



**Rock County Human Services Department**  
**P. O. Box 1649, 3530 N. County Trunk F**  
**Janesville, Wisconsin 53547-1649**  
**Phone: 608/757-5271**  
**Fax: 608/757-5374**

## **ROCK COUNTY HUMAN SERVICES BOARD**

**Wednesday, June 23, 2010 – 4:30 p.m.**

**Rock County Health Care Center – 3<sup>rd</sup> Floor Conference Room, Janesville**

### **AGENDA**

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of June 9, 2010 \*
4. Citizen Participation
5. Resolution to Approve Juvenile Detention Center Duct Work Cleaning \* – Mr. Witt
6. Resolution to Recognize Ms. Jody Farmer's Retirement \* – Ms. Klyve
7. ADRC Discussion – Ms. Thompson, Ms. Klyve
8. Discussion of Juvenile Justice Issues – Mr. Witt
9. Set Meeting Date for Public Hearing – Ms. Klyve
10. Approval of Contracts, Transfers, and/or Encumbrances \* – Ms. Schultz
11. Approval of Bills – Ms. Schultz
12. Director's Report \*
  - W2 / ES Caseload
13. Committee Requests for Future Agenda Items
14. Next Meeting: Wednesday, July 7, 2010 at 4:30 p.m. at the Rock County Health Care Center, 3<sup>rd</sup> Floor Conference Room, Janesville, Wisconsin.
15. Adjourn

**NOTE TO COMMITTEE MEMBERS:** To ensure a quorum, please call the Administrative Secretary at 757-5271 if you are unable to attend the meeting

\* Attachment    \*\* These items may be handed out at the meeting if not available for the mailing

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board  
INITIATED BY



Jason Witt, Deputy Director  
DRAFTED BY

Human Services Board  
SUBMITTED BY

June 11, 2010  
DATE DRAFTED

**Juvenile Detention Center Duct Work Cleaning**

- 1 **WHEREAS**, a recent Juvenile Detention Center maintenance review by Rock County Human Services
- 2 and General Services Department staff identified the need for air duct cleaning throughout the facility;
- 3 and,
- 4
- 5 **WHEREAS**, the Rock County Purchasing Division did advertise and solicit proposals for the project
- 6 with the results attached; and,
- 7
- 8 **WHEREAS**, Rock County Purchasing and General Services Department staff did review all proposals
- 9 received for cost, experience and quality of services and recommended the lowest, most responsible and
- 10 responsive proposal; and,
- 11
- 12 **WHEREAS**, a budget transfer is in process to cover the cost of air duct cleaning at the Juvenile
- 13 Detention Center.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 16 this day of \_\_\_\_\_ day of \_\_\_\_\_, 2010, issue a Purchase Order to Indoor Air Technologies,
- 17 Inc. of Victor, New York, in the amount of \$14,995.00 for the duct work cleaning at Rock County
- 18 Juvenile Detention Center.

Respectfully submitted,

**Human Services Board**

**PURCHASING PROCEDURAL ENDORSEMENT**

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
Phillip Owens, Chair

\_\_\_\_\_  
Jennifer Bishop, Vice Chair

\_\_\_\_\_  
Vote Date

\_\_\_\_\_  
Robert Fizzell

\_\_\_\_\_  
Susan Masterson

\_\_\_\_\_  
Minnie Murray

\_\_\_\_\_  
Phillip Owens

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Sally Jean Weaver-Landers

\_\_\_\_\_  
Marvin Wopat

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

FISCAL NOTE:

Sufficient funds are available in the Juvenile Detention Center's Repair and Maintenance account, 36-3664-0000-62400, for the cost of this contract.



Jeffrey A. Smith  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

**- Executive Summary -**  
**Awarding Contract for Duct Work Cleaning Project**  
**At Juvenile Detention Center**

The Rock County Human Services Department (HSD) operates the Juvenile Detention Center (JDC). A recent JDC maintenance review by HSD and General Services Department staff identified the need for air duct cleaning throughout the facility.

The Purchasing Division advertised and solicited proposals from qualified vendors. All proposals were reviewed by Purchasing and General Services staff for experience, quality, and pricing. The proposal submitted by Indoor Air Technologies of Victor, New York rated the highest through the review process.

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

PURCHASING DIVISION  
FAX (608) 757-5539  
PHONE (608) 757-5515



PROJECT: DUCT WORK CLEANING  
 PROJECT #: 2010-27  
 PROPOSAL DUE DATE: MAY 18, 2010 – 12:00 NOON (CDT)  
 DEPARTMENT: HUMAN SERVICES – JUVENILE DETENTION CENTER

	INDOOR AIR TECHNOLOGIES VICTOR NY	DIRTY DUCTS CLEANING MADISON WI
PROPOSAL BOND RCV'D	YES	YES
PROPOSED COST	\$ 14,995.00	\$ 18,480.00
PROPOSAL EVALUATIONS		
EVALUATOR #1	93	90
EVALUATOR #2	90	65
EVALUATOR #3	95	94
TOTAL SCORE	278	239
AVERAGE SCORE	92	79

Proposals were evaluated based on the following criteria:

- |                              |   |            |
|------------------------------|---|------------|
| 1.                           | General quality and adequacy of response<br>Completeness and thoroughness<br>Understanding of project   | 20 points  |
| 2.                           | Technical approach - Quality of package provided<br>Analysis of needs to obtain exceptional protection<br>Quality and quantity of equipment and services to be rendered | 20 points  |
| 3.                           | Organization, personnel and experience<br>Qualifications of personnel<br>Experience of firm   | 20 points  |
| 4.                           | Reasonableness of cost estimates  | 35 points  |
| 5.                           | Ability to work within a reasonable time frame  | 5 points   |
| TOTAL AVAILABLE AWARD POINTS |   | 100 POINTS |

This project was advertised in the Janesville Gazette and on the Internet at [www.co.rock.wi.us](http://www.co.rock.wi.us).

One Proposal received was Non-Compliant because Proposal Bond was not submitted.

Prepared By: Alan D. [Signature]  
Senior Buyer

Department Head Recommendation: [Signature] - Approve  
B 6/9/10  
Signature Date

Governing Committee Approval: Brian Knudson  
Human Services Board 8-1 (Absent)  
Chair Vote Date 6/9/10

Purchasing Procedural Endorsement:

Chair Vote Date

RESOLUTION NO \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve  
INITIATED BY



Charmian Klyve  
DRAFTED BY

Human Service Board  
SUBMITTED BY

June 9, 2010  
DATE DRAFTED

**RECOGNIZING JODY FARMER**

1 **WHEREAS**, Jody Farmer has served the citizens of Rock County thirty (30) years as a valued  
2 dedicated employee of Rock County; and,  
3

4 **WHEREAS**, Ms. Farmer began her career in November of 1979 as a Medical Records  
5 Administrator; and subsequently as Director of Medical Records in January of 1982 and  
6 subsequently as Director of Medical Records for the then § 51.52 Board commencing January  
7 1986; and finally as Director of Records and Quality Management for the newly constituted  
8 Human Services Board in January of 1992; and,  
9

10 **WHEREAS**, Ms. Farmer has enjoyed the admiration and respect of her colleagues in Human  
11 Services, as well as in other County Departments and Community Agencies; and,  
12

13 **WHEREAS**, Ms. Farmer is extremely knowledgeable in all aspects of records management,  
14 client confidentiality; HIPPA; our HSD program certifications and has ably assisted current  
15 and past directors in meeting the myriad of statutory and administrative code regulations  
16 which govern our practice throughout the Human Services Department; and,  
17

18 **WHEREAS**, Ms. Farmer is a Certified Medical Records Professional through HHIM and has  
19 served on their Board to improve record management; and,  
20

21 **WHEREAS**, records management and administrative support workers are a critical part of the  
22 Human Services operation, which Ms. Farmer has ably directed; and,  
23

24 **WHEREAS**, Ms. Farmer will be retiring from the Rock County Department of Human  
25 Services on August 5, 2010, after 30 years, and will be missed by all who have had the  
26 pleasure of working with her; and,  
27

28 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock  
29 County, wishes to recognize Jody Farmer for her achievements and significant contributions  
30 to the Human Services Department and the citizens of Rock County.  
31

32 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,  
33 duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2010, does hereby recognize Jody Farmer for  
34 her 30 years of commendable service and extend best wishes to her in her future endeavors;  
35 and,  
36

37 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish  
38 a copy of this resolution to Jody Farmer.

RECOGNIZING JODY FARMER  
Page 2

Respectfully Submitted,

**Rock County Human Services Board**

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
Susan Masterson

\_\_\_\_\_  
Jennifer Bishop, Vice-Chair

\_\_\_\_\_  
Minnie Murry

\_\_\_\_\_  
Phillip Owens

\_\_\_\_\_  
Sally Jean Weaver-Landers

\_\_\_\_\_  
Marvin Wopat

\_\_\_\_\_  
Robert Fizzell

\_\_\_\_\_  
Terry Thomas

**County Board Staff Committee**

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Ivan Collins

\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Kurtis L. Yankee



6/8

# Contract Review Cover Sheet

Instructions: Departments are required to complete this form and send with two copies of the contract to General Services. Review the County Policy and Procedure Manual for specifics on the Contract Review Process.

**10-099**

New Contract:  or, \_\_\_\_\_ or, \_\_\_\_\_  
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Cynthia Schultz X5152  
Originating Department Contact Person Phone

Contract with: Country Nurses, Inc  
(Name of entity)

Contract Period: Start Date: 06/01/10 Expiration Date: 12/31/10

Contract Amount: \$42.00 per hour weekdays  
\$45.00 per hour weekends  
\$15.00 per day for travel expenses

Expenditure/ Revenue Account Numbers (provide 9-digit object codes):  
36-3664-0000-62119 Other Contracted Services

### Executive Summary:

Rock County Human Services Department is contracting with this organization to provide required healthcare services at the Juvenile Detention Center. Total amount paid for calendar year 2010 is estimated not to exceed \$11,656.00.

Were Bids or Quotations Solicited?  Yes  No

Covered by State Contract?  Yes  No

State Contract # \_\_\_\_\_

Contract will be signed by:  County Board Chair  
 Other? Who? HSD Board Chair 6/23/2010

NEW  10-099 AMENDMENT TO: \_\_\_\_\_

ADDENDUM TO: \_\_\_\_\_

ADMINISTRATION CONTRACT REVIEW

NO. SS506

Contract between Rock Co. Human Services Dept. and Country Nurses Inc. to provide required healthcare services at the Juvenile Detention Center for period of 6/1/10 - 12/31/10.  
Contract Amount: Not to exceed \$11,656.00

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.

*John A. Kuzick* 6/10/10  
Signature Date

Total Fiscal Impact & Source of Funds: Transfer in  
Process (to Finance 6/17) to provide  
\$ for this contract.

*[Signature]* 6/10/10  
Finance Director Date

Reviewed by Purchasing for compliance:

Country Nurses is also contracted  
vendor for Health Dept. RFP# 2009-47  
*John R. Miller* 6/10/10

White - General Services  
Yellow - Originating Department  
Pink - County Clerk

018 ✓

# Contract Review Cover Sheet

Instructions: Departments are required to complete this form and send with two copies of the contract to General Services. Review the County Policy and Procedure Manual for specifics on the Contract Review Process.

10-100

New Contract:  or, \_\_\_\_\_ or, \_\_\_\_\_  
(check box if yes) Amendment to Contract # Addendum to Contract #

\_\_\_\_ Human Services \_\_\_\_\_ Cindy Schultz \_\_\_\_\_ 5152 \_\_\_\_\_  
Originating Department Contact Person Phone

Contract with: \_\_\_\_\_ State of Wisconsin Department of Workforce Development \_\_\_\_\_  
(Name of entity)

Contract Period: Start Date: \_\_\_\_\_ 01/01/2010 \_\_\_\_\_ Expiration Date: \_\_\_\_\_ 01/31/2012 \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_ 2,283.67/month \_\_\_\_\_

Expenditure/ Revenue Account Numbers: \_\_\_\_\_ 36 3730 0000 44802 \_\_\_\_\_  
(provide 9-digit object codes)

Executive Summary: \_\_\_\_\_ Job Center space rental, operating expenses \_\_\_\_\_

Were Bids or Quotations Solicited?  Yes  No

Covered by State Contract?  Yes  No

State Contract # \_\_\_\_\_ - \_\_\_\_\_

Contract will be signed by:  County Board Chair  
 Other? Who? \_\_\_\_\_ HSD Board 06/23/2010 \_\_\_\_\_

NEW  10-100 AMENDMENT TO: \_\_\_\_\_

ADDENDUM TO: \_\_\_\_\_

**ADMINISTRATION CONTRACT REVIEW**

NO. SS507

Contract between Rock Co. Human Services Dept. and State of Wisconsin Department of Workforce Development for Job Center space rental for period of 1/1/10 - 1/31/12.  
Contract Amount: \$57,091.75 (\$2,283.67/mo)

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.

*Jerome Hong* 6/10/10  
Signature Date

**Total Fiscal Impact & Source of Funds:**

Rental Revenues 6/10/10  
Job Center  
*[Signature]* 6/11/10  
Finance Director Date

Reviewed by Purchasing for compliance:

*Jodi L. Millie* 6/10/10

White - General Services  
Yellow - Originating Department  
Pink - County Clerk

# Encumbrance

Rock County - Production

06/15/10

COMMITTEE APPROVAL REPORT

Page 1

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3636640000-62400	R & M SERV	2,089.00 47 2%	838 58	148 15	1,102.27		
ENC 3636640000	R1002744-PO# 06/14/10 -VN#SETUP			SETUP NEW VENDOR		14,995 00	
ENC 3636640000	R1002744-PO# 06/14/10 -VN#049715			INDOOR AIR TECHNOLOGIES INC		14,995 00	
ENC 3636640000	R1002744-PO# 06/14/10 -VN#SETUP			SETUP NEW VENDOR		-14,995 00	14,995 00
** OVERDRAFT ***				CLOSING BALANCE		-13,892 73	
	SECURE DETENTION		PROG-TOTAL-PO			14,995 00	

HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$14,995.00

INCURRED BY SECURE DETENTION CLAIMS COVERING THE ITEMS ARE PROPER

AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD

B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

MAN SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

DATE \_\_\_\_\_ CHAIR

# Encumbrance

Rock County - Production

06/11/10

COMMITTEE APPROVAL REPORT

Page 1

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3636590000-62119	OTHER SERVICES	73,669.00	16.4%	0.00	-12,150.00	85,819.00	
INC 3636592009	R1002719-PO# 06/10/10 -VN#037603					ORBIS PARTNERS INC	12,150.00
							12,150.00
						CLOSING BALANCE	73,669.00
						DMC	12,150.00
						PROG-TOTAL-PO	12,150.00

HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$12,150.00  
 INCURRED BY DISPROPORTIONATE MINORITY CON. CLAIMS COVERING THE ITEMS ARE PROPER  
 AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B BILLS UNDER \$10,000 TO BE PAID
- C ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

UMAN SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD  
 DATE \_\_\_\_\_ CHAIR

**ROCK COUNTY HUMAN SERVICES DEPARTMENT  
DIRECTOR'S REPORT  
MONDAY, JUNE 23, 2010**

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**HSD MANAGEMENT TEAM MEETING – June 8, 2010**

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Scan First**
- **Electronic Record Use**
- **Staff Safety Report vs. Incident Report**

INFORMATION ITEMS

- **HSD Board Agenda**
- **County Board Summer Meeting Schedule**
- **County Board Staff Committee Meeting Schedule**

MEETING WRAP-UP

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**HSD MANAGEMENT TEAM MEETING – June 15, 2010**

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Mass Evacuation Plan**
- **Collective Bargaining**

INFORMATION ITEMS

- **HSD Board Agenda**

MEETING WRAP-UP

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