an extra safety net alongside Child Protective Services (CPS). CASA volunteers can provide helpful information to CPS workers. They are able to spend more time "one on one" with children, make "pop-in" visits to out of home placements and family members and observe children in school, at parent visits, and at fun events etc. Supervisor Garrett asked about the training the CASA volunteer receives. Initially there is a 30 hour training, then 12 hours a year continuing thereafter. Ms. Churchill explained there are 65 children on a waitlist right now and CASA volunteers are needed. She advised there is a high turnover rate with on-going CPS caseworkers and some caseworkers currently may oversee 18 cases at a time. A CASA volunteer carries one to two cases at a time. CASA has turnover as well, but are requested to commit to one full year.

CASA volunteers assist the Judge and provide the judge with progress reports with information on the case in between permanency hearings. CASA volunteers provide the Judge with an objective "outside" perspective from the legal/CPS system and focuses on what the child wants. CASA volunteers can make visits all times of the day and on weekends. CASA volunteers are assigned to CHIPS cases, these are children who are in the system with no fault of their own. CASA volunteers assist the Guardian et Litem and Public Defender and provides them with a copy of the regular reports written for the court keeping them informed on circumstances that may warrant their attention. CASA volunteers receive no payment what so ever. CASA volunteers must be at least 21 years of age.

We received a recruitment grant in 2015 from the National CASA which helped us increase our volunteers. We have one part time volunteer Coordinator who manages 26 volunteers serving 40 children. We need to expand the Coordinator position to a full time position to manage more volunteers to get more children off the waitlist. In 2016, we will no long receive funding from this grant, and we are anticipating a loss of United Way funds because they are changing to specifications to fund only for direct health areas and education. We are looking for funding sources. Ms. Churchill asked to share the word for the need of volunteers.

Director's Report: Mr. Boutwell advised there was a client suicide this week. Multiple units were involved with this individual and staff took this loss hard. Ms. Flanagan added we try hard to keep people safe and when suicide happens there are various layers. We have a Critical Incidence Response Team (CIRT), due to Mr. Horozewski, available to help staff come together and debrief after an incident such as this. The State will conduct a review and make sure we followed Administrative Code Requirements. Dr. Robbins, our Medical Director will complete an event analysis to see what we can do better.

Mr. Boutwell explained we are in the final stage of the budget. Human Services is about 1/3 of the total Rock County budget. A week ago Human Services was at \$1.2 million, Ms. Klyve and Division Managers were able to cut \$1 million off and we are at \$200,000. Mr. Smith has asked all departments to get to zero, so we still have to identify \$200,000 more of cuts. In all the years he has been with Rock County this is the toughest budget we have submitted. The State and Federal funding has decreased and costs have gone up which leaves a 7% increase on the levy. We are taking risk, it is a very tight tough budget. We will explain what we have done once Mr. Smith releases it. Supervisor Thomas advised in the past vendors have worked with us to keep costs down.

Chair Knudson thanked County Chair Podzilni for attending the meeting.

Next Meeting: Wednesday, September 9, 2015 at 4:30 p.m., at the Rock County Health Care Center, 3rd Floor Conference Room, Janesville, Wisconsin.

Adjournment: Citizen Representative Weaver-Landers motioned to adjourn, seconded by Supervisor Grahn with unanimous approval at 5:54 p.m.

Jodi Parson, Administrative Secretary

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