



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, March 24, 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 March 10, 2010 *
4. Citizen Participation
5. Resolution Recognizing Administrative Professionals Day * – Ms. Farmer
6. Resolution Recognizing Economic Support and Wisconsin Works Staff * – Ms. Sutton
7. Discussion of Juvenile Justice Report – Mr. Witt
8. Approval of Contracts, Transfers, and/or Encumbrances – Ms. Schultz
9. Approval of Bills – Ms. Schultz
10. Director's Report *
 - W2 / ES Caseload
 - Follow up on Specialized Populations Possibly Needing Nursing Home Care
11. Committee Requests for Future Agenda Items
12. Next Meeting: Wednesday, April 14, 2010 at **4:30 p.m.** at the **Rock County Health Care Center**, 3rd Floor Conference Room, Janesville, Wisconsin.
13. 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
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve
INITIATED BY



Jody Farmer
DRAFTED BY

Human Services Board
SUBMITTED BY

February 2, 2010
DATE DRAFTED

TITLE

RECOGNIZING ADMINISTRATIVE SUPPORT STAFF

- 1 **WHEREAS**, April 18-24, 2010 is observed as Administrative Professionals Week and April 21, 2010 is
- 2 declared Administrative Professionals Day; and,
- 3
- 4 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wish to commend
- 5 the Administrative Professionals and Paraprofessionals in the Rock County Human Services Department for their
- 6 excellence in administering services to the citizens of Rock County; and,
- 7
- 8 **WHEREAS**, the Human Services Department has a great number of administrative professionals and
- 9 paraprofessionals in the Administrative Services, Accounting, Record and Quality Management and Economic
- 10 Support Services Divisions serving in a wide variety of positions and assisting every Rock County Human
- 11 Services program area; and,
- 12
- 13 **WHEREAS**, the Accountant, Account Clerk, Administrative Assistant, Application Support Specialist, Clerk,
- 14 Clerk-Typist, Data Processing Operator, Information Processing Operator, Job Center Support Specialist, Legal
- 15 Stenographer, Medical Record Technician, Release of Information Coordinator, Secretary, and Word Processing
- 16 Operator perform a wide variety of duties which include, but are not limited to, taking meeting minutes,
- 17 transcribing reports, managing records, setting up data bases, supporting applications, entering data, producing
- 18 statistics, completing mandated state reports, issuing statements, paying bills, greeting visitors, answering
- 19 telephones, inventorying forms, supplies and equipment, troubleshooting equipment problems, scheduling
- 20 therapy appointments, collecting information, writing reports, and covering many other administrative functions
- 21 for the Human Services Department.
- 22
- 23 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this
- 24 ____ of April, 2010 commends all Rock County Human Services Administrative Professionals for their diligent
- 25 efforts which make possible the delivery of services to the citizens of Rock County
- 26
- 27 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 28 resolution to the Rock County Human Services Department.

10-3B-528

Respectfully Submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

William Grahn

Sally Jean Weaver-Landers, Vice-Chair

Susan Masterson

Jennifer Bishop

Minnie Murry

Terry Thomas

Phillip Owens

Marvin Wopat

RESOLUTION NO _____

AGENDA NO _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve
INITIATED BY



Cindy Sutton
DRAFTED BY

Human Service Board
SUBMITTED BY

February 17, 2010
DATE DRAFTED

TITLE

RECOGNIZING ECONOMIC SUPPORT AND WISCONSIN WORKS STAFF

1 **WHEREAS**, Economic Support and Wisconsin Works (W-2) staff administer difficult, complex, and ever-
2 changing public assistance programs to the citizens of Rock County; and,
3
4 **WHEREAS**, these staff successfully manage extremely high caseloads, determine eligibility and consistently
5 deliver timely and accurate benefits and payments based on various entitlement and non-entitlement programs.
6 Customer contacts are made in a courteous, professional manner and staff continue to maintain a high quality of
7 customer service even during times of increasing caseloads, economic issues and additional State quality
8 assurance mandates. Due to the economic crisis, caseloads are higher than they have been in the past and yet ES
9 staff have managed to maintain a 100% FoodShare payment accuracy rate over the past year. ES staff meet with
10 families in crisis every day. In addition to providing services that this agency offers, staff work collaboratively
11 with other community organizations to provide these families with resources they need to resolve emergency
12 needs as well; and,
13
14 **WHEREAS**, these staff work with individuals and families to help provide essential human services, especially
15 for those who are least able to help themselves. Through the conscientious efforts of these staff, more children in
16 our community have medical coverage and a healthier future; and,
17
18 **WHEREAS**, Economic Support and Wisconsin Works Staff play a major role in promoting self-sufficiency, and
19 work toward relieving the effects of poverty and improving the quality of life for residents of Rock County; and,
20
21 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
22 recognize Economic Support and Wisconsin Work staff for their overall performance and dedicated service to
23 the citizens of Rock County.
24
25 **NOW THEREFORE BE IT RESOLVED** that the Rock County Board of Supervisors, duly assembled this
26 day of _____, 2010, does hereby recognize the Economic Support and Wisconsin Works Staff for
27 their dedication and excellence in the work they do; and,
28
29 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish a copy of this
30 resolution to all Economic Support and Wisconsin Works Staff

Respectfully Submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Susan Masterson

Sally Jean Weaver-Landers, Vice Chair

Minnie Murry

Jennifer Bishop

Phillip Owens

Terry Thomas

Marvin Wopat

William Grahn

**ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
WEDNESDAY, MARCH 24, 2010**

HSD MANAGEMENT TEAM MEETING – March 9, 2010

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **IT Dept: After Hours Emergency Contacts**
- **Standard Location for Division Manuals**
- **Human Services Trust Account - Donations**
- **Confidentiality Agreement w/in HSD**
- **Childcare Cert/Recert Fee**
- **Bus Tokens for Disabled**
- **CARES Queries**
- **Ethics and Boundaries Training**
- **Job Center Walkers**
- **Motivational Speaker**
- **HIPAA Privacy Officer Designation**
- **Rock County Employee Recognition Event**
- **Report on Lobby Day at Capitol**
- **2009 Annual Report**

INFORMATION ITEMS

- **HSD Board Agenda**

MEETING WRAP-UP

HSD MANAGEMENT TEAM MEETING – March 16, 2010

Meeting cancelled.
