



ROCK COUNTY HUMAN SERVICES BOARD MEETING
Wednesday, November 28, 2012 – 4:30 P.M.

Call to Order: Chair Knudson called the meeting to order at 4:30 p.m. on Wednesday, November 28, 2012, in the 3rd Floor Conference Room at the Rock County Health Care Center, Janesville, Wisconsin.

Committee Members Present: Brian Knudson, Supervisor; Sally Jean Weaver-Landers, Citizen Representative; Shirley Williams, Citizen Representative; Terry Thomas, Supervisor; Phillip Owens, Supervisor; Ashley Kleven, Citizen Representative; Marvin Wopat, Supervisor; William Grahn, Supervisor; and Terry Fell, Supervisor.

Committee Members Absent: None.

Staff Present: Charmian Klyve, Director; Sara Mooren, Fiscal Operations Manager; Tim Zuehlke, Controller; and Pat Nixon, Child Care Coordinator/W-2 Supervisor.

Others Present: Marcia Christiansen, Forward Services CEO; Lisa Omen, Forward Services Chief Program Officer; Latreece Sandlin, Forward Services Program Operator; and Steve Howland, County Board member.

Approval of Agenda: Citizen Representative Weaver-Landers moved the agenda, seconded by Supervisor Owens with unanimous approval. APPROVED.

Approval of Minutes of Human Services Board Meeting of November 14, 2012: Supervisor Grahn moved the minutes as presented, seconded by Supervisor Wopat with unanimous approval. APPROVED.

Citizen Participation: None.

Approval of Contracts, Transfers, and/or Encumbrances: Supervisor Thomas moved the contracts, seconded by Supervisor Fell. Ms. Mooren presented eleven contracts for approval and responded to questions. She explained these are SubCare Provider contracts and the State sets the rates. We cannot negotiate SubCare provider rates. The contracts were unanimously approved. APPROVED.

Approval of Bills: Mr. Zuehlke presented the bills for approval and responded to numerous questions.

Juvenile Justice	782.31	IDP	4,880.00
W-2 Admin	985.00	Bal Sheet A/C	900.00
Interim Assist	2,208.30		

Citizen Representative Weaver-Landers moved the bills, seconded by Supervisor Owens with unanimous approval. APPROVED.

Approval of Purchase Procedural Endorsement of a Smart Board: Supervisor Owens moved the approval, seconded by Supervisor Grahn. Ms. Mooren explained the transfer for the Smart Board was approved at the last HSD meeting. The Permanency Round Table Grant dollars will be

used to purchase a projector and Smart Board. The cost is over \$5,000 so approval is needed from the HSD Board. The purchase was approved unanimously. APPROVED.

Introduction of Forward Services as W-2 Provider: Ms. Omen thanked Patricia Nixon and Tim Zuehlke for helping them with the transition. She explained on December 6th there will be a meeting with the State, Forward Services and Rock County.

Ms. Christiansen explained Forward Services will be the W-2 Administrator for Rock County. She commended Ms. Klyve, and Rock County staff for making this one of the easiest transitions they have experienced. Forward Services will soon be fully staffed. Staff are training on-line now. Ms. Sandlin added the on-line W-2 training is intense and staff will also receive training from the State. On January 1, 2013 Forward Services will be fully operational.

Ms. Klyve and Ms. Blackcoon have met with Forward Services numerous times to make the transition smooth for clients.

Ms. Sandlin is making connections in the community and getting the word out about the transition. She will be talking to the Family Resource Exchange soon. Supervisor Grahn asked for a brochure when available.

Citizen Representative Williams thanked Forward Services and ES staff for making the transition and working with the community. Supervisor Wopat suggested that employees receive recognition for helping with the transition.

Ms. Sandlin responded to Supervisor Owens' questions regarding access in Beloit and explained they are looking at adding another location possibly in Beloit. Once the transition is complete, Forward Services will return to update the HSD Board.

Director's Report:

- ES/W-2 Caseload:

The W-2 numbers are currently at 158 cases.

Ms. Klyve explained the W-2 transition to Forward Services has gone well. The Union representatives have worked together with us to help W-2 staff with the transition. There will be bumping. She explained one W-2 worker has moved to Child Support and another will be retiring. The three other W-2 staff will be able to select from other possible vacancies. Everyone is working very hard to ensure employees are not laid off, if at all possible. However, they do have to be qualified and possibly test for various positions. Ms. Klyve responded to questions.

Committee Requests for Future Agenda Items: Supervisor Owens asked questions about the ADRC. Ms. Klyve explained there will be a resolution coming before the HSD Board on December 12, 2012 for the building contractor who will remodel the space for the ADRC.

Supervisor Wopat asked questions about BACH and youth drug testing. Ms. Klyve advised she will refer this question to Mr. Horozewski.

Supervisor Grahn reminded there is a fundraiser for children being held on December 1st in Orfordville at the VFW.

Ms. Klyve will write a blanket Christmas "Thank You" letter to employees from herself and the HSD Board. Supervisor Wopat thanked Ms. Klyve for the recognitions she has been giving to employees.

Next Meeting: Wednesday, December 12, 2012 at 4:30 p.m., at the Rock County Health Care Center, 3rd Floor Conference Room, Janesville, Wisconsin.

Adjournment: Supervisor Grahn motioned to adjourn, seconded by Citizen Representative Kleven with unanimous approval at 5:17 p.m.

Jodi Parson, Administrative Secretary

NOT OFFICIAL UNTIL APPROVED BY THE BOARD