



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, December 8, 2010 – 4:30 p.m.

Rock County Health Care Center – 3rd Floor Conference Room, Janesville

AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of November 24, 2010 *
4. Citizen Participation
5. Introduction of New HSD Board Member, Ms. Kathy Kelm – Ms. Klyve
6. Resolution to Recognize Mr. Tom Hermans For Service To Rock County Human Services * - Ms. Thompson
7. ADRC Update – Ms. Thompson
8. Approval of Cleaning Services for the Rock County Human Services Department - Job Center and Franklin Street * – Ms. Mooren
9. Resolution to Modify the 2010 Rock County Human Services Department Budget to Accept Additional Funding for the Wisconsin Home Energy Assistance Program (WHEAP) * – Ms. Mooren
10. Resolution to Modify the 2011 Rock County Human Services Department Budget to Accept Additional Funds to Increase the Masters Level Social Worker (Prevention Specialist) Position from a .75 FTE to a 1.0 FTE *– Ms. Mooren
11. Resolution to Modify 2011 Rock County Human Services Budget to Accept Additional Funds and to Pilot Crisis Mobility By Utilizing 2.8 LTE's * – Ms. Klyve
12. Approval of Contracts, Transfers, and/or Encumbrances – Ms. Mooren
13. Approval of Bills – Mr. Zuehlke

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.

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P. O. Box 1649, 3530 N. County Trunk F
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14. Director's Report *
 - W2 / ES Caseload
 - HSD Vacancies

15. Committee Requests for Future Agenda Items

16. Next Meeting: Wednesday, December 22, 2010 at **4:30 p.m.** at the **Rock County Health Care Center**, 3rd Floor Conference Room, Janesville, Wisconsin.

17. 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

Charmian Klyve
INITIATED BY



Jennifer Thompson
DRAFTED BY

Human Service Board
SUBMITTED BY

November 30, 2010
DATE DRAFTED

RECOGNIZING THOMAS HERMANS

1 **WHEREAS**, Thomas Hermans has served the citizens of Rock County for over thirty-five
2 (35) years as a dedicated and valued employee of Rock County; and,
3

4 **WHEREAS**, Thomas Hermans began his career on November 3, 1975 as a Social Worker in
5 Child Welfare for the Rock County Department of Social Services. While working in Child
6 Welfare, he worked with families and foster parents on multiple levels including working with
7 parents on good parenting skills, maintaining positive relationships, as well as providing
8 counseling to those who needed this service. In addition, Mr Hermans also received intake
9 calls for victims of child abuse and/or neglect. In 1978, Mr. Hermans accepted a position in
10 the Intake Unit of Social Services where he answered all incoming calls for Child Welfare,
11 Adult Services, Family Services, and the Single Parent Program. This position also required
12 Mr. Hermans to follow-up with home assessments and complete child neglect investigations.
13 In 1982 Mr. Hermans continued his career in Rock County in the Family Services Unit where
14 he again supported families to maintain healthy relationships by educating them on good
15 parenting skills. He was also required to investigate situations involving child neglect on his
16 own caseload. Finally, in 1990, Mr. Hermans dedicated himself to the Long Term Support
17 Division working initially as a Social Worker for elderly and disabled adults by connecting
18 individuals in need to important services. Mr. Hermans' strong social work skills and
19 compassionate personality made him the best and most qualified candidate for the Long Term
20 Support Supervisor position in August 2005. While working in this capacity, Mr. Hermans
21 used his previous thirty years of knowledge and experience to help the Social Workers of
22 Long Term Support provide quality services to Rock County's elderly and physically disabled
23 adults. Mr. Hermans will be retiring from Rock County Department of Human Services on
24 December 29, 2010, and,
25

26 **WHEREAS**, Thomas Hermans has proven himself to be a compassionate, caring, and
27 committed employee, always advocating for his staff and program participants; and,
28

29 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock
30 County, wishes to recognize Thomas Hermans for his achievements and significant
31 contributions to the citizens of Rock County and his lifelong and faithful service.
32

33 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,
34 duly assembled this _____ day of _____, 2010, does hereby recognize Thomas
35 Hermans for his 35 years of service and extend best wishes to him in his future endeavors;
36 and,
37

38 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish
39 a copy of this resolution to Thomas Hermans.

Respectfully Submitted,

Rock County Human Services Board

Brian Knudson, Chair

Robert Fizzell

Jennifer Bishop, Vice Chair

Kathy Kelm

Minnie Murry

Sally Jean Weaver-Landers

Phillip Owens

Marvin Wopat

Terry Thomas

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517



PROJECT NUMBER 2011-19
PROJECT NAME CLEANING SERVICES
PROPOSAL DUE DATE OCTOBER 29, 2010 – 12:00 NOON
DEPARTMENT HUMAN SERVICES – JOB CENTER & FRANKLIN STREET

MONDAY THROUGH FRIDAY

| | SERVICEMASTER JANESVILLE WI | DIVERSIFIED JANESVILLE WI | CLEAN POWER MADISON WI | KAS ELKHORN WI | PETERSON ROCKFORD IL |
|-------------------------|--------------------------------|------------------------------|---------------------------|----------------------|-------------------------|
| 2011 JOB CENTER | 52,700.00 | 54,600.00 | 59,013.24 | 58,900.00 | 61,440.00 |
| 2012 JOB CENTER | 54,281.00 | 54,900.00 | 59,013.24 | 60,370.00 | 62,668.80 |
| 2013 JOB CENTER | 55,910.00 | 55,300.00 | 59,013.24 | 61,850.00 | 63,922.18 |
| TOTAL-JOB CENTER | \$ 162,891.00 | \$ 164,800.00 | \$ 177,039.72 | \$ 181,120.00 | \$ 188,030.98 |
| 2011 FRANKLIN ST | 8,705.00 | 13,650.00 | 8,303.76 | 25,740.00 | 11,100.00 |
| 2012 FRANKLIN ST | 8,966.00 | 13,950.00 | 8,303.76 | 26,380.00 | 11,322.00 |
| 2013 FRANKLIN ST | 9,235.00 | 14,250.00 | 8,303.76 | 27,030.00 | 11,548.44 |
| TOTAL-FRANKLIN | \$ 26,906.00 | \$ 41,850.00 | \$ 24,911.28 | \$ 103,180.00 | \$ 33,970.44 |

Request for Proposal was advertised in the Janesville Gazette and on the Internet. Three additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: SERVICEMASTER-JOB CENTER
CLEAN POWER-FRANKLIN STREET

SIGNATURE _____ DATE _____

GOVERNING COMMITTEE APPROVAL:

CHAIR _____ VOTE _____ DATE _____

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR _____ VOTE _____ DATE _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

November 23, 2010
DATE DRAFTED

**Modifying the 2010 Rock County Human Services Department Budget to Accept
Additional Funding for the Wisconsin Home Energy Assistance Program (WHEAP)**

1 **WHEREAS**, the Rock County Human Services Department annually receives funding from the State of
 2 Wisconsin, Department of Administration, Wisconsin Home Energy Assistance Program (WHEAP); and,
 3
 4 **WHEREAS**, funding is used to assist low-income Rock County residents with their utility costs; and,
 5
 6 **WHEREAS**, 2010 available funding for the Rock County Human Services Department has increased by
 7 \$60,000.
 8
 9 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
 10 this _____ day of _____, 2010, does hereby accept \$60,000 in additional WHEAP funds
 11 and amend the 2010 Rock County Human Services Department budget as follows:

| Account/Description | Budget <u>11/23/10</u> | Increase <u>(Decrease)</u> | Amended <u>Budget</u> |
|---|---------------------------|-------------------------------|--------------------------|
| <u>Source of Funds</u> | | | |
| 36-3614-0000-42100 Federal Aid | \$349,849 | \$60,000 | \$409,849 |
| <u>Use of Funds</u> | | | |
| 36-3614-0000-62119 Other Contracted Services | \$349,849 | \$60,000 | \$409,849 |

Respectfully submitted,

Human Services Board

Brian Knudson, Chair

Terry Thomas

Jennifer Bishop, Vice Chair

Sally Jean Weaver-Landers

Robert Fizzell

Marvin Wopat

Kathy Kelm

FINANCE COMMITTEE ENDORSEMENT

Minnie Murray

Reviewed and approved on a vote of
_____.

Phillip Owens

Mary Mawhinney, Chair

Modifying the 2010 Rock County Human Services Department Budget to Accept Additional Funding for the Wisconsin Home Energy Assistance Program (WHEAP)

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FISCAL NOTE:

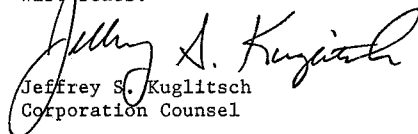
This resolution authorizes the acceptance and expenditure of \$60,000 in Federal Aid for Human Services' Energy Assistance Program. No additional County matching funds are required.



Jeffrey A. Smith
Finance Director

LEGAL NOTE:

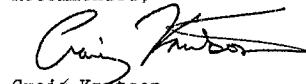
As an amendment to the adopted 2010 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended,



Craig Knutson
County Administrator

Executive Summary

Modifying the 2010 Rock County Human Services Department Budget to accept additional funding for the Wisconsin Home Energy Assistance Program (WHEAP).

This resolution amends the 2010 Human Services Department budget to accept \$60,000 in additional funds through the Wisconsin Home Energy Assistance Program (WHEAP) administered by the State of Wisconsin, Department of Administration.

WHEAP funds are passed through the Human Services Department to Energy Services, Inc., a contracted entity that enrolls eligible Rock County residents for assistance in paying their energy bills.

No additional county funds are required.

Thank you for your consideration.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

November 30, 2010
DATE DRAFTED

**Modifying the 2011 Rock County Human Services Department Budget to Accept
Additional Funds to Increase the Masters Level Social Worker (Prevention
Specialist) Position from a .75 FTE to a 1.0 FTE**

1 **WHEREAS**, the Master Level Social Worker position, also referred to as the Prevention Specialist, is
 2 currently in the Human Services Budget funded from the Brighter Futures grant at .75 FTE and additional
 3 funding will increase the position to a 1.0 FTE with no increase in the county tax levy; and,
 4
 5 **WHEREAS**, the Rock County Human Services Department will receive funding in 2011 from Partners
 6 in Prevention Rock County, Inc. and the Edgerton Coalition for a Healthy Community to support 25% of
 7 a 1.0 FTE Prevention Specialist; and,
 8
 9 **WHEREAS**, the Prevention Specialist will provide technical assistance and support to the partner
 10 agencies, as outlined in memorandums of understanding that have been developed with each agency.
 11
 12 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
 13 this day of _____ day of _____, 2010, does hereby increase the Masters Level Social
 14 Worker (Prevention Specialist) position from .75 FTE to 1.0 FTE effective 1/1/11; and,
 15
 16 **BE IT FURTHER RESOLVED** by the Rock County Board of Supervisors does hereby accept \$17,443
 17 in additional funds and amends the 2011 Rock County Human Services Department budget as follows:
 18

| <u>Account/Description</u> | <u>Budget</u> <u>11/30/10</u> | <u>Increase</u> <u>(Decrease)</u> | <u>Amended</u> <u>Budget</u> |
|-------------------------------|----------------------------------|--------------------------------------|---------------------------------|
| <u>Source of Funds</u> | | | |
| 36-3634-0000-46002 | \$0 | \$17,443 | \$17,443 |
| Other Grants and Contracts | | | |
| <u>Use of Funds</u> | | | |
| 36-3634-0000-61100 | \$2,430,676 | \$14,636 | \$2,445,312 |
| Regular Wages | | | |
| 36-3634-0000-61400 | \$187,478 | \$1,116 | \$188,594 |
| FICA | | | |
| 36-3634-0000-61510 | \$284,281 | \$1,691 | \$285,972 |
| Retirement | | | |

Modifying the 2011 Rock County Human Services Department Budget to Accept Additional Funds to Increase the Masters Level Social Worker (Prevention Specialist) Position from a .75 FTE to a 1.0 FTE

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Respectfully submitted,

Human Services Board

Brian Knudson, Chair

Jennifer Bishop, Vice Chair

Robert Fizzell

Kathy Kelm

Minnie Murray

Phillip Owens

Terry Thomas

Sally Jean Weaver-Landers

Marvin Wopat

County Board Staff Committee

J. Russell Podzielni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Ivan Collins

Marilynn Jensen

Louis Peer

Kurtis L. Yankee

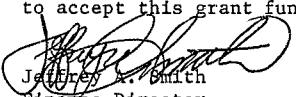
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair


FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$17,443 in grants to increase the Human Services Prevention Specialist to a full time position. No additional County funds are required to accept this grant funding.


Jeffrey S. Smith
Finance Director

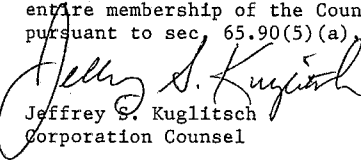
ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. and to take personnel action pursuant to sec. 59.22, Wis. Stats. As an amendment to the adopted 2011 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

Executive Summary

Modifying the 2011 Rock County Human Services Department Budget to Accept Additional Funds to Increase the Masters Level Social Worker (Prevention Specialist) Position from a .75 FTE to a 1.0 FTE

This resolution amends the 2011 Human Services Department budget to accept \$17,443 in additional funds from Partners in Prevention Rock County, Inc. (\$9,863) and the Edgerton Coalition for a Healthy Community (\$7,580). The \$17,443 in funding from these agencies will permit the Human Services Department to increase the Prevention Specialist position by .25 FTE.

The position is currently in the 2011 HSD budget as a .75 FTE. These additional funds will enable the department to create a 1.0 FTE position with no increase in tax levy. Memorandums of understanding have been developed to outline the responsibilities of the Prevention Specialist to each of the partner agencies. The Prevention Specialist will dedicate approximately 10 hours per week providing technical assistance, capacity building, grant writing and other expertise to both agencies and the larger community. No additional county funds are required.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

December 3, 2010
DATE DRAFTED

**Modifying the 2011 Rock County Human Services Department Budget to Accept
Additional Funds and to Pilot Crisis Mobility by Utilizing 2.8 LTE Positions**

1 **WHEREAS**, the Rock County Human Services Department will hire two 1.0 LTE positions and two .40
2 LTE positions for a six month pilot period effective January 1, 2011 with no additional tax levy; and,
3

4 **WHEREAS**, the 2.8 LTE positions will allow the Human Services Department to pilot crisis intervention
5 mobility by increasing the frequency of mobile responses, increase the number of diverted detentions, and
6 provide high quality crisis intervention services in the community via a mobile workforce; and,
7

8 **WHEREAS**, the Human Services Department will receive \$85,805 in matching funds to federal
9 financial participation for Medicaid covered services through the 2011 State and County Contract; and,
10

11 **WHEREAS**, these additional funds will be used as matching funds for Medicaid covered clients placed
12 at the state mental health institutes, which in turn will allow for a reduction in costs associated with these
13 mental health placements enabling the Department to fund the 2.8 LTE positions within the 2011 Crisis
14 Intervention budget.
15

16 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
17 this day of _____ day of _____, 2010, does hereby modify the 2011 Human Services
18 Department budget to pilot crisis mobility by utilizing 2.8 LTE positions; and,
19

20 **BE IT FURTHER RESOLVED** by the Rock County Board of Supervisors does herby accept \$85,805
21 in additional funds and amends the 2011 Rock County Human Services Department budget as follows:
22

| | Budget | Increase | Amended |
|----------------------------|-----------------|-------------------|----------------|
| | 11/30/10 | (Decrease) | Budget |
| Account/Description | | | |
| Source of Funds | | | |
| 26 36-3689-0000-42200 | \$0 | \$85,805 | \$85,805 |
| 27 State Aid | | | |
| Use of Funds | | | |
| 30 36-3689-0000-61108 | \$103,584 | \$57,970 | \$161,554 |
| 31 Seasonal | | | |
| 32 36-3689-0000-61400 | \$64,755 | \$4,435 | \$69,190 |
| 33 FICA | | | |
| 34 36-3689-0000-64604 | \$213,237 | \$23,100 | \$236,337 |
| 35 Program Expense | | | |

**Modifying the 2011 Rock County Human Services Department Budget to Accept
Additional Funds and to Pilot Crisis Mobility by Utilizing 2.8 LTE Positions**

Page 2

Respectfully submitted,

Human Services Board

Brian Knudson, Chair

Jennifer Bishop, Vice Chair

Robert Fizzell

Kathy Kelm

Minnie Murray

Phillip Owens

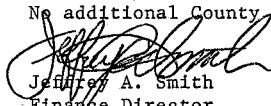
Terry Thomas

Sally Jean Weaver-Landers

Marvin Wopat

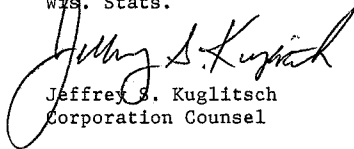
FISCAL NOTE:

This resolution amends the 2011 Human Services budget by accepting an additional \$85,805 in State aid to fund 2.8 FTE positions for the Crisis Intervention Program. No additional County funds are required.


Jeffrey A. Smith
Finance Director

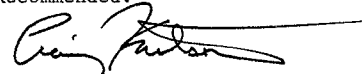
LEGAL NOTE:

As an amendment to the adopted 2011 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knudson
County Administrator

Finance Committee Endorsement

Reviewed and approved on a vote of
_____.

Mary Mawhinney, Chair

Executive Summary

Modifying the 2011 Rock County Human Services Department Budget to Accept Additional Funds and to Pilot Crisis Mobility by Utilizing 2.8 LTE Positions

This resolution amends the 2011 Human Services Department budget to accept \$85,805 in matching funds to federal financial participation for Medicaid covered services through the 2011 State and County Contract. These additional funds will be used as matching funds for Medicaid covered clients placed at the state mental health institutes, which will allow for a reduction in costs associated with these placements.

The reduction in state institute costs will allow the Human Services Department to hire two 1.0 LTE positions and two .40 LTE positions, for a total of 2.8 LTE positions with no additional tax levy. These positions will be hired effective January 1, 2011 for a six-month pilot period to implement crisis intervention mobility. The addition of these positions will allow the Department to increase the frequency of mobile responses, increase the number of diverted detentions, and provide high quality crisis intervention services in the community via a mobile workforce. After the six-month pilot period the Department will evaluate the effectiveness of these positions.

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.

New Contract: or, 10-031 (SS⁵⁵⁴~~524~~) or, _____
 (check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Sara Mooren x8431
 Originating Department Contact Person Phone

Contract with: Anu Family Services, Inc.
 (Name of entity)

Contract Period Start Date: 1/01/2010 Expiration Date: 12/31/2010

Contract Amount: \$ Rate x number of approved clients

| SERVICE | RATE | UNIT | CHANGE FROM PRIOR YEAR |
|---|-------------------|--------------|--------------------------|
| Treatment Foster Care (TFC) | \$2,582 30 | Month | 0% |
| Treatment Foster Care (TFC) | \$2,966 00 | Month | 0% (Teipner Rate) |
| Treatment Foster Care (TFC) | \$2,991.00 | Month | 0% (Teipner Rate) |
| Enhanced Foster Care | \$1,797.15 | Month | 0% |
| * Intensive Foster Care | \$3,559 41 | Month | 0% |
| * Exceptional Foster Care | \$4,128 46 | Month | 0% |
| * Respite Care | \$84.91 | Day | 0% |
| * Indicates services requiring special approval | | | |

Expenditure/ Revenue Account Numbers: 36-3638-0000-64604 Child Protective Services – Substitute Care
 (provide 9-digit object codes) 36-3654-0000-64604 Juvenile Justice Services – Substitute Care

Executive Summary On August 1st, 2010, Teipner Treatment Homes merged into Anu Family Services. Rock County had several youth placed at Teipner Treatment Homes. This amendment reflects the continuation of the Teipner monthly rates under the contract with Anu Family Services.

NEW AMENDMENT TO: 10-031, SS554 ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS624

Amendment to contract between Rock Co. Human Services Dept. and Anu Family Services Inc. which reflects the continuation of the Teipner monthly rates under the contract with Anu Family Services for period of 1/1/10 - 12/31/10.

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.
Eugene R. Hummer 11/18/10
 Signature Date

Total Fiscal Impact & Source of Funds:
Sufficient funds are included
in ASD's 2010 Budget

Reviewed by Purchasing for compliance: Asst to [Signature] 11/22/10
 Finance Director Date

11/16

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.

New Contract 11-007 or, _____ OR _____
Amendment to Contract # Addendum to Contract #

_____ Human Services _____ Sara Mooren _____ X8431
Originating Department Contact Person Phone

Contract with: Beloit Memorial Hospital - Counseling Care Center

Contract Period: Start Date 01/01/11 Expiration Date 12/31/11

Contract Amount: \$ Based upon the number of referrals, times the contracted rate.

Expenditure/ Revenue Account Numbers:
(provide 9-digit object codes)

36-3692-0000-62119 IV Drug
36-3700-0000-62119 AODA Block Grant
36-3704-0000-62119 IDP

| Standard AODA Outpatient Rates: | | |
|---------------------------------|--------------|--------|
| Group Counseling | \$25.00/Hour | +25.0% |
| Individual Counseling | \$30.00/Hour | +20.0% |
| Urinalysis | \$10.00/Each | +0.0% |

Executive Summary:

Rock County Human Services Department's Annual Budgets include Federal, State, and IDP Program funds to purchase AODA treatment services. This provider is one of many providers available for eligible clients to choose from. AODA treatment services are provided within the limits of available Federal, State, and IDP revenues. Waiting lists are established if necessary.

NEW 11-007 AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS630

Contract between Rock Co. Human Services Dept. and Beloit Memorial Hospital-Counseling Care Center for AODA Treatment Services for period of 1/1/11 - 12/31/11.
Contract Amount: Rate x no. of approved clients

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

[Signature] 11/19/10
Signature Date

Total Fiscal Impact & Source of Funds:

Sufficient funds are available
in ASD's 2011 budget

Reviewed by Purchasing for compliance:

[Signature] 11/19/10

Asst to [Signature] 11-22-10
Finance Director Date

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

Contract Review Cover Sheet

11/17 ✓

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

New Contract or, 10-021 (SS553) or, _____
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Sara Mooren x8431
Originating Department Contact Person Phone

Contract with: Children's Service Society of Wisconsin
(Name of entity)

Contract Period Start Date 1/01/2010 Expiration Date: 12/31/2010

Contract Amount: \$ Rate x number of approved clients

| <u>SERVICE</u> | <u>RATE</u> | <u>UNIT</u> | <u>CHANGE FROM PRIOR YEAR</u> |
|--|-----------------------------|--------------|---|
| Treatment Foster Care (Janesville or Madison offices) | \$2,740.00 | Month | 0.00% |
| Treatment Foster Care * (Milwaukee, Racine, Kenosha, or Waukesha offices) | \$2,885.00 | Month | 0.00% |
| Exceptional Treatment Foster Care** | \$4,550.00 | Month | New |
| Tutoring** | \$30.00 | Hour | New |
| Day Care** | \$200.00 to \$600.00 | Month | New (Based on intensity of need) |
| Respite Care* | \$65.00 | Day | New |

* Indicates services requiring special approval
** for specific child with special needs

Expenditure/ Revenue Account Numbers: 36-3638-0000-64604 Child Protective Services – Substitute Care
(provide 9-digit object codes) 36-3654-0000-64604 Juvenile Justice Services – Substitute Care

Executive Summary: This amendment adds a day care rate for the care of one specific child placed with CSSW.

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? Chair, Human Services Board

NEW

AMENDMENT TO: SS553 10-021

ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW

NO. SS526

Amendment to contract between Rock Co. Human Services Dept. and Children's Service Society of Wisconsin to add a day care rate for the care of one specific child placed with CSSW for period of 1/1/10 - 12/31/10. Contract Amount: Rate x no. of approved clients.

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

Total Fiscal Impact & Source of Funds:

Signature

Date

So statement funds are available in ASD's 2010 budget

Reviewed by Purchasing for compliance:

Asst to Finance Director

Date

Jodi R Miller 11/19/10

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

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.

New Contract: or, 01-45 (10966,10460,10094,9592,9212,8685,8271,7872,7445) or, _____
 (check box if yes) Amendment to Contract # Addendum to Contract #

HUMAN SERVICES DEPARTMENT Sara Mooren 8431
 Originating Department Contact Person Phone

Contract with: COMMUNITY HEALTH SYSTEMS, Inc.
 (Name of entity)

Contract Period: Start Date 1/01/2001 Expiration Date 12/31/2010

Contract Amount: \$ 23,460 (0% from 2009)

Expenditure/ Revenue Account Numbers
 (provide 9-digit object codes)

36-3624-0000-62119

Executive Summary

Rock County Human Services Department contracts with Community Health Systems to provide clinic services and medical documentation services. The amount of the contract is not intended to cover the full cost of these services, but rather serves as a partial offset to operating costs. The intent is to provide services to the former General Relief population, which is primarily single adults without children, who are unable to obtain medical care through other established programs.

NEW **AMENDMENT TO:** 7445,7872,8271,8685, 9212,9592,10094,10460, **ADDENDUM TO:** _____
10966, 01-45 **NO.** SS631

ADMINISTRATION CONTRACT REVIEW Amendment to contract between Rock Co. Human Services Dept. and Community Health Systems, Inc. to extend contract for period of 1/1/01 - 12/31/10, for clinic services & medical documentation services. Contract Amount: \$23,460.00

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.
[Signature] 11/19/10
 Signature Date

Total Fiscal Impact & Source of Funds:
Sufficient funds are available in ASO's 2010 Budget
[Signature] 11-22-10
 Asst. Finance Director Date

Reviewed by Purchasing for compliance.
[Signature] 11/19/10

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

11/16

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.

New Contract 11-005 or, _____ or, _____
Amendment to Contract # Addendum to Contract #

Human Services Sara Mooren X8431
Originating Department Contact Person Phone

Contract with: Crossroads Counseling Center

Contract Period: Start Date: 01/01/11 Expiration Date: 12/31/11

Contract Amount: \$ Based upon the number of referrals, times the contracted rate.

Expenditure/ Revenue Account Numbers
(provide 9-digit object codes)

36-3692-0000-62119 IV Drug
36-3700-0000-62119 AODA Block Grant
36-3704-0000-62119 IDP

| Standard AODA Outpatient Rates: | | |
|---------------------------------|--------------|--------|
| Group Counseling | \$25 00/Hour | +25.0% |
| Individual Counseling | \$30 00/Hour | +20.0% |
| Urinalysis | \$10.00/Each | +0.0% |

Executive Summary:

Rock County Human Services Department's Annual Budgets include Federal, State, and IDP Program funds to purchase AODA treatment services. This provider is one of many providers available for eligible clients to choose from. AODA treatment services are provided within the limits of available Federal, State, and IDP revenues. Waiting lists are established if necessary.

Were Bids or Quotations Solicited? Yes No

NEW 11-005 AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS628

Contract between Rock Co. Human Services Dept. and Crossroads Counseling Center for AODA

Treatment Services for period of 1/1/11 - 12/31/11.

Contract Amount: Rate x no. of approved clients.

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

Total Fiscal Impact & Source of Funds:

[Signature] 11/19/10
Signature Date

Sufficient funds are available
in AODA 2011 Budget
[Signature] 11-22-10
Asst Finance Director Date

Reviewed by Purchasing for compliance:

[Signature] 11/19/10

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.

New Contract: or, 09-098(114), 115 or, _____
(check box if yes) Amendment to Contract # Addendum to Contract #

HUMAN SERVICES DEPARTMENT SARA MOOREN X8431
Originating Department Contact Person Phone

Contract with: ENERGY SERVICES, INC.
(Name of entity)

Contract Period: Start Date: 10/01/2009 Expiration Date 09/30/2010

Contract Amount: \$ 405,404 (Adding \$21,381 to WHEAP Client Services and \$38,067 to Public Benefits-Crisis)

Expenditure/ Revenue Account Numbers:
(provide 9-digit object codes)

- 36-3614-4028-62119 WHEAP Operations
- 36-3614-4029-62119 WHEAP Outreach
- 36-3614-4036-62119 WHEAP Public Benefits Operations
- 36-3614-4027-62119 WHEAP Client Services
- 36-3614-4037-62119 WHEAP Weatherization Operations
- 36-3614-4038-62119 WHEAP Public Benefits Crisis

Executive Summary:

The purpose of this amendment is to increase the WHEAP Client Services contract line to reflect an increase of \$59,448 in the corresponding State WHEAP contract. These funds are passed through in their entirety to Energy Services, Inc, our contracted service provider for this program. There are no county funds required.

NEW AMENDMENT TO: SS114, SS115 ADDENDUM TO: _____
09-098

ADMINISTRATION CONTRACT REVIEW NO. SS633

Amendment to contract between Rock Co. Human Services Dept. and Energy Services Inc. to increase WHEAP Client Services by \$21,381.00 and Public Benefits-Crisis by \$38,067.00 for period of 10/1/09 - 9/30/10. Contract Amount: \$405,404.00

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.
Julie A. Knight 11/29/10
Signature Date

Total Fiscal Impact & Source of Funds: Resolved
in process to amend 2010
budget for the contract
[Signature] 11/30/10
Finance Director Date

Reviewed by Purchasing for compliance:

RFP # 2008-49
Joel R. Mellis 11/29/10

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.

10-108

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

Human Services Department Sara Mooren x8431
Originating Department Contact Person Phone

Contract with: Energy Services, Inc.
(Name of entity)

Contract Period: Start Date: 10/01/2010 Expiration Date: 9/30/2011

Contract Amount: \$285,555

Expenditure/ Revenue Account Numbers: _____
(provide 9-digit object codes)

- 36-3614-4128-62119 WHEAP Operations
- 36-3614-4129-62119 WHEAP Outreach
- 36-3614-4136-62119 WHEAP Public Benefits Operations
- 36-3614-4127-62119 WHEAP Client Services
- 36-3614-4137-62119 WHEAP Weatherization Operations
- 36-3614-4138-62119 WHEAP Crisis Client Services

Executive Summary: This contract is for administration of the Wisconsin Home Energy Assistance Program (WHEAP). The program helps low income individuals meet their heating and energy needs through services that include, but are not limited to: emergency fuel assistance, counseling for energy conservation and energy budgets, pro-active co-payment plans, targeted outreach services, emergency furnace repair and replacement. The provider, Energy Services Inc., was selected by the Rock County Human Services Department (RCHSD) under RFP#2008-49. There are no county funds required.

NEW 10-108; AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS632

Contract between Rock Co. Human Services Dept. and Energy Services Inc. for administration of the Wisconsin Home Energy Assistance Program(WHEAP) for period of 10/1/10 - 9/30/11. Contract Amount: \$285,555.00

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.
[Signature] 11/29/10
Signature Date

Reviewed by Purchasing for compliance:
RFP#2008-49
And. R.M.D. 11/29/10

Total Fiscal Impact & Source of Funds:
Sufficient funds allocated
11/30/10 11/30/10
[Signature] Date
Finance Director

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.

New Contract (11-003) or, _____ or, _____
 (check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Sara Mooren 8431
 Originating Department Contact Person Phone

Contract with: First Congregational United Church of Christ
 (Name of entity)

Contract Period: Start Date 11/01/2010 Expiration Date: 12/31/2011

Contract Amount: \$490 per month

Expenditure/ Revenue Account Numbers:
 36-3646-0000-62119 JJS Other Contracted Services

Executive Summary

This is continuation of a space agreement allowing the Department to utilize rooms of a facility in downtown Janesville owned by First Congregational United Church of Christ as a community-based youth "one stop" resource and reporting center.

The purpose is to provide --within a convenient and inviting location-- effective and appropriate detention alternatives as well as service delivery and linkages aimed at helping youth successfully complete probation and / or lead healthy and crime-free lives. The services are specifically designed to reduce recidivism as well as positively impact the disproportionate number of minority youth in the juvenile justice system. Funding is included in the 2010 Adopted Budget and the 2011 Administrator's Recommended Budget

Were Bids or Quotations Solicited? Yes No

NEW 11-003, AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS623

Contract between Rock Co Human Services Dept. and First Congregational United Church of Christ for space usage agreement to utilize rooms in the First Congregational Church as a community-based Youth "One-Stop" resource and reporting center for period of 11/1/10 - 12/31/11.

Contract Amount: \$6,860.00 (\$490 per month)

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

Eugene R. Thomas 11/15/10
 Signature Date

Total Fiscal Impact & Source of Funds:
Sufficient funds are available
in ASOS 2010 & 2011 budgets.
 _____ 11/22/10
 Finance Director Date

Reviewed by Purchasing for compliance:
Jodi Miller 11/16/10

11/16

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.

10-107

New Contract or, _____ or, _____
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Sara Mooren x8431
Originating Department Contact Person Phone

Contract with: Patty Hammes, Patty
(Name of entity)

Contract Period: Start Date: 11/1/10 Expiration Date: 12/31/2010

Contract Amount: \$15,000

Expenditure/ Revenue Account Numbers: 36-3645-0000-64604 IV-E Incentive Funds
(provide 9-digit object codes)

Executive Summary: Patty Hammes will provide consultation and written recommendations related to Rock County processing and approving Child Protective Services assessments within the required 60-day timeframe. Funding is provided through IV-E Children and Family Incentive Funds allocated to Rock County.

NEW 10-107 AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS625

Contract between Rock Co. Human Services Dept. and Patty Hammes to provide consultation and written recommendations related to Rock Co. processing and approving Child Protective Services assessments within the required 60-day timeframe for period of 11/1/10 - 12/31/10

Contract Amount: \$15,000.00
Corporation Counsel has reviewed this Document and finds it to be proper, as to form.

Total Fiscal Impact & Source of Funds:
Sufficient funds are included in ASD's 2010 budget

Cecilia R. Duncan 11/18/20
Signature Date

Reviewed by Purchasing for compliance:
Jodi R. Miller 11/17/10

Asst. to [Signature] 11/22/10
Finance Director Date

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

11/16

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.

New Contract 11-006 or, _____ OR _____
Amendment to Contract # Addendum to Contract #

Human Services _____ Sara Mooren _____ X8431
Originating Department Contact Person Phone

Contract with: Janesville Psychiatric Clinic

Contract Period: Start Date: 01/01/11 Expiration Date: 12/31/11

Contract Amount: \$ Based upon the number of referrals, times the contracted rate.

Expenditure/ Revenue Account Numbers:
(provide 9-digit object codes)

36-3692-0000-62119 IV Drug
36-3700-0000-62119 AODA Block Grant
36-3704-0000-62119 IDP

| Standard AODA Outpatient Rates: | | |
|---------------------------------|--------------|--------|
| Group Counseling | \$25.00/Hour | +25.0% |
| Individual Counseling | \$30.00/Hour | +20.0% |
| Urinalysis | \$10.00/Each | +0.0% |

Executive Summary:

Rock County Human Services Department's Annual Budgets include Federal, State, and IDP Program funds to purchase AODA treatment services. This provider is one of many providers available for eligible clients to choose from. AODA treatment services are provided within the limits of available Federal, State, and IDP revenues. Waiting lists are established if necessary.

NEW 11-006 AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS629

Contract between Rock Co. Human Services Dept. and Janesville Psychiatric Clinic for AODA Treatment Services for period of 1/1/11 - 12/31/11.
Contract Amount: Rate x no. of approved clients.

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

Total Fiscal Impact & Source of Funds:

Henry S. Kuzich 11/19/10
Signature Date

Sufficient funds are available in AODA's 2011 budget

Reviewed by Purchasing for compliance.
Jodi A. Mullis 11/19/10

Asst. to Finance Director [Signature] 11-22-10
Date

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.

New Contract: 11-004 or, _____ or, _____
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services
Originating Department

Sara Mooren
Contact Person

X8431
Phone

Contract with: Meal Magic
(Name of entity)

Contract Period: Start Date: 1/1/2011 Expiration Date: 12/31/2012

Contract Amount: Rate x number of approved clients

Expenditure/ Revenue Account Numbers (provide 9-digit object codes):

- 36-3666-0000-64604 Long Term Support
- 36-3668-0000-64604 Community Options Program (COP)
- 36-3674-0000-64604 COP Waiver
- 36-3678-0000-64604 Community Integration Program (CIP-II)
- 36-3706-0000-64604 Community Support Program (CSP)

Executive Summary:

Rock County Human Services Department has developed contracts with several providers for supportive home care services. This is one of several providers from which Rock County clients may choose for such services.

NEW 11-004 AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW

NO. SS627

Contract between Rock Co. Human Services Dept. and Meal Magic for supportive home care services for period of 1/1/11 - 12/31/12.

Contract Amount: Rate x no. of approved clients.

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

Total Fiscal Impact & Source of Funds:

[Signature] 11/19/10
Signature Date

Sufficient funds are available in ASD's 2011 budget.

Reviewed by Purchasing for compliance.

[Signature] 11/22/10
Asst to Finance Director Date

[Signature] 11/19/10

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

11/12

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.

New Contract or, 10-054 or, _____
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Sara Mooren x8431
Originating Department Contact Person Phone

Contract with: YWCA of Rock County
(Name of entity)

Contract Period Start Date: 1/01/2010 Expiration Date: 12/31/2010

Contract Amount \$15,000

Expenditure/ Revenue Account Numbers: 36-3645-0000-64604 IV-E Incentive Funds
(provide 9-digit object codes)

Executive Summary: This amendment provides an additional \$5,000 in IV-E Children and Family Incentive funds through the existing contract with YWCA of Rock County. Funding will be used towards operation of the Domestic Abuse Shelter in Janesville. The amount of the contract is not intended to cover the full cost of the shelter, but rather is a partial offset to operating costs.

NEW AMENDMENT TO: SS272 10-054 ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS622

Contract between Rock Co. Human Services Dept. and YWCA of Rock County for additional funds of \$5000.00 in IV-E Children & Family Incentive Funds to be used for operation of Domestic Abuse Shelter in Janesville for period of 1/1/10 - 12/31/10. Contract Amount: \$15,000.00

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.
Eugene R. Numan 11/18/10
Signature Date

Total Fiscal Impact & Source of Funds:
Sufficient funds are available
in ASD's 2010 budget

Reviewed by Purchasing for compliance:
Jodi R. Millia 11/16/10

[Signature] 11/22/10
Finance Director Date

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

Encumbrance

2011

Rock County - Production

11/30/10

COMMITTEE APPROVAL REPORT

Page 1

| Account Number | Name | Yearly Prct Appropriation Spent | YTD Expenditure | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|------------------------------------|--------------------|--------------------|--------------------------------|---------------------|-------------------|------------|
| 3636020000-62119 | OTHER SERVICES | 37,362.00 | 7.2% | 0.00 | 2,701.00 | 34,661.00 | | |
| ENC 3636020000 | R1100097-PO# 01/01/11 -VN#037594 | | | | IRON MOUNTAIN RECORDS MANAGEME | | 2,254.00 | 2,254.00 |
| | CLOSING BALANCE | | | | | 32,407.00 | | |
| 3636020000-63101 | POSTAGE | 69,886.00 | 100.0% | 0.00 | 69,886.00 | 0.00 | | |
| ENC 3636020000 | R1100102-PO# 01/01/11 -VN#034793 | | | | PRO TECH MONITORING INC | | 45,443.00 | |
| ENC 3636020000 | R1100102-PO# 01/01/11 -VN#034793 | | | | PRO TECH MONITORING INC | | -45,443.00 | 0.00 |
| | CLOSING BALANCE | | | | | 0.00 | | |
| 3636040000-62119 | OTHER SERVICES | 135,776.00 | 0.0% | 0.00 | 0.00 | 135,776.00 | | |
| ENC 3636040000 | R1100096-PO# 01/01/11 -VN#023102 | | | | HEALTH NET OF JANESVILLE INC | | 57,867.00 | |
| ENC 3636040000 | R1100097-PO# 01/01/11 -VN#037594 | | | | IRON MOUNTAIN RECORDS MANAGEME | | 2,254.00 | |
| ENC 3636040000 | R1100097-PO# 01/01/11 -VN#037594 | | | | IRON MOUNTAIN RECORDS MANAGEME | | -2,254.00 | 57,867.00 |
| | CLOSING BALANCE | | | | | 77,909.00 | | |
| 3636340000-64604 | PROGRAM EXPENSE | 152,076.00 | 6.5% | 0.00 | 10,000.00 | 142,076.00 | | |
| ENC 3636340000 | R1100099-PO# 01/01/11 -VN#014330 | | | | MANPOWER INC | | 34,524.00 | |
| ENC 3636340000 | R1100107-PO# 01/01/11 -VN#035411 | | | | YWCA OF ROCK COUNTY | | 10,000.00 | 44,524.00 |
| | CLOSING BALANCE | | | | | 97,552.00 | | |
| 3636410000-64604 | PROGRAM EXPENSE | 273,414.00 | 0.0% | 0.00 | 0.00 | 273,414.00 | | |
| ENC 3636410000 | R1100106-PO# 01/01/11 -VN#041550 | | | | SCHOOL DISTRICT OF JANESVILLE | | 9,000.00 | |
| ENC 3636410000 | R1100106-PO# 01/01/11 -VN#041550 | | | | SCHOOL DISTRICT OF JANESVILLE | | -9,000.00 | |
| ENC 3636412570 | R1100106-PO# 01/01/11 -VN#041550 | | | | SCHOOL DISTRICT OF JANESVILLE | | 9,000.00 | 9,000.00 |
| | CLOSING BALANCE | | | | | 264,414.00 | | |
| 3636460000-62119 | OTHER SERVICES | 217,053.00 | 2.7% | 0.00 | 5,880.00 | 211,173.00 | | |
| ENC 3636460000 | R1100103-PO# 01/01/11 -VN#048434 | | | | RIVER OF LIFE UNITED METHODIST | | 5,880.00 | |
| ENC 3636460000 | R1100105-PO# 01/01/11 -VN#047496 | | | | RUNNING REBELS COMMUNITY ORGAN | | 154,718.00 | |
| ENC 3636460000 | R1100102-PO# 01/01/11 -VN#034793 | | | | PRO TECH MONITORING INC | | 45,443.00 | 206,041.00 |
| | CLOSING BALANCE | | | | | 5,132.00 | | |
| 3637300000-62119 | OTHER SERVICES | 72,787.00 | 0.0% | 0.00 | 0.00 | 72,787.00 | | |
| ENC 3637300000 | R1100098-PO# 01/01/11 -VN#020695 | | | | JANESVILLE WATER AND WASTEWATE | | 6,143.00 | |
| ENC 3637300000 | R1100098-PO# 01/01/11 -VN#020695 | | | | JANESVILLE WATER AND WASTEWATE | | -6,143.00 | 0.00 |
| | CLOSING BALANCE | | | | | 72,787.00 | | |
| 3637300000-62200 | UTILITIES | 99,543.00 | 93.8% | 0.00 | 93,400.00 | 6,143.00 | | |
| ENC 3637300000 | R1100098-PO# 01/01/11 -VN#020695 | | | | JANESVILLE WATER AND WASTEWATE | | 6,143.00 | 6,143.00 |
| | CLOSING BALANCE | | | | | 0.00 | | |

Encumbrance

roduction

11/30/10

COMMITTEE APPROVAL REPORT

Page 2

| at Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|-----------|------|-------------------------------------|--------------------|------------------|---------------------|-------------------|-------|
| | | JOB CENTER | PROG-TOTAL-PO | | | 325,829.00 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$325,829.00
INCURRED BY JOB CENTER 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.

HUMAN SERVICES

COMMITTEE APPROVES THE ABOVE COM-APPROVAL

DEPT-HEAD

DATE

CHAIR

Encumbrance

2011

Rock County - ~~Production~~

11/30/10

COMMITTEE APPROVAL REPORT

Page 1

| Account Number | Name | Yearly Prct Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|------------------------------------|--------------------|--------------------------------|---------------------|-------------------|------------|
| 3636020000-62119 | OTHER SERVICES | 37,362.00 6.0% | 0.00 | 2,254.00 | 35,108.00 | | |
| ENC 3636020000 | R1100081-PO# 01/01/11 -VN#043089 | | | EMDEON | | 2,701.00 | 2,701.00 |
| | | | | CLOSING BALANCE | 32,407.00 | | |
| 3636340000-64604 | PROGRAM EXPENSE | 152,076.00 29.2% | 0.00 | 44,524.00 | 107,552.00 | | |
| ENC 3636340000 | R1100082-PO# 01/01/11 -VN#040354 | | | FAMILY SERVICE ASSOCIATION | | 10,000.00 | 10,000.00 |
| | | | | CLOSING BALANCE | 97,552.00 | | |
| 3636460000-62119 | OTHER SERVICES | 217,053.00 94.9% | 0.00 | 206,041.00 | 11,012.00 | | |
| ENC 3636460000 | R1100094-PO# 01/01/11 -VN#046841 | | | FIRST CONGREGATIONAL UNITED CH | | 5,880.00 | 5,880.00 |
| | | | | CLOSING BALANCE | 5,132.00 | | |
| 3636640000-62105 | FOOD SERVICES | 77,654.00 0.0% | 0.00 | 0.00 | 77,654.00 | | |
| ENC 3636640000 | R1100073-PO# 01/01/11 -VN#039742 | | | ARAMARK CORRECTIONAL SERVICES | | 77,664.00 | |
| ENC 3636640000 | R1100073-PO# 01/01/11 -VN#039742 | | | ARAMARK CORRECTIONAL SERVICES | | -10.00 | 77,654.00 |
| | | | | CLOSING BALANCE | 0.00 | | |
| 3636640000-62119 | OTHER SERVICES | 17,640.00 0.0% | 0.00 | 0.00 | 17,640.00 | | |
| ENC 3636640000 | R1100076-PO# 01/01/11 -VN#043698 | | | CESA 2 | | 17,640.00 | 17,640.00 |
| | | | | CLOSING BALANCE | 0.00 | | |
| 3636640000-62163 | LAUNDRY | 14,253.00 0.0% | 0.00 | 0.00 | 14,253.00 | | |
| ENC 3636640000 | R1100070-PO# 01/01/11 -VN#010938 | | | ARAMARK UNIFORM SERVICES INC | | 14,253.00 | 14,253.00 |
| | | | | CLOSING BALANCE | 0.00 | | |
| 3637300000-62200 | UTILITIES | 99,543.00 6.1% | 0.00 | 6,143.00 | 93,400.00 | | |
| ENC 3637300000 | R1100061-PO# 01/01/11 -VN#017530 | | | ALLIANT ENERGY | | 93,400.00 | 93,400.00 |
| | | | | CLOSING BALANCE | 0.00 | | |
| 3637320000-62119 | OTHER SERVICES | 121,500.00 0.0% | 0.00 | 0.00 | 121,500.00 | | |
| ENC 3637320000 | R1100079-PO# 01/01/11 -VN#011922 | | | COMMUNITY ACTION INC OF ROCK & | | 121,500.00 | 121,500.00 |
| | | | | CLOSING BALANCE | 0.00 | | |

Encumbrance

11/30/10

COMMITTEE APPROVAL REPORT

Page 2

| Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|-------------------------------------|--------------------|------------------|---------------------|-------------------|-------|
| LOCAL MTC CCDF | PROG-TOTAL - PO | | | 343,028.00 | |

EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$343,028.00
FUNDED BY LOCALLY MATCHED CCDF. 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.
HUMAN SERVICES

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

DATE _____ CHAIR

Encumbrance

2011

Rock County - Production

11/30/10

COMMITTEE APPROVAL REPORT

Page 1

| Account Number | Name | Yearly Prct Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------------------------|----------------|------------------------------------|--------------------|--------------------------------|---------------------|-------------------|------------|
| 3636020000-63101 ENC 3636020000 | POSTAGE | 69,886.00 0.0% | 0.00 | 0.00 | 69,886.00 | 69,886.00 | 69,886.00 |
| | | R1100101-PO# 01/01/11 -VN#043740 | | PITNEY BOWES INC | | | |
| | | | | CLOSING BALANCE | 0.00 | | |
| 3636960000-62119 ENC 3636960000 | OTHER SERVICES | 306,435.00 0.0% | 0.00 | 0.00 | 306,435.00 | 306,435.00 | 306,435.00 |
| | | R1100104-PO# 01/01/11 -VN#015793 | | ROCK VALLEY COMMUNITY PROGRAMS | | | |
| | | | | CLOSING BALANCE | 0.00 | | |
| 3637300000-62400 ENC 3637300000 | R & M SERV | 71,519.00 0.0% | 0.00 | 0.00 | 71,519.00 | 40,217.00 | 40,217.00 |
| | | R1100100-PO# 01/01/11 -VN#037639 | | MPI JANESVILLE INC | | | |
| | | | | CLOSING BALANCE | 31,302.00 | | |
| 3637300000-65321 ENC 3637300000 | BLDG/OFC LEASE | 269,384.00 0.0% | 0.00 | 0.00 | 269,384.00 | 269,384.00 | 269,384.00 |
| | | R1100100-PO# 01/01/11 -VN#037639 | | MPI JANESVILLE INC | | | |
| | | | | CLOSING BALANCE | 0.00 | | |
| | JOB CENTER | | PROG-TOTAL -PO | | | 685,922.00 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$685,922.00 INCURRED BY JOB CENTER. 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

HUMAN SERVICES COMMITTEE APPROVES THE ABOVE. COM. APPROVAL _____ DEPT-HEAD

DATE _____ CHAIR

PURCHASE ORDER NUMBER P1000273 PEID 012511

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and send to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DEPARTMENT Human Services
COMMITTEE Human Services
VENDOR NAME Energy Services
ACCOUNT NUMBER 36-3614-0000-62119
FUNDS DESCRIPTION Other Contract Services
AMOUNT OF INCREASE \$ 60,000⁰⁰
INCREASE FROM \$ 349,849⁰⁰ TO \$ 409,849⁰⁰
ACCOUNT BALANCE AVAILABLE \$ 60,000 pending approval of resolution
REASON FOR AMENDMENT additional WI Home
Energy assistance 11/29/10
[Signature]

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
(if over \$10,000) Chair _____ Date _____

COUNTY BOARD _____
(if over \$10,000) Resolution # _____ Adoption Date _____

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

**ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
WEDNESDAY, DECEMBER 8, 2010**

HSD MANAGEMENT TEAM MEETING – November 23, 2010

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Non-Work Related County Disk Space Usage**
- **Travel Voucher 60 Day Deadline**
- **Work-Weeks/Flex Time Policy**
- **Rules, Regulations, Policies, Procedure Changes**
- **Change in Management Team Format**
- **HSD Video Conferencing Policy**
- **2489 Union Contract**
- **Dress Code**

INFORMATION ITEMS

- **HSD Board Agenda**

MEETING WRAP-UP

HSD MANAGEMENT TEAM MEETING – November 30, 2010

Meeting cancelled.
