



ROCK COUNTY HUMAN SERVICES BOARD MEETING
Wednesday, July 10, 2019 – 4:30 P.M.

Call to Order: Chair Knudson called the meeting to order at 4:31 p.m. on Wednesday, July 10, 2019, in room D/E at the Rock County Job Center, Janesville, Wisconsin.

Committee Members Present: Brian Knudson, Supervisor; Stephanie Aegerter, Supervisor; Terry Fell, Supervisor; Kathy Schulz, Supervisor; Shirley Williams, Citizen Representative; David Homan, Supervisor; and Terry Thomas, Supervisor.

Committee Members Absent: Sally Jean Weaver-Landers, Citizen Representative. Ashley Kleven, Citizen Representative.

Staff Present: Kate Luster, Director; Tera O'Connor, Deputy Director; Sara Mooren, Administrative Services Division Manager; Mark Stevens, Business Services Manager; Lance Horozewski, CYF Division Manager; and Karol Rosman, JCSP Behavioral Health Clinician.

Others Present: Russell Podzilni, County Board Chair. Terri Carlson, Rock County Risk Manager.

Approval of Agenda: Supervisor Fell moved the agenda to the floor, seconded by Supervisor Aegerter. The agenda was unanimously approved. APPROVED.

Approval of Minutes of Human Services Board Meeting of June 26, 2019: Supervisor Thomas moved the minutes to the floor, seconded by Supervisor Schulz. Note to add Ashley Kleven, Citizen Representative to June 26, 2019 meeting minutes under Committee Members Present. The minutes were unanimously approved. APPROVED.

Citizen Participation, Communications and Announcements: Supervisor Schulz announced that Kelly Klingensmith was leaving the Public Health Department, she was also the Lead at the HEAR meetings.

Supervisor Thomas announced the Council on Aging (COA) and Aging & Disability Resource Center (ADRC) Joint meeting will be held on Monday, July 15, 2019 at 1:00 p.m. at the COA office.

Submission of Committee Requests: None.

Approval of Contracts and Transfers: None.

Review of Bills: Mr. Stevens presented the bills and responded to questions.

Director's Report:

- **Update on Activities of the CORE Steering Committee** – Ms. Luster distributed the Rock County HSD Vision and Mission Statement, HSD Leadership Charter, HSD Professional Standards and Commitment to My Co-Workers.

Ms. Luster explained HSD has a large CORE Steering Committee consisting of many staff from all areas of HSD. From that group there have been multiple workgroups formed for different specific areas of focus. They have updated our Vision and Mission Statement and our Guiding Principles.

The CORE Steering Committee has drafted a Leadership Charter and Professional Standards as well. The Leadership Charter is a document that will guide and help with consistency and accountability for leadership. The Professional Standards is the same concept as the Leadership Charter but for all HSD employees including leadership. We want to integrate some of the language from these documents into position descriptions, evaluations and orientations. She explained the Commitment to My Co-Workers is another tool staff will receive, as a shared goal to follow.

Ms. Luster explained HSD has a Code of Conduct we have been using but it was affiliated with Medicaid billing. HSD will keep the Code of Conduct for Medicaid billing but the Professional Standards will serve as a new guidance document that is relevant across the Department. Ms. Luster responded to questions.

- **Update on 1717 Center Avenue (New HSD Location)** – Ms. Luster introduced Mark Stevens who is the Project Manager of Project 1717. Mr. Stevens provided a power point with pictures of recently toured newly constructed Human Services facilities. He provided pictures of the 1717 Center Avenue building as well. It has been helpful to see other facilities and to learn what has worked well for them in their new construction. The lighting, technology and safety are a main focus. We want to provide a welcoming and safe place for clients and staff. Mr. Stevens responded to questions.
- **Semi-Annual Report** – Ms. Luster advised there were six individuals to report for the last six month period who attended a convention, conference or training over \$1,000 and provided details.

Next Meeting: Wednesday, August 14, 2019 at 4:30 p.m. at the Rock County Health Care Center, 3rd Floor Conference Room, Janesville, WI.

Adjournment: Supervisor Thomas motioned to adjourn, seconded by Citizen Representative Williams with unanimous approval at 5:25 p.m.

Jodi Parson, Secretary

NOT OFFICIAL UNTIL APPROVED BY THE BOARD