



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

ROCK COUNTY HUMAN SERVICES BOARD
Wednesday, June 13, 2012– 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 May 23, 2012 *
4. Citizen Participation
5. Approval of Contracts, Transfers, and/or Encumbrances * – Ms. Mooren
6. Approval of Bills – Mr. Zuehlke
7. Approval For Purchase of Document Imaging Software for Human Services * – Mr. Singer
8. Resolution to Recognize the Loomis Foster Home * – Ms. Salava
9. Review of 2011 Annual Report – Ms. Thompson and Ms. Brown
10. Schedule Public Hearing Date
10. Director's Report *
 - W2 / ES Caseload
 - W2 RFP Update
11. Committee Requests for Future Agenda Items
12. Next meeting: Wednesday, **June 27, 2012 at 4:30 p.m.** at the ***Rock County Health Care Center, 3rd Floor Conference Room***, in 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.

5/16

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: or, 10-037 (SS536,SS708) or, _____
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Sara Mooren x8431
Originating Department Contact Person Phone

Contract with: James Black, Ph.D.
(Name of entity)

Contract Period: Start Date: 08/01/2010 Expiration Date: 12/31/2012

Contract Amount: \$100.00 per hour

Expenditure/ Revenue Account Numbers: 36-3634-0000-62170
36-3690-0000-62170

Executive Summary: RCHSD includes funds in each year's budget to purchase psychological consulting services for RCHSD clients. Services provided under this contract are at the request of RCHSD for mutually agreed upon times. The actual amount of the contract will be determined by the number of hours of service performed. This amendment renews the contract for psychiatric services related to court-ordered evaluations for Rock County clients through 2012 and increases the hourly rate by \$2.00 per hour.

NEW AMENDMENT TO: 10-037 (SS536,708) ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS-1576

Human Services and James Black Ph.D. for Psychological consulting services.

Term: 8/1/10 - 12/31/12 Contract Amount: rate increase \$2.00

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

Total Fiscal Impact & Source of Funds:

[Signature] 5/22/12
Signature Date

2.18 cont. funding w. incl. 6.6
11.12.12 1.67

Reviewed by Purchasing for compliance:
Jodi & Mellis 5/21/12

[Signature] 5/23/12
Finance Director Date

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

5/23/12

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, 12-045 (SS1494) or, _____
 (check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Sara Mooren x8431
 Originating Department Contact Person Phone

Contract with: HealthNet of Rock County, Inc.
(Name of entity)

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

Contract Amount: \$57,867

Expenditure/ Revenue Account Numbers: 36-3604-0000-62119 Economic Support
(provide 9-digit object codes)

Executive Summary: HealthNet of Janesville, Inc. is now operating under the name HealthNet of Rock County, Inc. The Department is amending this contract to reflect the new agency name and contract administrator. The contracted amount and terms of the original contract will remain the same.

Were Bids or Quotations Solicited? Yes No
 Covered by State Contract? Yes No

NEW **AMENDMENT TO:** 12-045 (SS1494) **ADDENDUM TO:** _____

ADMINISTRATION CONTRACT REVIEW NO. SS-1579

Human Services and HealthNet of Rock County Inc. to reflect new agency name/administrator

Term: 1/1/12 - 12/31/12 Contract Amount: \$57,867.00

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.
[Signature] 5/23/2012
Signature Date

Total Fiscal Impact & Source of Funds:
Self-insured funding is available in HSA's budget
[Signature] 5/24/12
Finance Director Date

Reviewed by Purchasing for compliance:
[Signature] 5/22/12

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.

12-073

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: _____ **Hopeful Haven, Inc.** _____
 (Name of entity)

Contract Period: Start Date: 4/1/2012 Expiration Date: 12/31/2012

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 Admin.	\$1,931.46	Month	New Provider

Expenditure/ Revenue Account Numbers: 36-3638-0000-64604 Child Protective Services – Substitute Care
 36-3654-0000-64604 Juvenile Justice Services – Substitute Care

Executive Summary: Rock County Human Services Department has contracts with several substitute care providers. The number of children approved for placement at each facility will determine the actual amount of each contract. The State rather than the County now negotiates the rates with each agency based on a universal standard. The 2012 County Adopted Budget includes the following funds for substitute care:

Child Protective Services:

1,928,255	Foster homes II-V
391,563	Group homes
<u>1,842,784</u>	Residential Care Centers
\$4,162,582	Total

Juvenile Justice Services:

\$241,310	Foster homes II-V
\$255,334	Group homes
<u>\$979,472</u>	Residential Care Centers
\$1,478,756	Total

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: _____

ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW

NO. SS-1580

Human Services and Hopeful Haven Inc. for substitute care.

Term: 4/1/12 - 12/31/12

Contract Amount: \$1,931.46/month

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

Total Fiscal Impact & Source of Funds:

[Signature] 5/23/2012
Signature Date

5th. at funding is available
in HHS budget
[Signature] 5/23/12
Finance Director Date

Reviewed by Purchasing for compliance:
[Signature] 5/22/12

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

5/31

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.

12-004

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

HUMAN SERVICES Sara Mooren X8431
Originating Department Contact Person Phone

Contract with: Kathy J Kowalke, MD
(Name of entity)

Contract Period: Start Date: 06/04/12 Expiration Date: 12/31/12

Contract Amount: \$166,300

Base Hourly Rate: \$144.30 (35 hours per week)

Benefits:

- County is paying 7.65% of wages to cover one half of the contracted psychiatrist's FICA up to \$110,000 Social Security Maximum. After SS Max is reached County then only pays 1.45% for Medicare portion.
- County is paying 5.9% of wages as employer's contribution to the Wisconsin Retirement System.
- The contracted psychiatrist is eligible for participation in the Wisconsin Deferred Compensation Fund and/or Nationwide Retirement Solutions Deferred Compensation Program. The contracted psychiatrist is responsible for all payments to this fund.
- Contracted psychiatrist may participate in the group health and/or dental plan of the County in which case 100% of the cost will be deducted from the contracted psychiatrist's bi-weekly pay.
- Mileage reimbursement at IRS rate for travel incurred within regular working hours while on official authorized business.
- County will reimburse contracted psychiatrist up to \$3,000 for costs associated with maintaining professional liability insurance.

Expenditure/ Revenue Account Numbers: 36-3690-0000-61100, 36-3690-0000-61400, 36-3690-0000-61510, 36-3689-0000-61100, 36-3689-0000-61400, 36-3689-0000-61510

Executive Summary: This contract is with Kathy Kowalke M.D. to serve as our Crisis Medical Director and psychiatrist in the Mental Health /AODA Division. Dr. Kowalke will work an average of 35 hours per week. This contract encompasses functions previously filled under two smaller psychiatry contracts and will allow us to improve the integration of services across the Mental Health continuum. A summary of services included in the contract includes: 1) Fulfill role of Crisis Medical Director as defined in DHS 34 Administrative code; 2) Provide Psychiatric evaluation and treatment service including diagnosis, recommendations for overall treatment, medication prescription and ongoing medication management to clients of the following Rock County Human Services Programs: Crisis Intervention, Crisis Stabilization (residential and outpatient), Janesville Counseling Center and Beloit Counseling Center; 3) Provide consultation and direction to non-

medical and nursing staff as requested or indicated to help ensure that clients are treated in a manner consistent with sound clinical practice.

Were Bids or Quotations Solicited? Yes No

Covered by State Contract? Yes No

State Contract # _____

Contract will be signed by: County Board Chair
 Other? Who? HSD Board Chair

NEW AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS-1588

Human Services & Kathy J Kowalka, MD for services as Crisis Medical Director

6/4/12 - 12/31/12 Contract Amount: \$166,300.00

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.
[Signature] 6/4/12
Signature Date

Total Fiscal Impact & Source of Funds:
S. Hunt for [unclear]
[unclear]
[Signature] 6/7/12
Finance Director Date

Reviewed by Purchasing for compliance:
[Signature] 6/1/12

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

Executive Summary for Purchase of Document Imaging Software for Human Services

The Medical Records Division of the Human Services Department has determined that the use of document imaging technology will significantly streamline their record-keeping processes. Currently, the Medical Records Division manually files and retrieves client medical records. A project has been planned and budgeted to digitally scan medical records and to make those records available for on-line retrieval by Human Services staff. The Laserfiche software system is used for document imaging in other County departments and would meet the needs of Human Services, as well.

The Laserfiche software components that are required by Human Services include:

• 2 Full User licenses, including email integration (\$750 ea.)	\$1,500.00
• 2 Quick Fields licenses for capturing data from forms (\$595 ea)	\$1,190.00
• 2 ScanConnect licenses for using varied types of scanners (\$165 ea.)	\$330.00
• 2 Real Time Lookup licenses for data validation (\$595 ea.)	\$1,190.00
• 1 Concurrent Retrieval License	\$300.00
• 4 hours of Implementation Services (\$150/hr)	\$600.00
• Pro-rated Software Maintenance through October, 2012	<u>\$453.00</u>
Total:	\$5,563.00

Software Maintenance for 2013 will be budgeted at \$906.00.

The purchase will be made through the County's Laserfiche software provider, Cities Digital, Hudson, WI.



**ROCK COUNTY HUMAN SERVICES DEPARTMENT
P. O. BOX 1649, 3530 N. COUNTY TRUNK F
JANESVILLE, WISCONSIN 53547-1649**

June 13, 2012

Mr. and Mrs. John and Lou Loomis
11106 E. Cty. Line Road
Whitewater, WI 53190

Re: Letter of Appreciation and Recognition for your forty-two (42) years of Foster Care Service.

Dear Mr. and Mrs. Loomis:

I am sending this letter to congratulate you on forty-two years of service to the children and youth this Department has placed in your care. Your unselfish service to the children, as well as to the birth parents, is truly remarkable. The foster care unit has indicated that you were always so nurturing, yet firm and fair in the discipline and in expectations of the children in your care. In addition, they indicated that you understood the need for a positive working relationship with the birth parents while always keeping the best interest of the children as your focus. Furthermore, they stated that you were always cooperative and flexible with the changes in the foster care program and the demands of fostering. All the elements listed above require a big commitment of your time, energy, love and caring.

On behalf of the Department, the Human Services Board and seventy-eight children you have cared for as foster parents, we want to congratulate you, honor you and thank you for all the positive influence you have had on these children over these past forty-two years. We wish you all the best in the next phase of your life knowing that you have made a big difference in the lives of so many. Please see attached resolution to recognize your many years of service.

With our sincere thanks,

Charmian J. Klyve
Rock County Human Service Director

Brian Knudson
Human Services Board Chair

Cc: Human Services Board Members

CJK/jp

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Charmian J. Klyve, Director
INITIATED BY



Charmian J. Klyve, Director
DRAFTED BY

Human Services Board
SUBMITTED BY

June 4, 2012
DATE DRAFTED

TO RECOGNIZE JOHN AND LOU LOOMIS

1 **WHEREAS**, the Loomis's were first licensed as foster parents on May 1st, 1970 and have remained
2 foster parents for Rock County for over forty-two years, retiring in the summer of 2012; and,
3
4 **WHEREAS**, over the course of their forty-two years, they have cared for seventy-eight children that the
5 County has placed in their care; and,
6
7 **WHEREAS**, some of the children were placed on an emergency basis, others were respite care
8 placements but most were regular foster home placements of children with significant needs who had to
9 be placed outside of their home due to abuse or neglect; and,
10
11 **WHEREAS**, fostering requires a great deal of understanding, nurturing, and wisdom requiring foster
12 parents to be firm and fair with discipline and expectations, and create a positive environment for a child
13 to thrive; and,
14
15 **WHEREAS**, the Loomis's were not only nurturing and understanding with the children placed with them
16 but also maintained a positive working relationship with the birth parents while keeping the best interest
17 of the children in focus and responding sensitively to their needs; and,
18
19 **WHEREAS**, fostering for over four decades has required the Loomis's be flexible and cooperative with
20 the birth parents but also the many changes that have occurred in the foster care arena; and,
21
22 **WHEREAS**, the Rock County Human Services Department and Rock County Human Services Board
23 wish to recognize the work of all foster parents but particularly the Loomis's who have been such an
24 asset to the Department and to all the children who were fortunate to receive the care, nurturing and love
25 that the Loomis's so generously shared with all their foster children; and,
26
27 **WHEREAS**, the Human Services Department conveys heartfelt thanks to the Loomis family and wishes
28 them the very best retirement.
29
30 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
31 this _____ of _____, 2012 commends John and Lou Loomis for the care they have provided to
32 so many Rock County children.
33
34 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of
35 this resolution to John and Lou Loomis.

Respectfully Submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Phillip Owens

Sally Jean Weaver-Landers, Vice-Chair

Terry Thomas

Terry Fell

Shirley Williams

Billy Bob Grahn

Marvin Wopat

Kathy Kelm

**ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
Wednesday, June 13, 2012**

**HSD MANAGEMENT TEAM MEETING – May 22, 2012
Meeting Cancelled.**

**HSD MANAGEMENT TEAM MEETING – May 29, 2012
CALL TO ORDER**

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **Telephone System Upgrade**
- **Cathy Hinds Questions**
- **ECHO Closure**
- **E&B Training Dates**
- **Merry Evans**

INFORMATION ITEMS

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

**HSD MANAGEMENT TEAM MEETING – May 29, 2012
CALL TO ORDER**

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **Capital Improvement Plan**
- **Administrative Payables Schedule**
- **Employee Activity Proposals**
- **Jefferson County Visit**
- **Schedule Budget Discussions**

INFORMATION ITEMS

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