



ROCK COUNTY HUMAN SERVICES BOARD MEETING
Wednesday, April 22, 2015 – 4:30 P.M.

Call to Order: Chair Knudson called the meeting to order at 4:30 p.m. on Wednesday, April 22, 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; Kathy Schulz, Supervisor; Linda Garrett, Supervisor; Shirley Williams, Citizen Representative; Ashley Kleven, Citizen Representative; Terry Fell, Supervisor; Terry Thomas, Supervisor; and William Grahn, Supervisor.

Committee Members Absent: None.

Staff Present: Charmian Klyve, Director; Phil Boutwell, Deputy Director; Tim Zuehlke, Controller; April Heim, ES Division Manager; Jennifer Thompson, LTS/ADRC Division Manager; Dawn Juhl, Support Services Coordinator; Penny Nevicosi, Juvenile Justice Supervisor; Myrna Rudolph, Legal Stenographer; Jamie Austin, ADRC Administrative Assistant; Gay McRoberts, LTS and MH/AODA Administrative Assistant.

Others Present: None.

Approval of Agenda: Citizen Representative Weaver-Landers moved the agenda to the floor, seconded by Citizen Representative Kleven with unanimous approval. APPROVED.

Approval of Minutes of Human Services Board Meeting of April 8, 2015: Supervisor Fell moved the minutes to the floor, seconded by Supervisor Grahn. The minutes were unanimously approved. APPROVED.

Citizen Participation: None.

Submission of Committee Requests: Supervisor Schulz and Supervisor Grahn advised that Mr. Hicks was scheduled to attend this meeting but will not be attending because he was hospitalized.

Supervisor Schulz requested that in the proposed State budget drug testing of those who receive unemployment or individuals eligible for Medicaid or Food Share be placed on the agenda for the next meeting. Ms. Klyve has drafted a letter upon request of Supervisor Schulz and a copy was included in the handouts.

Approval of Contracts, Transfers, and/or Encumbrances: Citizen Representative Weaver-Landers moved eleven contracts, one encumbrance, and one transfer to the floor, seconded by Supervisor Thomas. Mr. Zuehlke explained most of the contracts were lease renewals at the Job Center. The only changes in the contracts were a 3% increase for Job Center rent. The Mallett Pharmacy contract was also included and the contract resolution was presented at the last meeting. Supervisor Thomas and Supervisor Garrett questioned the hourly travel rate on two contracts, Foundations Counseling and Oregon Mental Health Services. Mr. Zuehlke explained they do not receive mileage for travel, but rather a part of their hourly rate. If the organizations spent a half hour to travel, they would receive half the hourly rate. Supervisor Williams questioned the secondary travel time. Ms. Klyve advised she will have Mr. Horozewski back to answer her question at the next

meeting. Supervisor Grahn asked if this charge is new. Mr. Zuehlke explained the travel time has been in prior contracts. Our physicians are paid travel time as well. Mr. Boutwell explained this is a standard business practice. Supervisor Garrett asked if the contract list was a complete list of all Job Center renters. Mr. Zuehlke explained there are nine partners, therefore, a couple more contracts will be coming before the Board for approval. The contracts and encumbrances were unanimously approved. APPROVED.

Approval of Bills: Supervisor Fell moved the bills to the floor, seconded by Citizen Representative Kleven. Mr. Zuehlke presented the bills for approval and responded to questions. Mr. Zuehlke explained the two largest bills are for physical updates at the Job Center, such as carpet and furniture. Supervisor Garrett commented the improvements are appealing. Supervisor Garrett asked a question on the billing cycle for Family Services and Community Actions. Mr. Zuehlke responded that the Family Services charges are for an individual two month stay who is no longer there. The Community Actions is paid monthly through BFI grant.

ADM	2,602.50	AODA	32,102.05
ADM	95,706.08		
CYF	2,903.37		

The bills were unanimously approved. APPROVED.

Resolution Recognizing HSD Administrative Professionals and Paraprofessionals:

Supervisor Thomas moved the resolution to the floor, seconded by Supervisor Grahn. Mr. Zuehlke introduced the Administrative Staff present at the meeting. Ms. Thompson recognized Gay McRoberts and Jamie Austin. Ms. Nevicosi recognized Myrna Rudolph. Mr. Klyve recognized Ms. Juhl, the Administrative Services Coordinator. Ms. Juhl coordinates Administrative coverage for all our locations, and has been working with Mr. Boutwell on a process for new hires. Ms. Klyve and Board members thanked Ms. Parson for her Administrative service as well. The resolution was unanimously approved. APPROVED.

Resolution to Recognize Economic Support Staff: Citizen Representative Weaver-Landers moved the resolution to the floor, seconded by Supervisor Fell. Ms. Heim presented the resolution recognizing Economic Support staff. The Economic Support staff will receive recognition from the Governor next week. This week is national Economic Support week. Tomorrow the Economic Support Supervisors and Ms. Heim will be making breakfast for the Economic Support staff to show appreciation for all they do. They are incorporating fun things for staff throughout the day. The Economic Support staff process a lot of work and have experienced tremendous changes and continually have policy changes they must implement. The resolution was unanimously approved. APPROVED.

Report on Tax Intercept: Mr. Zuehlke distributed a summary of the Tax Refund Interception Program (TRIP). The TRIP program is used for Youth Services, Juvenile Supervision, Foster Care Parent cost shares and Interim Assistance where there is an outstanding debt to collect. Collections are made by intercepting the debtors State tax refund. Debtors can make payments to the HSD and then are removed from TRIP or the balance adjusted. Since March 2004 we have received approximately \$1.1 million. Supervisor Garrett asked if we track payments and if we ever intercept the full refund. Mr. Zuehlke stated we use a spreadsheet to track payments and if a refund is below \$100 we do not intercept the refund. If a refund is \$500 and they owe \$500 we would intercept the entire \$500. Clients are allowed to make payments if they prefer. Supervisor Garrett asked if TRIP is used with CSP and CCS clients. Mr. Zuehlke explained currently we do not refer clients from either program to TRIP. Mr. Zuehlke responded to a few more questions from Supervisor Garrett and Supervisor Schulz.

Director's Report: Ms. Klyve advised there were 49 non-fiscal items in the proposed budget that were basically policy issues. So far, 14 items have been removed. The IM funding and ACA dollars will remain the same, however, half of the ACA funds are in an unallocated reserve fund and not accessible to the counties. The counties are working on getting the ACA reserve funds released. Joint Finance approved \$500,000 more dollars for Fraud funding.

Ms. Klyve asked Board members to review the draft letter Supervisor Schulz asked her to draft on the drug testing issue. The letter will be placed on the next meeting agenda for discussion and approval.

Supervisor Schulz advised the annual Community Health Assessment have recognized the concern about dental coverage issues in Rock County. Ms. Klyve advised that the Beloit Area Community Health has indicated they are hiring an experienced dentist to oversee their dental program and two additional recently graduated dentists. Supervisor Garrett and others thanked Supervisor Schulz for her work on getting the community to focus on dental health.

Supervisor Schulz mentioned an invite to the Public Health Supervisor breakfast. Supervisor Garrett asked Ms. Parson to copy and send the invite to the HSD Board Citizen Representatives who are also welcome to attend.

Chair Knudson advised the Board they could be contacted by media sources on a case recently in the news. He was advised by Mr. Kuglitsch not to discuss any details either with the media or at the HSD Board meeting. He emphasized that he will not comment on this issue and Mr. Kuglitsch advised him to tell the Board members if they have any questions they need to contact Mr. Kuglitsch.

Ms. Parson will email Mr. Kuglitsch's contact information.

The body cam resolution has been referred to the HSD Board. Chair Knudson asked the Board members to watch the agenda as the meeting may be held in the auditorium. Chair Knudson asked Ms. Schulz to contact Mr. Kuglitsch.

Ms. Klyve advised the Rock County HCC Food Pantry flier is among the handouts. Food items will be collected between April 15th and April 30th. There are collection bins located throughout county buildings.

Next Meeting: Wednesday, May 13, 2015 at 4:30 p.m., at the Rock County Health Care Center, in the 3rd Floor Conference room, Janesville, Wisconsin.

Adjournment: Citizen Representative Willams motioned to adjourn, seconded by Citizen Representative Kleven unanimous approval at 5:28 p.m.

Jodi Parson, Administrative Secretary

NOT OFFICIAL UNTIL APPROVED BY THE BOARD