



ROCK COUNTY HUMAN SERVICES BOARD MEETING
Wednesday, October 22, 2014 – 4:30 P.M.

Call to Order: Chair Knudson called the meeting to order at 4:36 p.m. on Wednesday, October 22, 2014, in the 3rd Floor Conference room at the Rock County Health Care Center, Janesville, Wisconsin.

Committee Members Present: Brian Knudson, Supervisor; Sally Jean Weaver-Landers, Citizen Representative; Kathy Schulz, Supervisor; Linda Garrett, Supervisor; Shirley Williams, Citizen Representative; Terry Thomas, Supervisor; Ashley Kleven, Citizen Representative; and William Grahn, Supervisor.

Committee Members Absent: Terry Fell, Supervisor.

Staff Present: Charmian Klyve, Director; Phil Boutwell, Deputy Director; Sara Mooren, Administrative Services Division Manager; Tim Zuehlke, Controller; Ryan Trautsch, CYF On-going Program Manager; Jennifer Thompson, ADRC/LTS Division Manager; Amy Cottingham, Community Recovery Services Program Manager; and Melissa Meboe, Crisis Intervention Program Manager.

Others Present: Jason Dowd, County Board Supervisor.

Approval of Agenda: Supervisor Grahn moved the agenda to the floor seconded by Citizen Representative Kleven with unanimous approval. APPROVED.

Approval of Minutes of Human Services Board Meeting of October 8, 2014: Citizen Representative Weaver-Landers moved the minutes to the floor, seconded by Supervisor Thomas. Supervisor Garrett moved a friendly amendment to remove action items from the minutes, Chair Knudson advised we cannot have an action item without a vote, seconded by Supervisor Grahn. The minutes were unanimous approval. APPROVED.

Citizen Participation, Communications and Announcements: None.

Approval of Contracts, Transfers, and/or Encumbrances: Supervisor Thomas moved one encumbrance, two contracts and six transfers to the floor, seconded by Citizen Representative Weaver-Landers. Ms. Mooren distributed a handout explaining the Avatar modules and HSD Capital 2014 transfers. Ms. Mooren responded to questions. The encumbrance, contracts and transfers were unanimously approved. APPROVED.

Approval of Bills: Mr. Zuehlke presented the bills for approval and responded to questions.

ADM	2,411.43	AODA	15,940.50
ADM	53,626.52		
SubCare	259.17		

Citizen Representative Weaver-Landers moved the bills to the floor, seconded by Supervisor Thomas. The bills were unanimously approved. APPROVED.

Awarding the Contract for Professional Security Services: Ms. Mooren presented the resolution awarding the contract for professional security services. We received bids from five companies and

US Security, our current provider, was chosen for a three year contract with an option to contract for two more years. Ms. Meboe explained the security staff conducts the majority of transports for clients to hospitals or detox. The security staff receive specialized training in "no hands on" de-escalation. Security staff occasionally accompanies crisis staff on home visits/and or med delivery. Other duties include getting vehicle maintenance completed and washing the vehicles. They also patrol the building, clear sidewalks, and assist with 911 alerts in the building as well. Supervisor Garrett suggested looking at CSP clients to possibly vacuum and wash the vehicles. Supervisor Thomas moved awarding the contract to US Security, seconded by Supervisor Grahn with unanimous approval. APPROVED.

Review and Approval of the 2015 Human Services Department Budget: Ms. Klyve presented a power point reviewing the 2015 HSD Budget. She explained the data through June shows approximately a \$62,000 return to the general fund after expenditure of funds for capitol items and a computer component. It is a lean but manageable budget. We take certain risk every year with our out of home placements, corrections and State Institutes, as one case can result in a \$100,000 a year cost shift. The 2015 HSD total budget is approximately \$60 million, total revenue approximately \$40 million with a total County tax levy of approximately \$19 million. The Levy increase is \$93,859 or 0.48%. We have a total of 364.2 Full Time Employees (FTE's).

Ms. Klyve advised the 2015 HSD budget includes adding a new YSC position to address the OT/relief costs, bringing the Alzheimer project position under the ADRC directly, and a recommendation for a total of three reallocations, reclassifications, and some transfers within HSD to better align functions.

A brief review of the 2015 HSD budget includes: five project ACA positions in ES, all ADRC positions funded, as we ramp up operations, three Drug Court positions starting early in 2015, the JJ MH/AODA grant, full implementation of FFCM and FFT and CCS. It also assumes State ACA funding continues the second half of 2015 and AODA funding remains the same. The donations are as follows: HealthNet - \$57,867; 211 Call Center - \$4,000; Domestic Violence - \$20,000.

Ms. Klyve outlined the favorable budget factors and summarized the focus for 2015. Ms. Klyve and Ms. Mooren responded to questions. Supervisor Thomas moved the approval of the 2015 HSD budget to the floor, seconded by Citizen Representative Weaver-Landers with unanimous approval. APPROVED.

Director's Report:

- Ms. Klyve asked about inviting Jodi Millis from General Purchasing to come to a HSD Board meeting to discuss the County Purchasing Ordinance. The Board agreed.
- Ms. Klyve reminded the Board members that the County Public Hearing on the 2015 County Budget will be held on November 5, 2014 at 6:00 p.m. at the courthouse.
- Ms. Klyve confirmed everyone received copies of the Racial Disparity information sent out on October 10, 2014 by email and in hard copy for those who requested.
- Ms. Klyve shared the various Janesville Gazette newspaper articles on the ADRC and Food Share.

Form for Committee Requests: Chair Knudson started discussion by asking Board members to use a form to request agenda items and/or information. He distributed the form. He is concerned about getting off track during meetings and wants to keep discussion on agenda items because of the open meetings law. He wants to make sure Board members are getting answers to questions.

During discussion Supervisor Garrett stated that her concern was making sure the requests do not get lost and it is important the entire committee is aware of the requests being made. Supervisor Schulz suggested a three month trial and would like to make sure all correspondence is open and transparent. It was discussed that we read the requests out loud at the meeting without discussing the items until they are placed on the agenda and a copy should be given to the requestor.

Supervisor Garrett and Supervisor Schulz submitted requests and were given a copy of their request.

Next Meeting: Wednesday, November 12, 2014 at 4:30 p.m., at 64 Eclipse Center, in the Conference room, Janesville, Wisconsin.

Adjournment: Supervisor Garrett motioned to adjourn, seconded by Supervisor Thomas with unanimous approval at 6:00 p.m.

Jodi Parson, Administrative Secretary

NOT OFFICIAL UNTIL APPROVED BY THE BOARD