



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

AMENDED
11/14/12

ROCK COUNTY HUMAN SERVICES BOARD

Wednesday, November 14, 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 October 24, 2012 *
4. Citizen Participation
5. Resolution Authorizing Contract for JAG Criminal Justice Coordinating Councils (2010) Grant Consultant * – Ms. Pohlman-McQuillen
6. Approval of Contracts, Transfers, and/or Encumbrances * – Ms. Mooren
7. Approval of Bills – Mr. Zuehlke
8. Report on Family and Holiday Committee – Ms. Day
9. Resolution Amending the 2012 Human Services Department Budget to Accept Additional Funding For Disproportionate Minority Contact * – Ms. Mooren
10. Resolution Awarding Contract for Courier Services * – Mr. Zuehlke
11. Update on ADRC – Ms. Thompson
12. Director's Report *
 - W2 / ES Caseload
13. Committee Requests for Future Agenda Items
14. Next Meeting: Wednesday November 28, 2012 at 4:30 p.m. at the Rock County Health Care Center, 3rd Floor Conference Room, in Janesville, Wisconsin.
15. 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

Behavioral Health Redesign Steering
Committee
INITIATED BY



Elizabeth Pohlman McQuillen
DRAFTED BY

Human Services Board and Public
Safety & Justice Committees
SUBMITTED BY

November 1, 2012
DATE DRAFTED

**AUTHORIZING CONTRACT FOR JAG CRIMINAL JUSTICE COORDINATING COUNCILS
(2010) GRANT CONSULTANT**

- 1 **WHEREAS**, in August 2012, the Wisconsin Office of Justice Assistance awarded Rock County a
- 2 \$50,000 JAG Criminal Justice Coordinating Councils (2010) Grant; and,
- 3
- 4 **WHEREAS**, the grant will be used to hire a consultant to assist the Behavioral Health Redesign
- 5 Steering Committee (BHRSC) develop a strategic plan and implementation processes to improve the
- 6 County's mental health and AODA systems, thereby improving the justice system by reducing
- 7 incarceration and promoting more successful recovery outcomes for residents with mental health
- 8 and/or substance abuse conditions; and
- 9
- 10 **WHEREAS**, in September 2012, an official Request for Qualifications was released by Rock County for
- 11 the aforementioned services; and,
- 12
- 13 **WHEREAS**, three proposals were received and evaluated by five members of the BHRSC and these
- 14 evaluators recommended Rock County contract with Zia Partners and TriWest Group for services; and,
- 15
- 16 **WHEREAS**, the full BHRSC endorses the recommendation of the five evaluators and in turn is
- 17 recommending that the County enter into a contractual agreement with Zia Partners and TriWest Group
- 18 in an amount not to exceed \$50,000 for the aforementioned services.
- 19
- 20 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 21 this ____ day of November 2012 does hereby authorize a contract with Zia Partners and TriWest Group
- 22 to assist the Behavioral Health Redesign Steering Committee develop a strategic plan and specific
- 23 implementation processes to improve the County's mental health and AODA systems, thereby
- 24 improving the justice system by reducing incarceration and promoting more successful recovery
- 25 outcomes for residents with mental health and/or substance abuse conditions, in an amount not to
- 26 exceed \$50,000. All funding is contingent upon the necessary state and federal agency approvals.

Respectfully submitted,

**PUBLIC SAFETY & JUSTICE
COMMITTEE**

Ivan Collins
Ivan Collins, Chair

Henry Brill
Henry Brill, Vice-Chair

Mary Beaver
Mary Beaver

Brian Knudson
Brian Knudson

Larry Wiedefeld
Larry Wiedefeld

**PURCHASING PROCEDURAL
ENDORSEMENT**

Reviewed and approved on a vote of

Mary Mawhinney, Chair

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice-Chair

Terry Fell

Billy Bob Grahn

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marv Wopat

FISCAL NOTE:

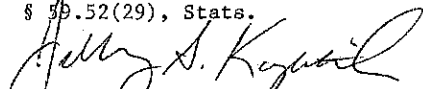
The County has been awarded \$50,000 in federal aid to cover the cost of this contract. Funding is contingent upon state and federal approval of the contract.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52(29), Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary

AUTHORIZING CONTRACT FOR JAG CRIMINAL JUSTICE COORDINATING COUNCILS (2010) GRANT CONSULTANT

In August 2012, Rock County was awarded a \$50,000 Jag Criminal Justice Coordinating Councils (2010) Grant by the Wisconsin Office of Justice Assistance. The grant will allow Rock County to hire a consultant to assist in the development of a strategic plan and implementation processes to improve the County's public and private mental health and AODA systems, thereby improving the justice system by reducing incarceration and promoting more successful recovery outcomes for residents with mental health and/or substance abuse conditions.

An improved behavioral health system overall will assure that those individuals needing mental health/AODA services will not only receive the most appropriate and effective treatment, but will receive it as early as possible, when such an intervention is most effective. To accomplish this endeavor, the consultant will work collaboratively with the Behavioral Health Redesign Steering Committee (BHRSC) and utilize the comprehensive needs and resource assessment report borne out of the CJCC's Justice and Mental Health Collaboration Planning Grant initiative.

In September 2012, through the County's Purchasing Manager, a Request for Qualifications was issued to find the aforementioned consultant. In addition to publicizing the solicitation as required by County policy, it was also sent to several additional consultants that were recommended to the BHRSC.

In October 2012, three proposals were received that met the requirements of the solicitation. The proposals were thoroughly evaluated by five members of the BHRSC and they recommended hiring Zia Partners and TriWest to undertake this project. These are the same consultants that worked with the Justice and Mental Health Ad Hoc Committee in conducting the extensive Needs and Resource Assessment in 2011. The recommendation to hire Zia Partners and TriWest was taken to the full BHRSC on November 1, 2012, and the Committee unanimously approved this recommendation and is now sending this endorsement to the County Board.

All funds for this project will come from the JAG Criminal Justice Coordinating Councils (2010) Grant and will not exceed \$50,000. There is no match requirement for the grant and the grant period runs through June 30, 2013, with an extension allowable through September 2013. All funding is contingent upon the necessary state and federal agency approvals.



PROPOSAL SUMMARY FORM

PROPOSAL NUMBER 2012-73
 PROPOSAL NAME BEHAVIORAL HEALTH CONSULTANT
 PROPOSAL DUE DATE OCTOBER 16, 2012 – 12:00 NOON
 DEPARTMENT ADMINISTRATION

	ZIA PARTNERS TRI-WEST SAN RAFAEL CA	COLLABORATIVE RESEARCH CHICAGO IL	HUMAN SERVICES RESEARCH CAMBRIDGE MA
RATER 1	95	57	80
RATER 2	95	84	81
RATER 3	80	60	60
RATER 4	99	92	90
RATER 5	95	78	37
TOTAL SCORE	464	371	348
TOTAL COST	\$ 50,000.00	\$ 49,500.00	\$ 50,000.00

Proposals were evaluated based on the following criteria:

- Understanding of consulting services to be provided. **maximum 25 points**
- Personnel, training and corporate support. **Maximum 25 points**
- History, financial status, knowledge, experience, and qualifications in conducting strategic plans and implementation processes for behavioral health systems as demonstrated by current or past contracts of a similar size and scope. **Maximum 25 points**
- Cost Proposal. **Maximum 25 points**

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

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ZIA PARTNERS / TRI-WEST

SIGNATURE _____ DATE _____

GOVERNING COMMITTEE APPROVAL: *Juan Olier* 5-0 11-5-2012
 CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT:

 CHAIR VOTE 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.

HSD_2012_0027 ^{-A1} (2012/AODA/AlcoCare)

New Contract: or, SS1373, 12-027 or, _____
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Sara Mooren X8431
Originating Department Contact Person Phone

Contract with: AlcoCare, Inc.
(Name of entity)

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

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

Outpatient Group Counseling	\$25.00/Hour
Outpatient Individual Counseling	\$30.00/Hour
Residential AODA Treatment	\$108.15/Day
Urinalysis	\$ 10.00 Each

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

36-3700-0000-62119 AODA Block Grant
36-3704-0000-62119 IDP

Executive Summary:

The Department is amending this contract to include AODA Outpatient services. 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. Standard rates are set for all outpatient AODA treatment providers.

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

State Contract # _____

Contract will be signed by: County Board Chair
 HSD Board Chair 11/14/12

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.

HSD_2013_0040

G:\BUSINESS\CONTRACT\2013 Contracts\AODA\Rock Valley

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

Human Services Department Sara Mooren x 8431
 Originating Department Contact Person Phone

Contract with: _____ **Rock Valley Community Programs, Inc.** _____
 (Name of entity)

Contract Period: Start Date: 1/1/2013 Expiration Date: 12/31/2013

Contract Amount: \$ Rate x Number of approved clients

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change from prior year</u>
Group Counseling	\$25.00	Hour	0%
Individual Counseling	\$35.00	Hour	16.7%
Urinalysis	\$10.00	Each	0%

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

<u>36-3700-0000-62119</u>	<u>AODA Block Grant - Other Contracted Services</u>
<u>36-3704-0000-62119</u>	<u>Intoxicated Driver Program - Other Contracted Services</u>

Executive Summary: The Human Services Department's Adopted 2013 Budget includes Federal, State, and Intoxicated Driver Program (IDP) 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

Covered by State Contract? Yes No

State Contract #

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

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.

HSD_2002_0065_A11 (MED/UW Hospital)

New Contract: or, 02-65 (SS760, SS1345) OR _____
 Amendment to Contract # _____ Addendum to Contract # _____

 Human Services _____
 Originating Department _____ Contact Person _____ Phone _____

Contract with: University Health Care Inc.

Contract Period: Start Date: 01/01/13 Expiration Date: 12/31/13

Contract Amount: Total contract value will be dependent upon the number of covered billable services billed by provider during the calendar year at the rates specified below. HSD budget for 2013 is \$280,481.

Hospital per diem:

\$1,725.00 Per Diem - Hospital Charge (5.0% increase from 2012)

Physician Charges:

\$ 318.00	Day Admission (2.6% increase from 2012)
\$ 105.00	Group Psychotherapy per Client (Same as 2012)
\$ 122.00	Inpatient Day Level (2.5% increase from 2012)
\$ 154.00	Inpatient Day Level II (2.7% increase from 2012)
\$ 256.00	Inpatient Day Level III (2.4% increase from 2012)
\$ 295.00	Observation/Hospital Care, Level III (2.4% increase from 2012)
\$ 418.00	Observation/Hospital Care, Level IV (2.5% increase from 2012)
\$ 502.00	Observation/Hospital Care, Level V (2.9% increase from 2012)
\$ 180.00	Day Discharge - 30 min or less (2.3% increase from 2012)
\$ 308.00	Day Discharge - more than 30 min.-Physician Charge (2.7% increase from 2012)

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

36-3689-0000-62119 Crisis

Executive Summary:

This is an amendment to the letter of agreement between HSD and the University of Wisconsin Hospital for inpatient psychiatric services for calendar year 2013. Inpatient hospital services and related physician charges are a necessity for County clients who are experiencing a severe mental health crisis beyond the scope of our treatment capabilities.

Were Bids or Quotations Solicited? Yes No

Covered by State Contract? Yes No

State Contract # _____

Contract will be signed by: County Board Chair
 Other HSD Board Chair 11/14/12

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-61

Transfer No.

Requested by Human Services
Department

Charmian Klyve
Department Head

11/6/12

Date

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
36-3602-0000-63101	Postage	5,218
36-3602-0000-65321	Building Office Lease	8,000
36-3602-0000-62210	Telephone	10,000

TO

ACCOUNT #	DESCRIPTION	AMOUNT
36-3602-0000-67130	Terminals & PCs	2,300
36-3602-0000-67161	Equipment of 5K	5,000
36-3602-0000-67160	Equipment Under 5K	5,918
36-3602-0000-67200	Capital Improvements	10,000

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *ESK*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

ROCK COUNTY TRANSFER REQUESTS

#12-61

TO: FINANCE DIRECTOR

REQUESTED BY: Human Services
Department

Charmian J. Rydal
Department Head Signature

DATE: 11/6/12

FROM:	AMOUNT
1) ACCOUNT #: 36-3602-0000-63101 DESCRIPTION: Postage (Overhead) CURRENT BALANCE: \$ 5,218 11/7/12 PROVIDED BY THE FINANCE DIRECTOR	\$ 5,218.00
2) ACCOUNT #: 36-3602-0000-65321 DESCRIPTION: Building Office Lease (Overhead) CURRENT BALANCE: \$ 46,215 11/7/12 PROVIDED BY THE FINANCE DIRECTOR	\$ 8,000.00
3) ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
4) ACCOUNT #: 36-3602-0000-62210 DESCRIPTION: Telephone (Overhead) CURRENT BALANCE: \$ 62,231 11/7/12 PROVIDED BY THE FINANCE DIRECTOR	\$ 10,000.00

TO:	AMOUNT
ACCOUNT #: 36-3602-0000-67130 DESCRIPTION: Terminals and PCs (Overhead)	\$ 2,300.00
ACCOUNT #: 36-3602-0000-67161 DESCRIPTION: Equipment over 5K (Overhead)	\$ 5,000.00
ACCOUNT #: 36-3602-0000-67160 DESCRIPTION: Equipment under 5k (Overhead)	\$ 5,918.00
ACCOUNT #: 36-3602-0000-67200 DESCRIPTION: Capital Improvements (Overhead)	\$ 10,000.00

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

Postage - under budget due to decreased usage in 2012
Building Office Lease - under budget based on General Services' estimate
Telephone - expenses for this account include telephone usage, use of the Language Line, air cards, internet service, and stipends for cell phones. Expenses will be under budget.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

Terminals and PCs - funds are requested to purchase replacement computers - 2 desktop thin clients (\$425 each) - 1 LCD monitor (\$100) - 1 portable printer (\$300) - 6 dual monitor set-ups (\$175 each) for the Fiscal Division.
Equipment over 5K - request for 1 laserfische scanner for medical records scanning (\$5,000)
Equipment under 5K - request for 4 desktop scanners (\$4,289) for the accounting unit to enable the scanning of invoices and other required documentation into IPAS and one multi-function printer
Capital Improvements - funds are requested to replace existing non-functioning and dilapidated furniture and office equipment throughout the Department.

RECEIVED

NOV - 7 2012

FINANCE

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-62

Transfer No.

Requested by Human Services

Charmian Klyve

Department

Department Head

11/6/12

Date

FROM

TO

ACCOUNT #	DESCRIPTION	AMOUNT
36-3604-0000-61210	Overtime	5,400
36-3634-0000-68383	CPS Home Visit Alloc	33,589
36-3634-0000-63300	Travel (CPS)	15,797

ACCOUNT #	DESCRIPTION	AMOUNT
36-3604-0000-67130	Terminals & PCs	5,400
36-3634-0000-61108	Seasonal (CPS)	33,589
36-3634-0000-67130	Terminals & PCs	2,125
36-3634-0000-67161	Equipment over 5K	13,672

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *CR*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

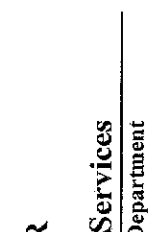
COMMITTEE CHAIR

File

ROCK COUNTY TRANSFER REQUESTS

12-62

TO: FINANCE DIRECTOR
 REQUESTED BY: Human Services Department
 DATE: 11/6/12

Department Head Signature: 
 Department Head Signature

FROM:	AMOUNT
ACCOUNT #: 36-3604-0000-61210 DESCRIPTION: Overtime (ESS) CURRENT BALANCE: \$ 21,767 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 5,400.00
ACCOUNT #: 36-3634-0000-68383 DESCRIPTION: CPS Home Visitation Allocation CURRENT BALANCE: \$ Allocation account PROVIDED BY THE FINANCE DIRECTOR 5/17/12	\$ 33,589.00
ACCOUNT #: 36-3634-0000-63300 DESCRIPTION: Travel (CPS) CURRENT BALANCE: \$ 60,751 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 15,797.00
ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 36-3604-0000-67130 DESCRIPTION: Terminals and PCs (ESS)	\$ 5,400.00
ACCOUNT #: 36-3634-0000-61108 DESCRIPTION: Seasonal (CPS)	\$ 33,589.00
ACCOUNT #: 36-3634-0000-67130 DESCRIPTION: Terminals and PCs (CPS)	\$ 2,125.00
ACCOUNT #: 36-3634-0000-67161 DESCRIPTION: Equipment over 5k	\$ 13,672.00

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

ESS Overtime - Overtime in the ESS Division will be significantly under budget.
 CPS Home Visitation Allocation - HSD is receiving grant funding in 2012 for the Comprehensive Home Visitation project - a portion of these funds will be used for a seasonal position to provide administrative support.

CPS Travel - under budget due to increased emphasis on using county cars for trainings or travel and the availability of video conferencing for conducting contacts with certain clients placed outside of Rock County.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

ESS Terminals and PCs - Funds are requested to replace 7 Level 1 Printers (\$400 each), 1 Level 2 Printer (\$1,800), 1 Level 1 Color Printer (\$500), 1 Portable Printer (\$300) for the Economic Support Division.

CPS Seasonal - A seasonal was hired to provide administrative support for the Home Visitation Grant. These expenses are covered by the grant and the charges are allocated to the Home Visitation grant account number and will be reimbursed.

CPS Terminals and PCs - Funds are requested to purchase 5 replacement computers for staff - 5 Desktop Thin Clients w/ Monitors @ \$425 each.
 CPS Equipment Over 5k - Funds are requested to purchase two Multi-Function Printers (\$6,836 each) to replace two in need of replacement.

NOV - 7 2012

FINANCE

Revised: 12/9/10

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-63

Transfer No.

Requested by Human Services

Charmian Klyve

Department

Department Head

11/6/12

Date

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
36-3664-0000-61610	Health Ins (YSC)	35,000
36-3664-0000-65321	Building Office Lease	20,000
36-3664-0000-62105	Contracted Food (YSC)	7,000
36-3664-0000-63400	Operating Supplies	3,675

TO

ACCOUNT #	DESCRIPTION	AMOUNT
36-3664-0000-67130	Terminals & PCs (YSC)	1,775
36-3664-0000-67200	Capital Improvements	55,000
36-3664-0000-62119	Other Contracted Svc	8,900

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *BR*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

ROCK COUNTY TRANSFER REQUESTS

12-63

TO: FINANCE DIRECTOR

REQUESTED BY: Human Services

Department

Channing D. Byrne
Department Head Signature

DATE: 11/6/12

FROM:	AMOUNT
1) ACCOUNT #: 36-3664-0000-61610 DESCRIPTION: Health Insurance Youth Services Center (YSC) <i>11/7/12</i> CURRENT BALANCE: \$ 116,667 <i>11/7/12</i> PROVIDED BY THE FINANCE DIRECTOR	\$ 35,000.00
2) ACCOUNT #: 36-3664-0000-65321 DESCRIPTION: Building Office Lease (YSC) <i>11/7/12</i> CURRENT BALANCE: \$ 48,637 <i>11/7/12</i> PROVIDED BY THE FINANCE DIRECTOR	\$ 20,000.00
3) ACCOUNT #: 36-3664-0000-62105 DESCRIPTION: Contracted Food (YSC) <i>11/7/12</i> CURRENT BALANCE: \$ 7,057 <i>11/7/12</i> PROVIDED BY THE FINANCE DIRECTOR	\$ 7,000.00
4) ACCOUNT #: 36-3664-0000-63400 DESCRIPTION: Operating Supplies (YSC) <i>11/7/12</i> CURRENT BALANCE: \$ 12,712 <i>11/7/12</i> PROVIDED BY THE FINANCE DIRECTOR	\$ 3,675.00

TO:	AMOUNT
ACCOUNT #: 36-3664-0000-67130 DESCRIPTION: Terminals and PCs (YSC)	\$ 1,775.00
ACCOUNT #: 36-3664-0000-67200 DESCRIPTION: Capital Improvement (YSC)	\$ 55,000.00
ACCOUNT #: 36-3664-0000-62119 DESCRIPTION: Other Contracted Services (YSC)	\$ 8,900.00
ACCOUNT #: DESCRIPTION:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

Health Insurance - expected to be under budget due to vacancies.
Building Office Lease - the estimate from General Services is that we will be under budget
Contracted Food - under budget due to lower than anticipated youth census at the Youth Services Center
Operating Supplies - under budget due to lower than anticipated youth census at the Youth Services Center

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

Terminals and PCs - funds are requested to purchase four replacement computers - 3 Level 1 PCs (\$450 each), 1 monitor (\$100), 1 Desktop Thin Client (\$325)
Capital Improvement - funds are requested for various capital improvements at the Youth Services Center - primarily painting the secure side of the facility.
Other Contracted Services - Country Nurses has been utilized more than anticipated at the Youth Services Center to provide required medical services while one of the nurse positions has been vacant or when the current nurse has time off.

RECEIVED

NOV - 7 2012

FINANCE

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-64

Transfer No.

Requested by Human Services

Charmian Klyve

Department

Department Head

11/6/12

Date

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
36-3666-0000-61108	Seasonal Wages (LTS)	1,625
36-3689-0000-62503	Interpreter Fees (Crisis)	425

TO

ACCOUNT #	DESCRIPTION	AMOUNT
36-3666-0000-67103	Terminals & PCs (LTS)	1,625
36-3689-0000-67130	Terminals & PCs (Crisis)	425

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *CRK*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

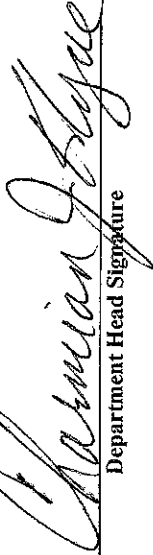
File

ROCK COUNTY TRANSFER REQUESTS

12-61

TO: FINANCE DIRECTOR

REQUESTED BY: Human Services
Department


Department Head Signature

DATE: 11/6/12

FROM:	AMOUNT
ACCOUNT #: 36-3666-0000-61108 DESCRIPTION: Seasonal Wages (LTS)	\$ 1,625.00
CURRENT BALANCE: \$ 14,427 PROVIDED BY THE FINANCE DIRECTOR	11-7-12
ACCOUNT #: 36-3689-0000-62503 DESCRIPTION: Interpreter Fees (Crisis)	\$ 425.00
CURRENT BALANCE: \$ 73,179 PROVIDED BY THE FINANCE DIRECTOR	11-7-12
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 36-3666-0000-67130 DESCRIPTION: Terminals and PCs (LTS)	\$ 1,625.00
ACCOUNT #: 36-3689-0000-67130 DESCRIPTION: Terminals and PCs (Crisis)	\$ 425.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

LTS Seasonal - the need for seasonal staff was less than anticipated.
Crisis - Interpreter Fees - needs for this account vary year to year based on client needs - we will be to be under budget for 2012.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

LTS Terminals and PCs - funds are requested to purchase 5 replacement desktop thin clients for LTS staff (\$325 each)
Crisis Terminals and PCs - funds are requested for the purchase of one replacement desktop thin client with a monitor

RECEIVED

NOV - 7 2012

FINANCE

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-65

Transfer No.

Requested by Human Services

Charmian Klyve

Department

Department Head

11/6/12

Date

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
36-3690-0000-61100	Regular Wages	31,850

TO

ACCOUNT #	DESCRIPTION	AMOUNT
36-3690-0000-62170	Physician & Other Svc	16,500
36-3690-0000-64200	Training Expense	1,500
36-3690-0000-67130	Terminals & PCs	13,850

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *ESR*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

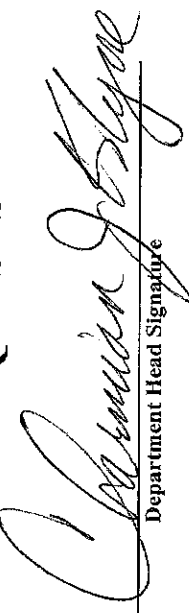
File

ROCK COUNTY TRANSFER REQUESTS

12-65

TO: FINANCE DIRECTOR

REQUESTED BY: Human Services
Department


Department Head Signature

DATE: 11/6/12

FROM:	AMOUNT
1) ACCOUNT #: 36-3690-0000-61100 DESCRIPTION: Regular Wages Outpatient Services (OFS) 11/3/12 CURRENT BALANCE: \$ 637,557 PROVIDED BY THE FINANCE DIRECTOR	\$ 31,850.00
2) ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
3) ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
4) ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 36-3690-0000-62170 DESCRIPTION: Physician and Other Services (OPS)	\$ 16,500.00
ACCOUNT #: 36-3690-0000-64200 DESCRIPTION: Training Expenses (OPS)	\$ 1,500.00
ACCOUNT #: 36-3690-0000-67130 DESCRIPTION: Terminals and PCs (OPS)	\$ 13,850.00
ACCOUNT #: DESCRIPTION:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

Outpatient Regular Wages - account will be under budget due to several staff vacancies throughout the year

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

Physician and Other Services - Funds are needed to cover the cost of the contracted Psychiatrist who filled the vacancy left by Dr. Singer on a temporary basis in the first part of the year.
Training Expenses - increased training needs in 2012 due to new initiatives.
Terminals and PCs - funds are requested to purchase 7 replacement desktop thin clients and 7 mobile thin client packages, 3 level 1 pcs, 1 level 1 laptop, 2 docking stations and one color printer.

RECEIVED

NOV - 7 2012

FINANCE

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-66

Transfer No.

Requested by Human Services
Department

Charman Klyve
Department Head

11/6/12

Date

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
36-3690-0000-61100	Regular Wages	7,711
36-3713-0000-62119	Others Contracted Svc	17,500

TO

ACCOUNT #	DESCRIPTION	AMOUNT
36-3690-0000-67161	Equipment over 5K	6,836
36-3690-0000-67200	Capital Improvements	875
36-3713-0000-64604	Program Expense	14,000
36-3713-0000-64200	Training	3,500

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *ESR*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

ROCK COUNTY TRANSFER REQUESTS

12-66

TO: FINANCE DIRECTOR
REQUESTED BY: Human Services
 Department

Christina D. Byrne
 Department Head Signature

DATE: 11/6/12

FROM:	AMOUNT
ACCOUNT #: 36-3690-0000-61100 DESCRIPTION: Regular Wages (OPS)	\$ 7,711.00
CURRENT BALANCE: \$ 607,704 PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: 36-3713-0000-62119 DESCRIPTION: Other Contracted Services (PATH)	\$ 17,500.00
CURRENT BALANCE: \$ 26,676 PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 36-3690-0000-67161 DESCRIPTION: Equipment over 5K (OPS)	\$ 6,836.00
ACCOUNT #: 36-3690-0000-67200 DESCRIPTION: Capital Improvement (OPS)	\$ 875.00
ACCOUNT #: 36-3713-0000-64604 DESCRIPTION: Program Expense (PATH)	\$ 14,000.00
ACCOUNT #: 36-3713-0000-64200 DESCRIPTION: Training (PATH)	\$ 3,500.00

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

Outpatient Regular Wages - account will be under budget due to several staff vacancies throughout the year
Other Contracted Services - PATH Grant - the State approved PATH grant budget was modified in 2012 and funds were not needed in this account.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

OPS Equipment - funds are requested to purchase a replacement multi-function printer
OPS Capital Improvement - funds are for Outpatient share of ongoing capital improvements at the Franklin Street location
PATH Program Expense - the State approved PATH grant budget was modified in 2012 and additional funds are needed in this account to provide services to homeless clients w/ MH issues
PATH Training - the State approved PATH grant budget was modified in 2012 to provide additional staff training

RECEIVED

NOV - 7 2012

FINANCE

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-67

Transfer No.

Requested by Human Services
Department

Charmian Klyve
Department Head

11/6/12

Date

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
36-3646-0000-62119	Other Contracted Svc	1,550
36-3706-0000-61610	Health Ins	35,000
36-3706-0000-61100	Regular Wages	24,825
36-3706-0000-62503	Intrpeter Fees	2,000

TO

ACCOUNT #	DESCRIPTION	AMOUNT
36-3646-0000-67130	Terminals & PCs	1,550
36-3706-0000-67130	Terminals & PCs	10,200
36-3706-0000-67200	Capital Improvement	1,625
36-3706-0000-64604	Program Expense	50,000

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *CRK*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

ROCK COUNTY TRANSFER REQUESTS

12-67

TO: FINANCE DIRECTOR

REQUESTED BY: Human Services

Department

Charmian A. Payne
Department Head Signature

DATE: 11/6/12

FROM:	AMOUNT
ACCOUNT #: 36-3646-0000-62119 DESCRIPTION: Other Contracted Services (JIS) CURRENT BALANCE: \$ 61,556 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 1,550.00
ACCOUNT #: 36-3706-0000-61610 DESCRIPTION: Health Insurance (CSP) CURRENT BALANCE: \$ 102,677 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 35,000.00
ACCOUNT #: 36-3706-0000-61100 DESCRIPTION: Regular Wages (CSP) CURRENT BALANCE: \$ 402,449 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 24,825.00
ACCOUNT #: 36-3706-0000-62503 DESCRIPTION: Interpreter Fees (CSP) CURRENT BALANCE: \$ 320 11-7-12 PROVIDED BY THE FINANCE DIRECTOR	\$ 2,000.00

TO:	AMOUNT
ACCOUNT #: 36-3646-0000-67130 DESCRIPTION: Terminals and PCs (JIS)	\$ 1,550.00
ACCOUNT #: 36-3706-0000-67130 DESCRIPTION: Terminals and PCs (CSP)	\$ 10,200.00
ACCOUNT #: 36-3706-0000-67200 DESCRIPTION: Capital Improvements (CSP)	\$ 1,625.00
ACCOUNT #: 36-3706-0000-64604 DESCRIPTION: Program Expense (CSP)	\$ 50,000.00

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

Other Contracted Services - JIS - will be under budget
Wages and Health Insurance - CSP - will be under budget due to staff vacancies throughout the year
Interpreter Fees - CSP - needs for this account vary year to year based on client needs - we will be to be under budget for 2012.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

Terminals and PCs - JIS - funds are requested for the purchase of a replacement computer for staff - 1 mobile thin client (\$1,050) - and 2 docking stations (\$250 each)
Terminals and PCs - CSP - funds are requested for the purchase of replacement computers for staff - 9 mobile thin clients (\$1,050 each) - and 1 docking station and 1 Level 1 Color printer (\$500)
Capital Improvements - CSP - for CSP share of ongoing capital improvements at the Franklin Street location
Program Expense - CSP - additional funding is needed in this account due to the increased number of high need CSP clients that have needed placement at Adult Family Homes and/or Community Based Residential Activities.

NOV - 7 2012
FINANCE

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 1, 2012
DATE DRAFTED

**Amending the 2012 Human Services Department Budget to Accept
Additional Funding for Disproportionate Minority Contact**

- 1 **WHEREAS**, the Human Services Department has received grant funding from both the John D. and
- 2 Catherine T. MacArthur Foundation and the Wisconsin Office of Justice Assistance to address issues of
- 3 disproportionate minority contact in the juvenile justice system; and,
- 4
- 5 **WHEREAS**, the MacArthur Foundation awarded the Department \$580,000 in funding over a four year
- 6 period from 2007 through 2011; and,
- 7
- 8 **WHEREAS**, the MacArthur Foundation agreed to extend the grant period through 2012 to allow the
- 9 Department to expend \$148,787 of unspent funds from the previously awarded grant allocations; and,
- 10
- 11 **WHEREAS**, the Wisconsin Office of Justice Assistance agreed to allow the Department to carry forward
- 12 an additional \$22,518 in previously awarded grant funds into 2012; and,
- 13
- 14 **WHEREAS**, these funds have continued to be used in 2012 to promote juvenile justice system reform by
- 15 further implementing best practices and providing staff and system partner training.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 18 this _____ day of _____, 2012, does hereby accept \$171,305 in additional funds and
- 19 amend the 2012 Rock County Human Services Department budget as follows:
- 20

Account/Description	Budget <u>11/1/12</u>	Increase <u>(Decrease)</u>	Amended <u>Budget</u>
<u>Source of Funds</u>			
36-3659-0000-42100	\$22,823	\$22,518	\$45,341
Federal Aid			
36-3659-0000-46002	\$0	\$148,787	\$148,787
Other Grants and Contracts			
<u>Use of Funds</u>			
36-3659-0000-63300	\$0	\$308	\$308
Travel			
36-3659-0000-62119	\$14,823	\$48,489	\$63,312
Other Contracted Services			
36-3659-0000-64604	\$8,000	\$37,499	\$45,499
Program Expense			
36-3659-0000-68205	\$0	\$85,009	\$85,009
Allocated JJS			

Amending the 2012 Human Services Department Budget to Accept Additional Funding
for Disproportionate Minority Contact
Page 2

Respectfully submitted,

Human Services Board

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

William Grahm

Ashley Kleven

Phillip Owens


Terry Thomas

Shirley Williams

Marvin Wopat

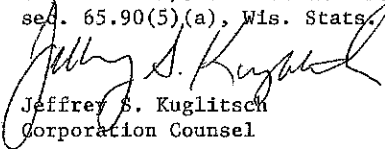
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$171,305 in combined Federal Aid and MacArthur Foundation funds for the Human Services Department's Disproportionate Minority Contact program. No County matching funds are required.


Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2012 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

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of
_____.

Mary Mawhinney, Chair

ADMINISTRATIVE NOTE:

Recommended

Craig Knudson
County Administrator

Executive Summary

Amending the 2012 Human Services Department Budget to Accept Additional Funding for Disproportionate Minority Contact

The Human Services Department has received funding in past years from both the John D. and Catherine T. MacArthur Foundation and the Wisconsin Office of Justice Assistance to address issues of disproportionate minority contact in the juvenile justice system.

MacArthur funding began in October 2007 and was originally scheduled to end September 30, 2011. The Department received four separate one-year awards during this time totaling \$580,000. Through negotiations with MacArthur representatives in 2012 the Department was allowed to expend \$148,787 in unspent funds from these allocations.

The Wisconsin Office of Justice Assistance (OJA) also agreed to allow the Department to carry forward an additional \$22,518 in previously awarded grants funds into 2012

Funds from both MacArthur and OJA have continued to be used in 2012 to promote juvenile justice system reform by further implementing best practices and providing staff and system partner training.

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

Human Services Board
SUBMITTED BY



Timothy Zuehlke
HSD Controller
DRAFTED BY

November 1, 2012
DATE DRAFTED

Awarding Contract for Courier Services

- 1 **WHEREAS**, funds have been incorporated into the 2013 Human Services Budget to contract with a
- 2 private firm for courier services; and,
- 3
- 4 **WHEREAS**, Rock County requested sealed proposals from qualified vendors to provide courier services
- 5 for the delivery of all departmental mail for all Rock County departments, with one vendor responding;
- 6 and,
- 7
- 8 **WHEREAS**, the request for proposals required respondents to submit a proposal to provide courier
- 9 services along with the necessary capital and equipment to carry out the provisions of the contract; and,
- 10
- 11 **WHEREAS**, the proposal from Package Pro met the required specifications of RFP #2013-05; and,
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors, duly assembled
- 14 this _____ day of _____, 2012, that a contract for Courier services commencing January 1,
- 15 2013, be awarded to Package Pro of Janesville, Wisconsin in the amount of \$28,980 based on the terms
- 16 and conditions set forth in the contract; and,
- 17
- 18 **BE IT FURTHER RESOLVED**, that it be a three-year contract with an option for two, one-year annual
- 19 extensions upon the approval of the Human Services Board.

Respectfully submitted,

Human Services Board

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice-Chair

Terry Fell

William Grahm

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

PURCHASING PROCEDURAL ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair

Awarding Contract for Courier Services

Page 2

FISCAL NOTE:

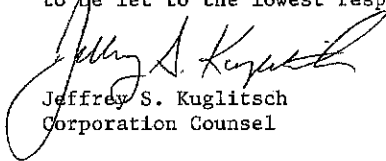
This resolution authorizes a contract with Package Pro for courier services. The contract will be administered by the Human Services Department with costs allocated to various departments. Sufficient funding has been included in the various departments' 2013 budgets for the cost of this contract.



Sherry Oja
Finance Director

LEGAL NOTE:

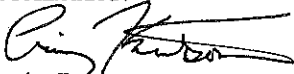
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary

The purpose of this resolution is to authorize a contract with Package Pro for courier services for the delivery of all departmental mail for Rock County. The contract will be overseen by the Human Services Department with costs allocated out to all departments that utilize the service.

During budget, it was decided that due to the construction of the new Rock Haven nursing home and the distance they will be from the Health Care Center, Human Services would oversee the day-to-day operations of mail delivery. The current Rock Haven position handling the mail delivery will be re-deployed to another position in 2013 and the services of the contracted courier will be utilized.

Because the contracted courier has the ability to modify their current route to provide services to Rock County, the cost of the contract will be significantly less than the current way we provide mail delivery. There will be a cost savings to the county of approximately \$30,000.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

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



PROPOSAL SUMMARY FORM

PROJECT NUMBER #2013-05
PROJECT NAME COURIER SERVICES
PROPOSAL DUE DATE OCTOBER 1, 2012 – 12:00 NOON
DEPARTMENT HUMAN SERVICES

	PACKAGE PRO JANESVILLE WI
DAILY RATE TO PROVIDE COURIER SERVICES 2013-2015	\$ 115.00 PER DAY
DAILY RATE 2016	\$ 126.50
DAILY RATE 2017	\$ 139.15
OTHER COURIER SERVICES	\$40.00/HOUR RUSH SERVICE OR OTHER STOPS AS NEEDED

Request for Proposals was advertised in the Janesville Gazette.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: PACKAGE PRO

Charmian J. Ryne 11/6/12
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR VOTE DATE

**ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
Wednesday, November 14, 2012**

HSD MANAGEMENT TEAM MEETING – October 23, 2012

Meeting Cancelled.

HSD MANAGEMENT TEAM MEETING – October 30, 2012

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- Budget
- Workgroup Updates
- Praise and Recognition
- Foster Care License Appeals
- Certified Social Worker Training Hours
- Edict
- Sups and Div Mgrs Diversity and Sexual Harassment Training
- E & B for MH/LTS
- Voting Ordinance
- Dave O'Connell HSD/HR Matters
- 12/12/12 AR Day

INFORMATION ITEMS

- HSD Board Agenda
- MEETING WRAP-UP
-

HSD MANAGEMENT TEAM MEETING – November 6, 2012

Meeting Cancelled.
