



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**  
**Monday, December 23, 2013 – 9:00 a.m.**

Rock County Health Care Center – 3<sup>rd</sup> Floor Conference Room, Janesville

**AGENDA**

***Date and Time  
Change***

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of December 11, 2013 \*
4. Citizen Participation
5. Approval of Contracts, Transfers, and/or Encumbrances \* – Ms. Mooren
6. Approval of Bills \* – Mr. Zuehlke
7. Resolution to Recognize Sherry Quirk's Retirement \* – Ms. Haigh
8. Report on Carrie Gerber Art Exhibit – Mr. Horozewski, Ms. Gerber
9. Resolution Revising Effective Date from March 1, 2014 to January 13, 2014 for the Three New Mental Health Division Program Managers Positions Created in the 2014 Budget \* – Ms. Klyve
10. Director's Report \*
11. Committee Requests for Future Agenda Items
12. Next Meeting: Wednesday, **January 8, 2014** at **4:30 a.m.** at the **Rock County Health Care Center, 3<sup>rd</sup> 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.

# 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\_0145**

G:\BUSINESS\CONTRACT\2013 Contracts\ACS\SHC\Interim Health Care

(check box if yes) or, \_\_\_\_\_ or, \_\_\_\_\_  
 Amendment to Contract # Addendum to Contract #

Human Services Department  
 Originating Department

Sara Mooren  
 Contact Person

x 8431  
 Phone

Contract with: Big Hitters, LLC dba Interim HealthCare of WI  
 (Name of entity)

Contract Period: Start Date: 1/1/2013 Expiration Date: 12/31/2015

Contract Amount: \$ Rate x Number of approved clients

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change from prior year</u>
Companion Aid Hourly Weekday	\$21.00	Hour	6.0%
Companion Aid Hourly Weekend	\$23.00	Hour	3.2%
Home Health Aide Hourly Weekday	\$22.50	Hour	8.7%
Home Health Aide Hourly Weekend	\$25.00	Hour	9.7%
Companion Aide Visit	\$58.00	Visit	5.5%
Home Health Aide Visit	\$65.00	Visit	4.8%
Skilled Nursing Visit	\$140.00	Visit	12.0%

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

36-3666-0000-64604	Long Term Support
36-3668-0000-64604	Community Options Program (COP)
36-3674-0000-64604	COP Waiver
36-3678-0000-64604	Community Integration Program (CIP-II)
36-3706-0000-64604	Community Support Program (CSP)

Executive Summary:

Rock County Human Services Department has developed contracts with several providers for supportive home care services. While the rates for these services fall on the high end of the average when compared to other providers, Big Hitters, LLC has agreed to keep this rate for three years and is one of several providers from which Rock County clients may choose for such services.

Were Bids or Quotations Solicited?  Yes  No

Covered by State Contract?  Yes  No

State Contract #

Contract will be signed by:  County Board Cha  
 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\_2014\_0092

G:\BUSINESS\CONTRACT\2014 Contracts\SUB\Children's Service Society

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

Human Services Department  
Originating Department

Sara Mooren  
Contact Person

x 8431  
Phone

Contract with: Children's Service Society of Wisconsin  
(Name of entity) d/b/a Children's Hospital of Wisconsin Community Services

Contract Period: Start Date: 1/1/2014 Expiration Date: 12/31/2014

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 - Administrative Rate (Levels 3 and 4)	\$64.69	Day	2%
Foster Care - Administrative Rate (Level 2)	\$18.08	Day	0%
Respite Care*	\$75.00	Day	0%
Visitation/Family Interactions Program*	\$45.00	Hour	0%
Family Finding Services Or Relative Search*	\$55.00	Hour	0%
Foster Home Licensing/ Re-Licensing*	\$55.00	Hour	0%

\*Indicates services requiring special approval

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

<u>36-3638-0000-64604</u>	<u>Child Protective Services – Substitute Care</u>
<u>36-3654-0000-64604</u>	<u>Juvenile Justice Services – Substitute Care</u>

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 2014 County Adopted Budget includes the following funds for substitute care:

<u>Child Protective Services</u>		<u>Juvenile Justice Services</u>	
\$1,521,786	Foster Homes I-V	\$472,054	Foster Homes I-V
\$176,852	Group Homes	\$214,916	Group Homes
<u>\$1,926,933</u>	Residential Care Centers	<u>\$817,416</u>	Residential Care Centers
\$3,625,571	Total	\$1,504,386	Total

Were Bids or Quotations Solicited?  Yes  No (Renewal)

Covered by State Contract?  Yes  No

State Contract #

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

DB  
N/A  
IN

11/18/13 V-2

## 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\_2014\_0058 (JJS)

G:\BUSINESS\CONTRACT\2014 Contracts\JJS\Country Nurses

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: Country Nurses, Inc.  
 (Name of entity)

Contract Period:                      Start Date: 01/01/2014                      Expiration Date: 12/31/2014

Contract Amount:

Service	Rate	Change from Prior Year
RN PRN Day	\$45.00 per hour	0%
RN PRN Weekend	\$47.00 per hour	0%
Travel Expense	\$18.00 per day for travel expenses	0%
LPN Day	\$40.00 per hour	0%
LPN Weekend	\$42.00 per hour	0%

\*Holiday rate will be charged at one and one-half (1 ½) times the base rate.

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

Executive Summary: The Human Services Department is contracting with Country Nurses, Inc to provide required healthcare services at the Youth Services Center. Country Nurses have provided services this year to cover YSC nursing staff vacancies or when the YSC nurses have taken vacation or sick time.

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

00194710

12/11/13

# 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\_2014\_0104

G:\BUSINESS\CONTRACT\2014 Contracts\SUB\Lad Lake

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: \_\_\_\_\_ Lad Lake, Inc.  
(Name of entity)

Contract Period: Start Date: 1/1/2014      Expiration Date: 12/31/2014

Contract Amount: \$ Rate x Number of approved clients

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change from prior year</u>
Residential Care Center	\$321.30	Day	4.7%

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

- 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 2014 County Adopted Budget includes the following funds for substitute care:

<u>Child Protective Services</u>		<u>Juvenile Justice Services</u>	
\$1,521,786	Foster Homes I-V	\$472,054	Foster Homes I-V
\$176,852	Group Homes	\$214,916	Group Homes
\$1,926,933	Residential Care Centers	\$817,416	Residential Care Centers
\$3,625,571	Total	\$1,504,386	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? 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\_2014\_0009

G:\BUSINESS\CONTRACT\2014 Contracts\ACS\SHC\Lunk, Inc.

(check box if yes) or, \_\_\_\_\_ Amendment to Contract # or, \_\_\_\_\_ Addendum to Contract #

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

Contract with: Lunk, Inc, dba Home Instead Senior Care  
(Name of entity)

Contract Period: Start Date: 1/1/2014 Expiration Date: 12/31/2015

Contract Amount: \$ Rate x Number of approved clients

Service	Rate	Unit	Change from prior year
Basic Services (homemaker, companion, personal care)	\$19.00	Hour (shifts over 3 hours)	0%
Basic Services (homemaker, companion, personal care)	\$26.00	Hour (shifts less than 3 hours)	0%

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

- 36-3666-0000-64604 Long Term Support
- 36-3668-0000-64604 Community Options Program (COP)
- 36-3674-0000-64604 COP Waiver
- 36-3678-0000-64604 Community Integration Program (CIP-II)
- 36-3706-0000-64604 Community Support Program (CSP)

Executive Summary:

Rock County Human Services Department has developed contracts with several providers. For supportive home care services. This is one of several providers from which Rock County clients may choose for such services.

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\_2014\_0030**

G:\BUSINESS\CONTRACT\2014 Contracts\AODA\LSS

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

Human Services Department  
Originating Department

Sara Mooren  
Contact Person

x 8431  
Phone

Contract with: Lutheran Social Services  
(Name of entity)

Contract Period: Start Date: 1/1/2014 Expiration Date: 12/31/2014

Contract Amount: \$ Rate x Number of approved clients

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change from prior year</u>
Outpatient Group Counseling	\$25.00	Hour	0%
Outpatient Individual Counseling	\$35.00	Hour	0%
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 2014 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. 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  
 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\_2014\_0114

G:\BUSINESS\CONTRACT\2014 Contracts\SUB\Rawhide

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: \_\_\_\_\_ Rawhide, Inc.  
(Name of entity)

Contract Period: Start Date: 1/1/2014 Expiration Date: 12/31/2014

Contract Amount: \$ Rate x Number of approved clients

Service	Rate	Unit	Change from prior year
Residential Care	\$321.30	Day	4.7%
120 Day Program (RCC)	\$321.30	Day	4.7%
Group Home	\$190.28	Day	-2.4%
Treatment Foster Care Administration	\$64.69	Day	2%
Starr Academy School*	\$55.00	Day	22%

\* indicates services requiring special approval

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

<u>36-3638-0000-64604</u>	<u>Child Protective Services – Substitute Care</u>
<u>36-3654-0000-64604</u>	<u>Juvenile Justice Services – Substitute Care</u>

### 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 2014 County Adopted Budget includes the following funds for substitute care:

<u>Child Protective Services</u>		<u>Juvenile Justice Services</u>	
\$1,521,786	Foster Homes I-V	\$472,054	Foster Homes I-V
\$176,852	Group Homes	\$214,916	Group Homes
<u>\$1,926,933</u>	<u>Residential Care Centers</u>	<u>\$817,416</u>	<u>Residential Care Centers</u>
<u>\$3,625,571</u>	<u>Total</u>	<u>\$1,504,386</u>	<u>Total</u>

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

DB/ALIN

12/13/13

# 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\_2014\_0021

G:\BUSINESS\CONTRACT\2014 Contracts\ACS\RCAC\The Heights

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: \_\_\_\_\_ **The Heights at Evansville Manor** \_\_\_\_\_  
(Name of entity)

Contract Period: Start Date: 1/1/2014 Expiration Date: 12/31/2015

Contract Amount: \$ Rate x Number of approved clients

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change from prior year</u>
RCAC - Standard Room	\$4,187.08	Month	0%
RCAC - Client Specific	\$2,983.36	Month	0%
RCAC - Client Specific	\$2,999.61	Month	0%

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

- 36-3666-0000-64604 Long Term Support
- 36-3668-0000-64604 Community Options Program (COP)
- 36-3674-0000-64604 COP Waiver
- 36-3675-0000-64604 Community Relocation Initiative
- 36-3678-0000-64604 Community Integration Program (CIP II)
- 36-3681-0000-64604 Nursing Home Diversion
- 36-3706-0000-64604 Community Support Program (CSP)

### Executive Summary:

Rock County Human Services Department has developed contracts with a group of providers for Residential Care Apartment Complexes services. This is one provider from which Rock County clients may choose for such services. The rates outlined above reflect the facilities standard rate and client specific rates that have been developed based on the clients' level of needs.

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

3/12/13

12/11/13

# 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\_2014\_0119

G:\BUSINESS\CONTRACT\2014 Contracts\SUB\Tomorrow's Children

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: Tomorrow's Children, Inc.  
(Name of entity)

Contract Period: Start Date: 1/1/2014 Expiration Date: 12/31/2014

Contract Amount: \$ Rate x Number of approved clients

Service	Rate	Unit	Change from prior year
Residential Care Center	\$288.00	Day	0%

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

- 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 2014 County Adopted Budget includes the following funds for substitute care:

Child Protective Services		Juvenile Justice Services	
\$1,521,786	Foster Homes I-V	\$472,054	Foster Homes I-V
\$176,852	Group Homes	\$214,916	Group Homes
\$1,926,933	Residential Care Centers	\$817,416	Residential Care Centers
\$3,625,571	Total	\$1,504,386	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? Human Services Board Chair

Encumbrance

Rock County HSD

**COMMITTEE APPROVAL REPORT**  
Pre-Approved Encumbrances

12/13/2013

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3605-0000-62119 ENC 36-3605-0000	OTHER SERVICES	R1400625	01/01/2014	LANGUAGE LINE SERVICES	7,500.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
IM CONSORTIUM	3,817,796.00		0.00	0.00	7,500.00	3,810,296.00

I have examined the preceding bills and encumbrances in the total amount of **\$7,500.00**

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 \_\_\_\_\_

Encumbrance

Rock County HSD

COMMITTEE APPROVAL REPORT

12/12/2013

Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3602-0000-63101 ENC 36-3602-0000	POSTAGE	R1400529	01/01/2014	PITNEY BOWES INC	46,000.00
	Budget		YTD Exp	YTD Enc	Pending
OVERHEAD	46,000.00		0.00	0.00	46,000.00
					Closing Balance
					0.00
36-3610-0000-62119 ENC 36-3610-0000	OTHER SERVICES	R1400527	01/01/2014	O BRIEN AND ASSOCIATES INC	25,240.00
	Budget		YTD Exp	YTD Enc	Pending
CHILD CARE	49,580.00		0.00	0.00	25,240.00
					Closing Balance
					24,340.00
36-3634-0000-64604 ENC 36-3634-1731	PROGRAM EXPENSE	R1400526	01/01/2014	MANPOWER INC	38,750.00
	Budget		YTD Exp	YTD Enc	Pending
CPS	105,922.00		0.00	0.00	38,750.00
					Closing Balance
					67,172.00
36-3641-0000-64604 ENC 36-3641-0000	PROGRAM EXPENSE	R1400533	01/01/2014	YWCA OF ROCK COUNTY	10,000.00
	Budget		YTD Exp	YTD Enc	Pending
BRIGHTER FUTURES	297,969.00		0.00	190,356.00	10,000.00
					Closing Balance
					97,613.00
36-3664-0000-62163 ENC 36-3664-0000	LAUNDRY	R1400515	01/01/2014	ARAMARK UNIFORM SERVICES INC	13,771.00
	Budget		YTD Exp	YTD Enc	Pending
YOUTH SERVICES	13,771.00		0.00	0.00	13,771.00
					Closing Balance
					0.00
36-3686-0000-62112 ENC 36-3686-0000	SECURITY	R1400532	01/01/2014	US SECURITY ASSOCIATES INC	41,782.00
	Budget		YTD Exp	YTD Enc	Pending
DETOX SERVICES	41,782.00		0.00	0.00	41,782.00
					Closing Balance
					0.00
36-3689-0000-62112 ENC 36-3689-0000	SECURITY	R1400532	01/01/2014	US SECURITY ASSOCIATES INC	125,346.00
	Budget		YTD Exp	YTD Enc	Pending
CRISIS	125,346.00		0.00	0.00	125,346.00
					Closing Balance
					0.00
36-3690-0000-62170 ENC 36-3690-0000	PHYSICIAN/OTHER	R1400528	01/01/2014	PIERCE,DAVID WINSLOW	40,000.00
	Budget		YTD Exp	YTD Enc	Pending
OUTPATIENT SER	145,620.00		0.00	0.00	40,000.00
					Closing Balance
					105,620.00
36-3730-0000-62119 ENC 36-3730-0000 ENC 36-3730-0000	OTHER SERVICES	R1400530 R1400531	01/01/2014 01/01/2014	SERVICE MASTER COMMERCIAL CLEA SOUTHWEST WISCONSIN WORKFORCE	48,299.00 51,969.00
	Budget		YTD Exp	YTD Enc	Pending
JOB CENTER	100,738.00		0.00	0.00	100,268.00
					Closing Balance
					470.00
36-3730-0000-62200 ENC 36-3730-0000	UTILITIES	R1400524	01/01/2014	JANESVILLE WATER AND WASTEWATE	6,300.00

**COMMITTEE APPROVAL REPORT**

Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
JOB CENTER	91,300.00		0.00	85,000.00	6,300.00	0.00

I have examined the preceding bills and encumbrances in the total amount of **\$447,457.00**  
 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 \_\_\_\_\_

Encumbrance

Rock County HSD

COMMITTEE APPROVAL REPORT

12/12/2013

Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3602-0000-62119 ENC 36-3602-0000	OTHER SERVICES	R1400519	01/01/2014	EMDEON	2,800.00	
<b>OVERHEAD</b>	Budget 31,249.00		YTD Exp 0.00	YTD Enc 0.00	Pending 2,800.00	Closing Balance 28,449.00
36-3614-0000-62119 ENC 36-3614-0000	OTHER SERVICES	R1400520	01/01/2014	ENERGY SERVICES INC	364,412.00	
<b>LIHEAP</b>	Budget 364,412.00		YTD Exp 0.00	YTD Enc 0.00	Pending 364,412.00	Closing Balance 0.00
36-3641-0000-64604 ENC 36-3641-0000 ENC 36-3641-0000 ENC 36-3641-0000	PROGRAM EXPENSE	R1400516 R1400517 R1400521	01/01/2014 01/01/2014 01/01/2014	CHILDRENS SERVICE SOCIETY OF W COMMUNITY ACTION INC OF ROCK & FAMILY SERVICE ASSOCIATION	99,243.00 81,113.00 10,000.00	
<b>BRIGHTER FUTURES</b>	Budget 297,969.00		YTD Exp 0.00	YTD Enc 10,000.00	Pending 190,366.00	Closing Balance 97,613.00
36-3664-0000-62105 ENC 36-3664-0000	FOOD SERVICES	R1400514	01/01/2014	ARAMARK CORRECTIONAL SERVICES	89,936.00	
<b>YOUTH SERVICES</b>	Budget 89,936.00		YTD Exp 0.00	YTD Enc 0.00	Pending 89,936.00	Closing Balance 0.00
36-3664-0000-62163 ENC 36-3664-0000	LAUNDRY	R1400515	01/01/2014	ARAMARK UNIFORM SERVICES INC	13,771.00	
<b>YOUTH SERVICES</b>	Budget 13,771.00		YTD Exp 0.00	YTD Enc 0.00	Pending 13,771.00	Closing Balance 0.00
36-3686-0000-62119 ENC 36-3686-0000	OTHER SERVICES	R1400518	01/01/2014	DANE COUNTY DEPARTMENT OF HUMA	207,108.00	
<b>DETOX SERVICES</b>	Budget 237,108.00		YTD Exp 0.00	YTD Enc 0.00	Pending 207,108.00	Closing Balance 30,000.00
36-3690-0000-62119 ENC 36-3690-0000	OTHER SERVICES	R1400522	01/01/2014	HEALTH NET OF JANESVILLE INC	57,867.00	
<b>OUTPATIENT SER</b>	Budget 85,966.00		YTD Exp 0.00	YTD Enc 0.00	Pending 57,867.00	Closing Balance 8,099.00
36-3730-0000-62200 ENC 36-3730-0000	UTILITIES	R1400513	01/01/2014	ALLIANT ENERGY	85,000.00	
<b>JOB CENTER</b>	Budget 91,300.00		YTD Exp 0.00	YTD Enc 6,300.00	Pending 85,000.00	Closing Balance 0.00

**COMMITTEE APPROVAL REPORT**

Pre-Approved Encumbrances

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Inv Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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I have examined the preceding bills and encumbrances in the total amount of **\$1,011,250.00**

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 \_\_\_\_\_



05531207

Rock County HSD

COMMITTEE APPROVAL REPORT

12/17/2013

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3603-0000-64908 3 36-3603-3015	CONTRIBUTIONS		12/16/2013	ROCK COUNTY HUMAN SERVICES DEP	150.00
<b>SPECIAL HSD</b>	Budget 8,000.00		YTD Exp 5,760.04	YTD Enc 0.00	Pending 150.00 Closing Balance 2,089.96
36-3604-0000-64604 4 36-3604-0000	PROGRAM EXPENSE		12/16/2013	JANESVILLE TRANSIT SYSTEM	300.00 <i>transfer coming</i>
<b>ECONOMIC SUPPORT</b>	Budget 2,000.00		YTD Exp 3,525.65	YTD Enc 0.00	Pending 300.00 Closing Balance (1,825.65)
36-3634-0000-64604 11 36-3634-5013	PROGRAM EXPENSE		12/16/2013	ROCK COUNTY HUMAN SERVICES DEP	50.00
<b>CPS</b>	Budget 95,922.00		YTD Exp 50,130.58	YTD Enc 19,970.10	Pending 50.00 Closing Balance 25,771.32
36-3655-0000-64604 17 36-3655-0000	PROGRAM EXPENSE		12/16/2013	ROCK COUNTY HUMAN SERVICES DEP	20.00
<b>KINSHIP CARE</b>	Budget 2,000.00		YTD Exp 1,927.00	YTD Enc 0.00	Pending 20.00 Closing Balance 53.00
36-3664-0000-63400 26 36-3664-0000	OPERATING SUPPLI		12/16/2013	ROCK COUNTY HUMAN SERVICES DEP	100.00
<b>YOUTH SERVICES</b>	Budget 32,145.00		YTD Exp 25,525.69	YTD Enc 194.10	Pending 100.00 Closing Balance 6,325.21
36-3664-0000-67200 26 36-3664-7000	CAPITAL IMPROV		12/16/2013	ROCK COUNTY HUMAN SERVICES DEP	350.00 <i>4 E ads of county</i>
<b>YOUTH SERVICES</b>	Budget 75,000.00		YTD Exp 77,800.00	YTD Enc 22,300.00	Pending 350.00 Closing Balance (25,450.00)

I have examined the preceding bills and encumbrances in the total amount of **\$970.00**  
 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 \_\_\_\_\_

*page 1 bill*

OAD31102

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3700-0000-62119	OTHER SERVICES					
46 36-3700-0000			11/30/2013	KEALEY PHARMACY	6,373.95	
36-3700-1326			11/30/2013	TELLURIAN UCAN INC	3,380.00	
36-3700-1331			11/30/2013	BELOIT AREA	105.00	
36-3700-1331			11/30/2013	CROSSROADS COUNSELING CENTER	2,340.00	
36-3700-1331			11/30/2013	LUTHERAN SOCIAL SERVICES	525.00	
36-3700-1331			11/30/2013	JANESVILLE PSYCHIATRIC CLINIC	7,120.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>AODA BLOCK GRANT</b>	276,494.00		228,661.91	1,560.00	19,843.95	26,428.14
36-3704-0000-62119	OTHER SERVICES					
48 36-3704-0000			11/30/2013	CROSSROADS COUNSELING CENTER	900.00	
36-3704-1331			11/30/2013	BELOIT AREA	140.00	
36-3704-1331			11/30/2013	CROSSROADS COUNSELING CENTER	5,575.00	
36-3704-1331			11/30/2013	LUTHERAN SOCIAL SERVICES	1,116.25	
36-3704-1331			11/30/2013	JANESVILLE PSYCHIATRIC CLINIC	285.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>IDP</b>	183,655.00		72,981.85	0.00	8,016.25	102,656.90

I have examined the preceding bills and encumbrances in the total amount of **\$27,860.20**  
 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 \_\_\_\_\_

0GR31202

Rock County HSD

COMMITTEE APPROVAL REPORT

12/17/2013

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3624-0000-64604	PROGRAM EXPENSE					
10 36-3624-3604			12/13/2013	KMART CORP #4255	49.69	
36-3624-3604			12/13/2013	TUCKER, JANET	150.00	
36-3624-3604			12/13/2013	GARDNER, LELA	200.00	
<b>INTERIM ASSIST</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	35,000.00		17,567.51	0.00	399.69	17,032.80

I have examined the preceding bills and encumbrances in the total amount of **\$399.69**  
 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 \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3602-0000-62119	OTHER SERVICES					
36-3602-0000		P1300589	12/03/2013	PAPER RECOVERY SERVICE CORPORA	338.05	
36-3602-0000		P1303828	10/31/2013	PACKAGE PRO EXPRESS DELIVERY I	971.66	
36-3602-0000		P1303829	11/30/2013	PACKAGE PRO EXPRESS DELIVERY I	2,957.69	
<b>OVERHEAD</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	35,990.00		31,033.29	800.30	4,267.40	<i>transfer coming</i> (110.99)
36-3602-0000-63100	OFC SUPP & EXP					
36-3602-0000		P1300569	11/14/2013	AARONS LOCK AND SAFE INC	200.00	
36-3602-0000		P1300578	11/22/2013	E AND D WATER WORKS INC	23.00	
36-3602-0000		P1300617	11/30/2013	WISCONSIN DEPARTMENT OF JUSTIC	100.00	
36-3602-0000		P1303605	11/21/2013	JAX CUSTOM PRINTING INC	46.00	
<b>OVERHEAD</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	96,917.00		71,272.54	6,545.94	369.00	18,729.52
36-3602-0000-63101	POSTAGE					
36-3602-0000		P1303833	12/12/2013	UNITED STATES POSTAL SERVICE	268.00	
<b>OVERHEAD</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	52,500.00		36,485.67	16,500.00	268.00	(753.67)
36-3602-0000-67200	CAPITAL IMPROV					
36-3602-0000		P1303540	11/25/2013	HENRICKSEN	2,616.20	
36-3602-0000		P1303543	11/25/2013	HENRICKSEN	1,354.08	
36-3602-0000		P1303545	11/26/2013	STAPLES ADVANTAGE	284.99	
<b>OVERHEAD</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	21,000.00		3,079.73	1,971.08	4,255.27	11,693.92
36-3605-0000-62119	OTHER SERVICES					
36-3605-0000		P1303830	11/30/2013	LANGUAGE LINE SERVICES	570.46	
<b>IM CONSORTIUM</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	3,018,894.00		2,353,625.72	0.00	570.46	664,697.82
36-3634-0000-63300	TRAVEL					
36-3634-0000			12/09/2013	EUGENIO,JASON	13.56	
<b>CPS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	165,000.00		173,711.00	0.00	13.56	<i>transfer coming</i> (8,724.56)
36-3634-0000-64604	PROGRAM EXPENSE					
36-3634-1395		P1303824	12/12/2013	HOARD,LISA	160.00	
36-3634-1731			11/27/2013	KATH,KRISTIN	12.38	
36-3634-1731			12/05/2013	OJA,ROBERT	17.41	
36-3634-1814		P1300583	11/30/2013	JANESVILLE GAZETTE INC	37.44	
36-3634-5000		P1300617	11/30/2013	WISCONSIN DEPARTMENT OF JUSTIC	172.00	
36-3634-5013		P1300617	11/30/2013	WISCONSIN DEPARTMENT OF JUSTIC	70.00	
<b>CPS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	95,922.00		50,180.58	18,193.67	469.23	27,078.52
36-3634-0000-67160	CA \$500-\$4,999					
36-3634-0000		P1303540	11/25/2013	HENRICKSEN	261.62	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3634-0000		P1303541	12/09/2013	HENRICKSEN	266.17	
36-3634-0000		P1303542	11/25/2013	HENRICKSEN	87.36	
36-3634-0000		P1303544	12/09/2013	HENRICKSEN	641.54	
<b>CPS</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	3,615.00		0.00	0.00	1,256.69	2,358.31
36-3636-0000-64604	PROGRAM EXPENSE					
36-3636-0000		P1303597	11/18/2013	SADDLEBACK EDUCATIONAL PUBLISH	264.88	
<b>INDEPEND LIVING</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	7,804.00		6,884.09	0.00	264.88	655.03
36-3637-0000-62119	OTHER SERVICES					
36-3637-0000		P1303849	12/04/2013	KING CONSULTING	4,616.66	
<b>HOME VISITATION</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	344,029.00		301,286.46	4,044.75	4,616.66	34,081.13
36-3641-0000-62119	OTHER SERVICES					
36-3641-5014		P1303852	10/31/2013	COMMUNITY CARE PROGRAMS INC	960.00	
<b>BRIGHTER FUTURES</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	0.00		0.00	0.00	960.00	(960.00)
36-3641-0000-64604	PROGRAM EXPENSE					
36-3641-2570		P1303730	11/27/2013	PARTNERS IN PREVENTION	6,803.29	
36-3641-5013			12/02/2013	ZASTOUPIL,ANNA	5.03	
36-3641-5014		P1303851	09/30/2013	COMMUNITY CARE PROGRAMS INC	400.00	
<b>BRIGHTER FUTURES</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	294,864.00		242,286.08	18,222.86	7,208.32	27,146.74
36-3646-0000-62119	OTHER SERVICES					
36-3646-0000		P1303831	11/24/2013	FFT LLC	5,250.00	
36-3646-5009		P1303765	11/11/2013	FFT LLC	1,866.68	
36-3646-5009		P1303766	11/11/2013	FFT LLC	865.80	
36-3646-5009		P1303832	11/24/2013	FFT LLC	4,000.00	
36-3646-5013		P1300928	11/05/2013	OREGON MENTAL HEALTH SERVICES	920.02	
36-3646-5013		P1303817	12/03/2013	CROSSROADS COUNSELING CENTER	85.00	
36-3646-5014		P1300928	11/05/2013	OREGON MENTAL HEALTH SERVICES	131.43	
36-3646-5014		P1303768	12/05/2013	BP GAS STATION	200.00	
36-3646-5014		P1303851	09/30/2013	COMMUNITY CARE PROGRAMS INC	1,725.00	
36-3646-5014		P1303852	10/31/2013	COMMUNITY CARE PROGRAMS INC	3,701.61	
36-3646-5015		P1300927	12/10/2013	FOUNDATIONS COUNSELING CENTER	2,319.14	
36-3646-5019		P1303852	10/31/2013	COMMUNITY CARE PROGRAMS INC	1,756.45	
<b>JUVENILE JUSTICE</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	211,240.00		163,739.02	16,039.69	22,821.13	8,640.16
36-3646-0000-64604	PROGRAM EXPENSE					
36-3646-0000		P1300595	11/21/2013	SENTRY FOOD STORE	307.49	
36-3646-5016			12/04/2013	DEMPSEY,MARY	56.90	
36-3646-5017			12/04/2013	MINEAU,HOLLY	69.00	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>JUVENILE JUSTICE</b>	21,950.00		17,919.65	515.73	433.39	3,081.23
36-3655-0000-64604	PROGRAM EXPENSE					
36-3655-0000		P1300617	11/30/2013	WISCONSIN DEPARTMENT OF JUSTIC		164.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>KINSHIP CARE</b>	2,000.00		1,947.00	164.00	164.00	(275.00)
36-3664-0000-61915	CERT/LIC/OTHER					
36-3664-0000		P1303693	10/31/2013	OCCUPATIONAL HEALTH AND WELLNE		108.00
36-3664-0000		P1303773	11/30/2013	OCCUPATIONAL HEALTH CENTER		43.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>YOUTH SERVICES</b>	1,870.00		1,422.00	0.00	151.00	297.00
36-3664-0000-62105	FOOD SERVICES					
36-3664-0000		P1303629	11/22/2013	ARAMARK CORRECTIONAL SERVICES		5,171.32
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>YOUTH SERVICES</b>	65,058.00		65,335.47	5,171.32	5,171.32	(10,620.11)
36-3664-0000-62119	OTHER SERVICES					
36-3664-0000		P1300576	11/22/2013	COUNTRY NURSES		612.50
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>YOUTH SERVICES</b>	20,000.00		14,241.00	612.50	612.50	4,534.00
36-3664-0000-62400	R & M SERV					
36-3664-0000		P1300570	11/11/2013	BANDT COMMUNICATIONS INC		506.16
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>YOUTH SERVICES</b>	5,100.00		3,546.27	506.16	506.16	541.41
36-3664-0000-63400	OPERATING SUPPLI					
36-3664-0000		P1300574	11/21/2013	BOB BARKER COMPANY INC		421.54
36-3664-0000		P1301098	11/19/2013	MOORE MEDICAL CORP		415.90
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>YOUTH SERVICES</b>	32,145.00		25,625.69	888.34	837.44	4,793.53
36-3664-0000-64200	TRAINING EXP					
36-3664-0000		P1303708	11/26/2013	RADISSON PAPER VALLEY HOTEL		350.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>YOUTH SERVICES</b>	5,100.00		4,856.00	120.00	350.00	(226.00)
36-3664-0000-67200	CAPITAL IMPROV					
36-3664-7000		P1302341	12/09/2013	POTTER LAWSON ARCHITECTS INC		16,725.00
36-3664-7000		P1303822	12/12/2013	BLUEPRINT SHOPPE,THE		94.50
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>YOUTH SERVICES</b>	75,000.00		78,150.00	5,575.00	16,819.50	(25,544.50)
36-3683-0000-63100	OFC SUPP & EXP					
36-3683-0000		P1300596	11/08/2013	STAPLES ADVANTAGE		369.99

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
<b>ADRC</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	6,000.00		100.00	1,068.07	369.99	4,461.94
36-3683-0000-63200	PUBL/SUBCR/DUES					
36-3683-0000		P1303071	09/25/2013	PROFORMA PRINTWORKS		856.65
<b>ADRC</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	2,500.00		1,405.08	0.00	856.65	238.27
36-3689-0000-62119	OTHER SERVICES					
36-3689-0700		P1303850	12/12/2013	MERCY HEALTH SYSTEM		40,635.00
36-3689-1226		P1302384	11/01/2013	AZURA HARBOR HOLDINGS LLC		749.82
36-3689-1226		P1303827	11/06/2013	ST ELIZABETH MANOR		8,391.84
<b>CRISIS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	1,396,908.00		1,144,610.09	233,805.60	49,776.66	(31,284.35)
36-3689-0000-64604	PROGRAM EXPENSE					
36-3689-0000			06/12/2013	CROSSROADS COUNSELING CENTER		25.00
36-3689-0000		P1300584	11/19/2013	JANESVILLE TRANSIT SYSTEM		120.00
36-3689-0002			11/15/2013	REDWOOD MOTEL		185.00
36-3689-0002			11/25/2013	SRB PROPERTY MANAGEMENT LLC		150.00
36-3689-0004			11/19/2013	KEALEY PHARMACY		249.39
36-3689-0004			10/16/2013	HEMOCARE PHARMACY LLC		11.13
<b>CRISIS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	250,000.00		170,189.20	100,459.28	740.52	(21,389.00)
36-3689-0000-67160	CA \$500-\$4,999					
36-3689-0000		P1303540	11/25/2013	HENRICKSEN		261.62
36-3689-0000		P1303541	12/09/2013	HENRICKSEN		266.17
36-3689-0000		P1303542	11/25/2013	HENRICKSEN		87.36
36-3689-0000		P1303544	12/09/2013	HENRICKSEN		641.54
<b>CRISIS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	1,415.00		0.00	0.00	1,256.69	158.31
36-3690-0000-62119	OTHER SERVICES					
36-3690-0000		P1300618	11/30/2013	VEOLIA ENVIRONMENTAL SERVICES-		26.85
36-3690-0000		P1301255	12/01/2013	CLIENTTELL INC		100.00
<b>OUTPATIENT SER</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	66,024.00		65,614.67	126.85	126.85	155.63
36-3690-0000-62170	PHYSICIAN/OTHER					
36-3690-0000		P1300573	12/03/2013	PSYCHOLOGY CLINIC INC,THE		5,125.00
<b>OUTPATIENT SER</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	130,920.00		112,421.79	5,125.00	5,125.00	8,248.21
36-3690-0000-62503	INTERPRETER FEES					
36-3690-0000		P1300598	11/19/2013	SWITS LTD		90.00
<b>OUTPATIENT SER</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	7,000.00		2,590.00	90.00	90.00	4,230.00

4Eads by courthouse

4Eads by courthouse

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3690-0000-65321 36-3690-0000	BLDG/OFC LEASE	P1303826	12/12/2013	SARA INVESTMENT REAL ESTATE LL	1,591.00
<b>OUTPATIENT SER</b>	Budget 63,565.00		YTD Exp 56,459.43	YTD Enc 0.00	Pending 1,591.00 Closing Balance 5,514.57
36-3690-0000-67160 36-3690-0000 36-3690-0000	CA \$500-\$4,999	P1303358 P1303363	11/21/2013 11/21/2013	HENRICKSEN HENRICKSEN	1,569.72 1,360.00
<b>OUTPATIENT SER</b>	Budget 23,213.00		YTD Exp 4,758.50	YTD Enc 0.00	Pending 2,929.72 Closing Balance 15,524.78
36-3694-0000-62119 36-3694-0000	OTHER SERVICES	P1303729	11/27/2013	PARTNERS IN PREVENTION	4,268.77
<b>AODA INNER CITY</b>	Budget 46,500.00		YTD Exp 23,012.27	YTD Enc 0.00	Pending 4,268.77 Closing Balance 19,218.96
36-3697-0000-67160 36-3697-0000 36-3697-0000 36-3697-0000 36-3697-0000	CA \$500-\$4,999	P1303540 P1303541 P1303542 P1303544	11/25/2013 12/09/2013 11/25/2013 12/09/2013	HENRICKSEN HENRICKSEN HENRICKSEN HENRICKSEN	1,046.48 1,064.68 349.44 2,566.16
<b>CFIS</b>	Budget 5,660.00		YTD Exp 0.00	YTD Enc 0.00	Pending 5,026.76 Closing Balance 633.24
36-3704-0000-67160 36-3704-0000	CA \$500-\$4,999	P1303358	11/21/2013	HENRICKSEN	523.24
<b>IDP</b>	Budget 3,840.00		YTD Exp 2,522.48	YTD Enc 0.00	Pending 523.24 Closing Balance 794.28
36-3706-0000-62119 36-3706-0000	OTHER SERVICES	P1300618	11/30/2013	VEOLIA ENVIRONMENTAL SERVICES-	54.52
<b>CSP</b>	Budget 11,066.00		YTD Exp 21,786.02	YTD Enc 746.50	Pending 54.52 Closing Balance (11,521.04) <i>transfer coming</i>
36-3706-0000-65321 36-3706-0000	BLDG/OFC LEASE	P1303825	12/12/2013	SARA INVESTMENT REAL ESTATE LL	3,232.35
<b>CSP</b>	Budget 86,056.00		YTD Exp 92,985.68	YTD Enc 0.00	Pending 3,232.35 Closing Balance (10,162.03) <i>transfer coming</i>
36-3706-0000-67160 36-3706-0000	CA \$500-\$4,999	P1303358	11/21/2013	HENRICKSEN	523.24
<b>CSP</b>	Budget 2,830.00		YTD Exp 1,821.80	YTD Enc 0.00	Pending 523.24 Closing Balance 484.96
36-3730-0000-62400 36-3730-0000 36-3730-0000 36-3730-0000	R & M SERV	P1300588 P1300600 P1300618	12/03/2013 11/26/2013 11/30/2013	MENARDS TRI COR MECHANICAL INC VEOLIA ENVIRONMENTAL SERVICES-	81.68 2,489.00 172.14



Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
JOB CENTER	71,297.00		50,172.97	2,742.82	2,742.82	15,638.39

I have examined the preceding bills and encumbrances in the total amount of **\$151,620.69**  
 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 \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
00-0000-0000-17000 00-0000-0010	PREPAID BUDGET I	P1303769	12/05/2013	AIRS CERTIFICATION		100.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	0.00		164,234.64	28,300.00	100.00	(192,634.64)

I have examined the preceding bills and encumbrances in the total amount of **\$100.00**  
 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 \_\_\_\_\_

05531210

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3641-0000-64604	PROGRAM EXPENSE					
36-3641-5013			12/01/2013	DAVIS CITGO SERVICE INC	50.00	
36-3641-5013			12/01/2013	CARGILL CHRISTIAN DAYCARE	257.25	
36-3641-5014			12/01/2013	NAMAN LLC	250.00	
36-3641-5014			12/01/2013	MAYER, BARBARA J	2,490.00	
36-3641-5014			12/01/2013	FRIEDRICH, PAUL	550.00	
36-3641-5015			12/01/2013	DAVIS CITGO SERVICE INC	50.00	
36-3641-5015			12/01/2013	KMART CORP #4255	154.98	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>BRIGHTER FUTURES</b>	294,864.00		245,692.17	18,222.86	3,802.23	27,146.74

I have examined the preceding bills and encumbrances in the total amount of **\$3,802.23**

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 \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve  
INITIATED BY

Carla Haigh  
DRAFTED BY



Human Service Board  
SUBMITTED BY

December 9, 2013  
DATE DRAFTED

**TO RECOGNIZE SHERRY QUIRK**

1 **WHEREAS**, Sherry Quirk has served the citizens of Rock County over the past 39 years as a  
2 dedicated and valued employee of Rock County; and,  
3

4 **WHEREAS**, Sherry Quirk began her career with the County on August 16, 1974 for the  
5 Human Services Department, and has diligently worked in the Economic Support Division  
6 first as an Economic Support Specialist, then as a Lead Economic Support Specialist, and for  
7 the last nine years as the Lead Economic Support Supervisor until her retirement on January 3,  
8 2014 from the Human Services Department; and,  
9

10 **WHEREAS**, Sherry Quirk has proven herself to be a compassionate, caring, and committed  
11 employee to the Economic Support Division in all of her roles, always advocating for  
12 Economic Support program participants, highly knowledgeable of all the Economic Support  
13 programs while specializing in the area of the elderly, blind, and disabled population; and,  
14

15 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock  
16 County, wishes to recognize Sherry Quirk for her achievements and long and faithful service  
17 to the Human Services Department and citizens of Rock County.  
18

19 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,  
20 duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2014, does hereby recognize Sherry Quirk for  
21 her 39 years of service and extend best wishes to her in her future endeavors; and  
22

23 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish  
24 a copy of this resolution to Sherry Quirk.

Respectfully Submitted,

Rock County Human Services Board

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
Phillip Owens

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
William Grahn

\_\_\_\_\_  
Marvin Wopat

\_\_\_\_\_  
Ashley Kleven

**COUNTY BOARD STAFF COMMITTEE**

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

---

Eva Arnold

---

Henry Brill

---

Betty Jo Bussie

---

Ivan Collins

---

Marilynn Jensen

---

Louis Peer

---

Kurtis L. Yankee

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board  
INITIATED BY

Human Services Board  
SUBMITTED BY



Phil Boutwell, Deputy Director  
DRAFTED BY

December 18, 2013  
DATE DRAFTED

**Revising Effective Date from March 1, 2014 to January 13, 2014 for the Three New Mental Health Division Program Managers Positions Created in the 2014 Budget**

- 1 **WHEREAS**, the County Board approved the creation of three new Mental Health Division Program  
2 Managers in the 2014 Adopted County Budget as part of a Human Services Department reorganization  
3 initiative; and,  
4
- 5 **WHEREAS**, the County Board concurred with the Human Services budget request that was included in  
6 the Administrator's Recommended Budget and approved the 2014 Budget that created the three new  
7 Mental Health Division Program Managers effective March 1, 2014; and,  
8
- 9 **WHEREAS**, the selection process for the positions was initiated subsequent to adoption of the County  
10 Budget and three internal candidates who are presently County Employees were selected as finalists for  
11 appointment effective March 1, 2014; and,  
12
- 13 **WHEREAS**, the Human Services Department requests the County Board to revise the effective date of  
14 appointment from March 1, 2014 to January 13, 2014 because it believes there are cost savings as well  
15 as programmatic benefits for doing so; and,  
16
- 17 **WHEREAS**, appointing the successful candidates to the newly created positions on January 13th  
18 creates vacancies in budgeted supervisory positions and it is expected that the subsequent selection  
19 process will take approximately eight weeks to fill those vacant supervisory positions resulting in a net  
20 savings of approximately \$22,000; and,  
21
- 22 **WHEREAS**, the programmatic benefits to revising the effective date of appointment means the  
23 Human Services Department will be able to implement their new initiatives more rapidly, resulting in  
24 increased revenue and improved service delivery models for clients; and,  
25
- 26 **WHEREAS**, the Human Services Department commits that it will result in the benefits described in  
27 this resolution and respectfully request favorable consideration for revising the appointment dates of  
28 the newly created Program Manager Positions to January 13, 2014; and,  
29
- 30 **WHEREAS**, due to the holiday season and committee and board meeting dates necessary to approve  
31 this resolution the earliest effective date that the appointments would actually take place is Monday,  
32 January 13, 2014.  
33
- 34 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
35 this \_\_\_\_ day of \_\_\_\_\_, 2014 does hereby revise the effective date of appointment from  
36 March 1, 2014 to January 13, 2014 for the three new Mental Health Division Program Managers created  
37 in the 2014 Budget.

**Revising the Effective Date for the Three New Mental Health Division Program Managers  
Positions Created in the 2014 Budget from March 1, 2014 to January 13, 2014**

Page 2

Respectfully submitted,

**HUMAN SERVICES BOARD**

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
William Grahn

\_\_\_\_\_  
Ashley Kleven

\_\_\_\_\_  
Phillip Owens

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Marvin Wopat

\_\_\_\_\_  
Shirley Williams

**COUNTY BOARD STAFF COMMITTEE**

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Marilyn Jensen

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Kurtis Yankee


FISCAL NOTE:

This resolution revises the effective date of appointment from March 1, 2014 to January 13, 2014 for three new Mental Health Division Program Manager positions. The funding for the earlier effective date will come from other position vacancies.

  
Sherry Oja  
Finance Director

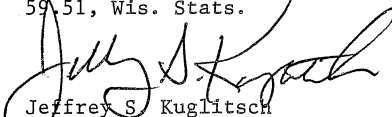
ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.01, 59.22(2) & 59.51, Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

## Executive Summary

The 2014 Adopted Rock County Budget included three new Mental Health/AODA Division Program Managers that were included as part of the Human Services Reorganization. These three positions were originally budgeted to begin on March 1, 2014. Three internal candidates applied and been selected for the three new Program Manager positions. The Human Services Department would like to start these Program Managers on January 13, 2014, rather than wait until March 1, 2014, as there will be sufficient salary savings from the supervisory vacancies to hire these positions on January 13, 2014, and furthermore, there are significant programmatic benefits for doing so. Consequently, in order to more effectively move forward with the Departmental initiatives, such as implementation of Comprehensive Community Services, the Human Services Department requests that it be permitted to start these positions on January 13, 2014, rather than March 1, 2014. The Department has sufficient funds in its budget to accommodate this adjusted start date for these three new positions.



**ROCK COUNTY HUMAN SERVICES DEPARTMENT  
DIRECTOR'S REPORT  
Wednesday, December 23, 2013**

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**HSD MANAGEMENT TEAM MEETING – December 10, 2013**

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **Waiver Provider Agreements**
- **Sexual Harassment and Diversity Training Mgmt**
- **Annual Report**
- **Client Billing Policy**
- **Family Find**
- **Worker In Training**

INFORMATION ITEMS

**HSD Board Agenda**

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**HSD MANAGEMENT TEAM MEETING – December 17, 2013**

Meeting Cancelled

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