



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, February 23, 2011 – 4:30 p.m.

*******113 S. Franklin Street – Conference Room, Janesville*******

AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of February 9, 2011 *
4. Citizen Participation
5. Report on Franklin Street Relocation and Programs – Ms. Zakarias and Mr. Hubbard
6. Update on Juvenile Justice – Mr. Horozewski
7. Resolution to Authorize Appeal For Exemption From Certain State Mandates * – Mr. Boutwell
8. Approval of Contracts, Transfers, and/or Encumbrances * – Ms. Mooren
9. Approval of Bills – Mr. Zuehlke
10. Director's Report
 - W2 / ES Caseload
11. Committee Requests for Future Agenda Items
12. Next Meeting: Wednesday, March 9, 2011 at 4:30 p.m. at the Rock County Health Care Center, 1st Floor, HCC Classroom, Janesville, Wisconsin.
13. Adjourn

***Please Note
Location Change***

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

Human Services Board
SUBMITTED BY



Phil Boutwell, HSD Deputy Director
DRAFTED BY

February 9, 2011
DATE DRAFTED

AUTHORIZING APPEAL FOR EXEMPTION FROM CERTAIN STATE MANDATES
(Purchase of Service Contract Financial Reports and Audits)

- 1 WHEREAS, the State of Wisconsin mandates that the Human Services Department must obtain an
- 2 annual financial and compliance audit from each purchase of service contract vendor that is paid \$25,000
- 3 or more in a year; and,
- 4
- 5 WHEREAS, the State of Wisconsin permits vendors to include the cost of an annual audit in the rate for
- 6 services that is charged to the county; and,
- 7
- 8 WHEREAS, the Human Services Board presently contracts with 15 vendors that are paid between
- 9 \$25,000 and \$75,000 per year and must pay approximately \$120,000 for mandated audits; and,
- 10
- 11 WHEREAS, the Human Services Board believes that the funds presently expended on audits for these
- 12 vendors would be better spent in providing services to the public and that the Human Services
- 13 Department is able to adequately monitor the financial performance of purchases of service vendors
- 14 without the mandated audits.
- 15
- 16 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled
- 17 this _____ day of _____, 2011 authorizes the Human Services Director to file an appeal with the
- 18 Department of Revenue under Wis. Stat. § 66.0143 requesting a waiver from any state mandate for annual
- 19 financial reporting and auditing requirements imposed under Wis. Stat. § 46.036 with respect to purchase
- 20 of services contracts through the Human Services Department that are \$75,000 or less, with the
- 21 understanding that the Human Services Department will retain the right to request audits or obtain
- 22 alternate forms of financial documentation from vendors.

Respectfully submitted,

Human Services Board

Brian Knudson, Chair

Phillip Owens

Jennifer Bishop, Vice Chair

Terry Thomas

Robert Fizzell

Sally Jean Weaver-Landers

Kathy Kelm

Marvin Wopat

Minnie Murray

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair

FISCAL NOTE:

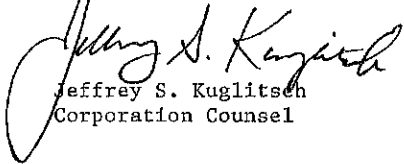
This resolution authorizes Human Services to request an increase in the mandated audit threshold for purchase of service vendors, thereby potentially allowing more funding to be used for providing services.



Sherry Oja
Senior Accountant/Assistant to the Finance Director

LEGAL NOTE:

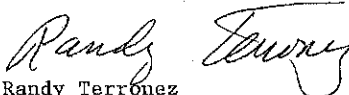
The County Board is authorized to take this action pursuant to sec.'s, 46.036, 59.01 and 66.0143, Wis. Stats.



Jeffrey S. Kuglitsen
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Randy Terróñez
Acting County Administrator

State of Wisconsin
 Department of Revenue
 Local Appeals for Exemption from State Mandates Criteria
In accordance with Wisconsin Statutes 66.0143

Co-Mun Code 053	Contact Person Charmian Klyve	Title Human Services Director	Phone (608) 757-5271
<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> County		Municipality County	County ROCK

The Wisconsin Department of Revenue (DOR) will use the following general criteria in evaluating s. 66.0143 Local appeals for exemption from state mandates. DOR will request additional information from political subdivisions, as needed, to make informed decisions regarding unique circumstances and individual situations in which informational needs cannot be fully anticipated in advance.

Please arrange and submit the information regarding each request in the order prescribed below:

1. State law (statute reference) state mandate waiver request refers to: 46.036(4)(c) and 46.036(5m)(f)

2. Provide a description of the reason for the waiver request. (Use additional sheets, if needed.)
 Cost to perform a certified audit as a percentage of the contract amount is unreasonable. Safeguards are in place to monitor the expenditures without having to have an official audit.

3. Describe how the waiver will enhance the efficiency and effectiveness of municipal or county operations.
 Reviewing official audits that are submitted to the agency take time to review. Contracts for \$75,000 or less can be reviewed in-house through financial records and the client database more efficiently.

4. What effects, if any, will the requested waiver have on programs or services offered by other municipalities or counties?
 No program or service will be affected. If anything, the money saved by waiving the audit requirements for contracts under \$75,000 could be used to increase program services to county residents.

5. State the reason why this waiver is not related to health or safety.
 An audit is an administrative function, which is used to protect public funds and determines compliance with various rules and regulations. It, in-it-self provides no health or safety measures. With respect to compliance, our HSD staff will monitor this.

6. Description of alternative actions if the waiver is not granted.
 None

7. Financial Impact:

Year-by-year Projection of Annual Savings (Including any capital costs required and how allocated):

Year 1 \$ <u>120,000</u>	Year 2 \$ <u>120,000</u>	Year 3 \$ <u>120,000</u>	Year 4 \$ <u>120,000</u>
Estimated 4-year cumulative budgeted program or service savings expected if waiver is granted			\$ <u>480,000</u>
Total actual expenditures incurred in the past year for the program or service to be waived . . .			\$ <u>120,000</u>
Total current year budgeted expenditures for the program or service to be waived			\$ <u>120,000</u>
Total combined tax levy and non levy (all sources) current year budget expenditures			\$ <u>54,034,578</u>

8. The following attachments must be included with the waiver request in the following order (see criteria instructions for how to submit attachments):

- Copy of specific resolution/ordinance (signed by Head of Government and from the governing body (board or council)) requesting a waiver or authorizing the head of government to request a waiver from any state mandate.
- Attached formal attestation from the Governing Body or Executive that the waiver is not related to health or safety.
- Record of public hearing, including any adverse impact on public services offered by other municipalities or counties.
- Name individuals, businesses, organizations, or other entities that have expressed support or opposition to the proposed waiver, if any. (Include both formal appearances before your governmental unit and other venues, such as newspaper editorials, letters to the editor, etc., if possible.)

Executive Summary

The Human Services Department requests the County Board make a waiver appeal. At present, 36 Wisconsin counties have made appeals for relief from section 46.036 of the Statutes that requires audits for purchase of service contracts. All of the appeal requests have been granted by the Department of Revenue.

The attached resolution makes an appeal to raise the threshold dollar amount for the Human Services Department requirement for certified financial audits. Under current law, vendors with contracts greater than \$25,000 are required to provide the Human Services Department with financial audits. The waiver appeal requests the minimum amount for audit requirements be raised to \$75,000.

The Human Services Department staff believes the current threshold level of \$25,000 is too low. The requirement drives up service cost because audits are expensive with respect to the dollar amount of the contracts. The Department believes that money spent on audits could be better spent on services. Furthermore, the staff can adequately monitor the financial performance of the smaller service contracts without the need for an annual financial audit. If the waiver is approved, the Department reserves the right to request audits or financial documentation from its vendors with service contracts less than \$75,000.

Rock County, Wisconsin



Rock County Board
51 South Main Street
Janesville, Wisconsin 53545
Phone: 608/757-5510
Web Site: www.co.rock.wi.us

The Rock County Board of Supervisors passed a Resolution on March 10, 2011 authorizing an appeal to the Wisconsin Department of Revenue for an exemption from certain state mandates. The Resolution requests a waiver of audit thresholds under Wis. Stat. 46.036. I hereby attest that the appeal made by the Rock County Board does not relate to health or safety.

J. Russell Podzilni
Rock County Board Chair

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: or, 10-062 ⁵⁵³⁷³ or, _____
 (check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Sara Mooren x8431
 Originating Department Contact Person Phone

Contract with: Cooperative Educational Service Agency #2
 (Name of entity)

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

Contract Amount: \$17,868

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

Executive Summary: This amendment increases the original contract amount by \$1,675 for additional allowable 2010 expenditures. This contract provides an educational liaison to the Juvenile Detention Center for up to 19.5 hours per week. The primary role of this liaison is to assist the teaching and program staff at the Juvenile Detention Center to provide a direct link with schools and the districts in Rock County that have juveniles residing at the Juvenile Detention Center, to receive and transfer all school materials to and from the juveniles home school in their district, to meet with "home school" teachers, counselors, principals, and other school staff to give feedback on the juveniles progress while at the Juvenile Detention Center, to implement and provide an multi week summer school program at the Juvenile Detention Center, and to assist Juvenile Detention Center staff in the facilitation of groups.

NEW AMENDMENT TO: 10-062 ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. 55900

Amendment to contract between Rock Co. Human Services Dept. and Cooperative Educational Service Agency #2 to increase original contract by \$1,675.00 for additional allowable 2010 expenditures for period of 1/1/10 - 12/31/10. New Contract Amount: \$17,868.00

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.
Jerome O'Sung 2/9/11
 Signature Date

Total Fiscal Impact & Source of Funds:
Self-funded from General Fund
2010's 2010 Budget
[Signature] 2/9/11
 Finance Director Date

Reviewed by Purchasing for compliance:
[Signature] 2/9/11

ENCUMBRANCE

Rock County - Production

02/09/11

COMMITTEE APPROVAL REPORT

Page :

Account Number	Name	Yearly Prct Appropriation Spent	Yearly Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Tota
3636900000-65321	BLDG/OFC LEASE	157,198.00	0.0%	0.00	0.00	157,198.00		
ENC 3636900000	R1101322-PO# 02/09/11 -VN#050321				SARA INVESTMENT REAL ESTATE LL		20,909.00	20,909.00
	CLOSING BALANCE					136,289.00		
3637060000-65321	BLDG/OFC LEASE	78,809.00	0.0%	0.00	0.00	78,809.00		
ENC 3637060000	R1101322-PO# 02/09/11 -VN#050321				SARA INVESTMENT REAL ESTATE LL		42,451.00	42,451.00
	CLOSING BALANCE					36,358.00		
	CSP				PROG-TOTAL-PO		63,360.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$63,360.00 INCURRED BY COMMUNITY SUPPORT PROGRAM. 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

**ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
WEDNESDAY, FEBRUARY 23, 2011**

HSD MANAGEMENT TEAM MEETING – February 8, 2011

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Mental Health Collaboration**
- **Thanks From Craig**
- **Training**

INFORMATION ITEMS

- **HSD Board Agenda**
- MEETING WRAP-UP**

HSD MANAGEMENT TEAM MEETING – February 15, 2011

Meeting cancelled.
