

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, November 11, 2015 – 4:30 p.m.

Rock Valley Community Programs, Main Conference Room, 203 W. Sunny Lane Rd., Janesville

AGENDA

- 1. Call Meeting to Order
- 2. Approval of Agenda
- Location Change 3. Approval of Minutes of Human Services Board Meeting of October 28, 2015 *
- 4. Citizen Participation
- 5. Submission of Committee Requests
- 6. Approval of Contracts, Transfers, and/or Encumbrances Ms. Mooren
- 7. Approval of Bills * Mr. Zuehlke
- 8. Report on Client Data and Worker Demographics in the CYF Division Mr. Singer, Mr. Horozewski
- 9. Resolution Awarding Contract to Potter Lawson for Design Services to Remove Wall in the Youth Services Center and Amending the 2015 Human Services Department Budget - Mr. Boutwell (Will be provided at the meeting.)
- 10. Director's Report *
- 11. Tour of Rock Valley Facility will be joined by Public Safety & Justice Committee
- 12. Next Meeting: Monday, November 23, 2015 at 4:30 p.m. at the Rock County Health Care Center, 3rd Floor Conference Room, in Janesville, Wisconsin.*****Note Monday meeting*****
- 13. Adjourn

05851101

Rock County HSD

COMMITTEE APPROVAL REPORT

11/03/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
36-3634-0000-64604 36-3634-1803	PROGRAM EXPENSE	1	1/02/2015	ROCK COUNTY HUMA	AN SERVICES DEP	(42.35)
CPS	Budget 179,748.00		O Exp 609.67	YTD Enc 3,559.48	Pending (42,35)	Closing Balance 45,421.20
36-3689-0000-64604 36-3689-5036	PROGRAM EXPENSE	1	1/02/2015	ROCK COUNTY HUMA	AN SERVICES DEP	90.00
CRISIS	Budget 421,300.00	YTE 202,3	Exp 31,59	YTD Enc 3,624.37	Pending 90.00	Closing Balance 215,254.04
36-3706-0000-64604 36-3706-1206	PROGRAM EXPENSE	1	1/02/2015	ROCK COUNTY HUMA	N SERVICES DEP	211.00
CSP	Budget 755,674.00	YTL 602,0	Exp 15.82	YTD Enc 0.00	Pending 211.00	Closing Balance 153,447.18

I have examined the preceding bills and encumbrances in the total amount of \$258.65

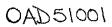
Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.

B. Bills under \$10,000 to be paid.

Date:	Dept Head
	Committee Chair

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.



Rock County HSD

COMMITTEE APPROVAL REPORT

11/03/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
36-3700-0000-62119 36-3700-1331	OTHER SERVICES	P1500549	10/30/2015	JANESVILLE PSYCHIAT	RIC CLINIC	2,980.00
AODA BLOCK GRANT	Budget 401,663.00		YTD Exp 58,162.54	YTD Enc 5,995.00	Pending 2,980.00	Closing Balanc 134,525.4
I have examined the particle Claims covering the it. A. Bills and encumbra B. Bills under \$10,000 C. Encumbrances und	tems are proper and ances over \$10,000 r) to be paid.	have been eferred to	previously fun the Finance Co	ded. These items are to ommittee and County Bo	be treated as follo	ows.
Date:		De	ept Head		THE STATE OF THE S	
		Committ	ee Chair			

COMMITTEE APPROVAL REPORT

11/04/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	···	Inv/Enc Amt
36-3602-0000-62119	OTHER SERVICES					
36-3602-0000		P1500670	10/08/2015	OFFICE PRO INC		98.20
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
OVERHEAD	32,037.00		14,984.62	765.70	98.20	16,188.48
36-3602-0000-62400	R & M SERV					
36-3602-0000		P1500569	10/10/2015	PITNEY BOWES INC		509.97
36-3602-0000		P1503479	10/09/2015	JANESVILLE PLUMBING LLC	0	270.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
OVERHEAD	21,415.00	~	11,143.22	0.00	7 79.97	9,491.81
36-3603-0000-64605	NON-REIMB EXP			· · · · · · · · · · · · · · · · · · ·		
36-3603-0000		P1503152	10/13/2015	AMERICAN AWARDS AND F	ROMOTIONS	34.95
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
SPECIAL HSD	6,500.00		2,093.34	34.95	34.95	4,336.76
36-3603-0000-64908	CONTRIBUTIONS					
36-3603-3009			10/20/2015	BOROWSKI, CHESTER		70.63
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
SPECIAL HSD	8,000.00		7,260,52	0.00	70.63	668,85
36-3634-0000-62119	OTHER SERVICES				V 7777778 TWO TO THE THE TO TH	
36-3634-5015		P1500566	08/31/2015	ORION FAMILY SERVICES		2,125.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
CPS	259,990.00		223,472,41	7,800.00	2,125.00	26,592.59
36-3634-0000-62176	LABORATORY					
36-3634-0000	!	P1500572	10/19/2015	REDWOOD BIOTECH		329.09
36-3634-0000		21500574	09/30/2015	REDWOOD TOXICOLOGY LA	ABORATORY	1,778.06
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
CPS	13,500.00	**************************************	14,956,33	0.00	2,107.15	(3,563.48)
36-3634-0000-62503	INTERPRETER FEES				,	
36-3634-0000	F	P1500641	10/26/2015	SWITS LTD		721.25
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
CPS	25,500.00		22,831.25	0.00	721.25	1,947.50
36-3634-0000-63300	TRAVEL					107
36-3634-0000			10/12/2015	BARDEN,MOLLIE		6.90
36-3634-0000			10/12/2015	RUCHTI,JAMIE		152.03
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
CPS	185,000.00	•	174,505.71	0.00	158,93	10,335.36
36-3634-0000-64604	PROGRAM EXPENSE					
36-3634-1395	F	1503465	10/30/2016	HOARD,LISA		80.00
36-3634-1731	F	1503458	10/18/2015	MANPOWER GROUP US INC		2,686.97
36-3634-1803	F	1503461	10/29/2015	KWIK TRIP STORES		400.00
36-3634-1822		1503460	10/29/2015	SCHWARTZ,DANA RAE JESS		80.00
36-3634-5000		1500587	10/01/2015	WISCONSIN DEPARTMENT O	OF JUSTIC	89.50
COMMITTEE: SS - HUMA	AN SERVICES					Page: 1

Page: 1

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
CPS	Budget 179,748.00		YTD Exp 130,767,32	YTD Enc 487.51	Pending 3,336,47	Closing Balance 45,176.70
36-3636-0000-64604	PROGRAM EXPENSE					
36-3636-1699	F	P1503447	10/13/2015	BLACKHAWK TECHNICA	L COLLEGE	28.23
INDEPEND LIVING	Budget 8,150.00	Pot Andrews Company Comments	YTD Exp 3,632.45	YTD Enc 0.00	Pending 28.23	Closing Balance 4,489.32
36-3637-0000-62119 36-3637-2015	OTHER SERVICES F	² 1503464	10/20/2015	ROCK WALWORTH COM	PREHENSIVE FA	2,167.00 Transtream
HOME VISITATION	Budget 210,924.00		YTD Exp 216,967.49	YTD Enc 666.00	Pending 2,167.00	Closing Balance (8,876,49)
36-3646-0000-62119 36-3646-5015	OTHER SERVICES	°1503476	10/26/2015	HOPE CHILD AND FAMIL	Y COUNSELI	900,00
JUVENILE JUSTICE	Budget 185,613.00		YTD Exp 166,061,95	YTD Enc 13,491.40	Pending 900.00	Closing Balance 5,159,65
36-3646-0000-62176 36-3646-0000 36-3646-0000		1500572 1500574	10/19/2015 09/30/2015	REDWOOD BIOTECH REDWOOD TOXICOLOGY	LABORATORY	51.62 103.91
JUVENILE JUSTICE	Budget 2,500.00		YTD Exp 2,346.23	YTD Enc 0.00	Pending 155.53	Closing Balance (1.76)
36-3646-0000-64604 36-3646-0000 36-3646-5017	PROGRAM EXPENSE	1500557	10/22/2015 10/19/2015	SULLIVAN,SIMON MENARDS	Winth	31.64 40.31
JUVENILE JUSTICE	Budget 12,245.00		YTD Exp 4,828.35	YTD Enc 176.45	Pending 71.95	Closing Balance 7,168.25
36-3655-0000-64604 36-3655-0000	PROGRAM EXPENSE P	1500587	10/01/2015	WISCONSIN DEPARTMEN	T OF JUSTIC	280.00
KINSHIP CARE	Budget 2,000.00		YTD Exp 1,485.00	YTD Enc 0.00	Pending 280.00	Closing Balance 235.00
36-3664-0000-63400 36-3664-0000	OPERATING SUPPLI	1500633	10/14/2015	DE VERE COMPANY INC		243.17
YOUTH SERVICES	Budget 44,734.00		YTD Exp 30,258.36	YTD Enc 407.91	Pending 243.17	Closing Balance 13,824.56
36-3683-0000-64604 36-3683-0000	PROGRAM EXPENSE		10/29/2015	STREHLOW,AMBER		42.19
ADRC	Budget 30,000,00		YTD Exp 18,861.47	YTD Enc 140.15	Pending 42.19	Closing Balance 10,956.19
36-3689-0000-64604 36-3689-0002 36-3689-0002		1500552 1502409	09/25/2015 10/14/2015	LANNON STONE MOTEL MOTEL 6		186,00 582,85
COMMITTEE: SS - HUMA	AN SERVICES					Page: 2

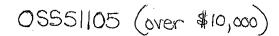
pase 408

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
36-3689-0004 36-3689-1226		21500551 21503459		KEALEY PHARMACY HEARTWARMING HOUSE		613.30 3,624,37
CRISIS	Budget 421,300.00		YTD Exp 202,421.59	YTD Enc 0.00	Pending 5,006.52	Closing Balance 213,871.89
36-3690-0000-62503 36-3690-0000	INTERPRETER FEES	1500530	10/15/2015	GONZALEZ,BELEM		855.00
OUTPATIENT SER	Budget 11,000.00		YTD Exp 4,053.91	YTD Enc 0.00	Pending 855.00	Closing Balance 6,091.09
36-3691-0000-64604 36-3691-0000	PROGRAM EXPENSE	1500587	10/01/2015	WISCONSIN DEPARTMEN	T OF JUSTIC	20.00
CLTS	Budget 1,541,921.00		YTD Exp 46,594.46	YTD Enc 802.05	Pending 20.00	Closing Balance 1,494,504.49
36-3696-0000-62176 36-3696-0000 36-3696-0000		1500572 1500574	10/07/2015 09/30/2015	REDWOOD BIOTECH REDWOOD TOXICOLOGY	LABORATORY	746.14 104.42
TAP	Budget 24,000.00		YTD Exp 8,440.46	YTD Enc 0.00	Pending 850.56	Closing Balance 14,708.98
36-3702-0000-62176 36-3702-0000 36-3702-0000		1500572 1500574	10/07/2015 09/30/2015	REDWOOD BIOTECH REDWOOD TOXICOLOGY	LABORATORY	2,194.58 307.14
DRUG COURT	Budget 64,000.00		YTD Exp 25,825.06	YTD Enc 0.00	Pending 2,501.72	Closing Balance 35,673.22
36-3702-0000-65321 36-3702-0000		1503238	11/01/2015	CAMPBELL PROPERTIES		2,300.00
DRUG COURT	Budget 21,000.00		YTD Exp 23,890.00	YTD Enc 0.00	Pending 2,300.00	Closing Balance (5,190.00)
36-3704-0000-62176 36-3704-0000 36-3704-0000		1500572 1500574	10/07/2015 09/30/2015	REDWOOD BIOTECH REDWOOD TOXICOLOGY I	LABORATORY	1,448.42 202.71
IDP	Budget 40,000.00		YTD Exp 16,384.49	YTD Enc 0.00	Pending 1,651.13	Closing Balance 21,964.38
6-3705-0000-64604 36-3705-0000	PROGRAM EXPENSE	1503457	10/02/2015	BOARD OF REGENTS OF T	HE UNIV O	321.60
JJ AODA	Budget 11,134.00		YTD Exp 6,202.24	YTD Enc 0.00	Pending 321,60	Closing Balance 4,610.16

COMMITTEE APPROVAL REPORT

11/04/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	inv/Enc Amt
Claims covering the A. Bills and encumb B. Bills under \$10,00	rances over \$10,000	have been referred to	previously fun the Finance Co	ded. These items are to be to pmmittee and County Board.	reated as follows;
Date:		De	ept Head		
		Committ	ee Chair		



Rock County HSD

COMMITTEE APPROVAL REPORT

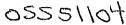
11/04/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
36-3689-0000-62119	OTHER SERVICES					
36-3689-0000		P1503477	10/28/2015	MARSH COUNTY HEA	LTH ALLIANCE	14,340.50
CRISIS	Budget 1,626,011.00		YTD Exp 11,198,63	YTD Enc 491,472.36	Pending 14,340.50	Closing Balance 308,999.51

I have examined the preceding bills and encumbrances in the total amount of \$14,340.50
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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date:	Dept Head	
	Committee Claste	
	Committee Chair	



Rock County HSD

COMMITTEE APPROVAL REPORT

11/03/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
36-3634-0000-64604	PROGRAM EXPENSE					, , , , , , , , , , , , , , , , , , ,
36-3634-1724			11/03/2015	RYNES,KAREN		300.00
36-3634-1724			11/03/2015	LUBKE, KATIE J		150.00
36-3634-1724			11/03/2015	VETTER, JOAN		250.00
36-3634-1803			09/22/2015	CRADLES TO CRAYON	NS EARLY LEARN	718,85
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
CPS	179,748.00		129,348.47	6,018.12	1,418.85	42,962.56

I have examined the preceding bills and encumbrances in the total amount of \$1,418.85

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 Finance Committee and County Board.

B. Bills under \$10,000 to be paid.

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date:	Dept Head
	Committee Chair

ROCK COUNTY HUMAN SERVICES DEPARTMENT DIRECTOR'S REPORT

Wednesday, November 11, 2015

HSD MANAGEMENT TEAM MEETING - November 3, 2015

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- Budget
- Workgroup Updates
- · Praise and Recognition
- Internal Posting Issues Follow Up
- Family Care
- Slips and Falls
- Student Intern Placements Policy 0107
- Mileage Sheet
- Remind Supervisors not to attach Info on Timesheets

INFORMATION ITEMS

HSD Board Agenda