



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

**ROCK COUNTY HUMAN SERVICES BOARD**  
Wednesday, April 22, 2015 – 4:30 p.m.

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

**AGENDA**

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of April 8, 2015 \*
4. Citizen Participation
5. Submission of Committee Requests
6. Approval of Contracts, Transfers, and/or Encumbrances \* – Mr. Zuehlke
7. Approval of Bills \* – Mr. Zuehlke
8. Resolution Recognizing HSD Administrative Professionals and Paraprofessionals \* – Mr. Zuehlke
9. Resolution to Recognize Economic Support Staff \* – Ms. Heim
10. Report on Tax Intercept – Mr. Zuehlke
11. Director's Report \*
  - Budget Updates
12. Next Meeting: Wednesday, May 13, 2015 at 4:30 p.m. at 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.

Have w-9

## Rock County Human Services Contract Review Cover Sheet

Contract with: AbilitiesDate: April 9, 2015Contract Start Date: 1/1/2014 Expiration Date: 12/31/2015

Executive Summary: The Rock County Human Services Department (RCHSD) is amending this contract in add a client specific rate for a new placement with Abilities. RCHSD has developed contracts with several providers for Community Based Residential Facilities. This is one of several providers from which Rock County clients may choose for such services. This new client rate falls within the average of other contracted providers providing similar services.

Contract Amount: rate x service

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change From Prior Year</u>
Ruger Crossing AFH (client specific)	\$2,999.94✓	Month	New
Timber Trail CBRF (general rate)	\$4,799.83✓	Month	NA
Falcon's Nest CBRF (client specific)	\$5,785.94✓	Month	NA
Stepping Stones CBRF (client specific)	\$4,643.02✓	Month	NA
Ruger Crossing AFH (client specific)	\$2,502.04✓	Month	NA
Ruger Crossing AFH (client specific)	\$3,002.23✓	Month	NA
Ruger Crossing AFH (client specific)	\$6,076.92✓	Month	NA
Parker Pathway AFH (client specific)	\$2,800.42✓	Month	NA
Hickory AFH (client specific)	\$7,147.84✓	Month	NA
Arrowhead Supervised Apartment (client specific)	\$4,562.33✓	Month	NA
Timber Trail CBRF (client specific)	\$5,292.60✓	Month	NA
Supportive Home Care	\$125.00✓	Day	NA
Adult Day Care – Dream Catchers	\$ 35.00✓	Day	NA
Adult Day Care - Aptitudes	\$ 35.00✓	Day	NA

Contract # HSD\_2014\_0002\_A2New Contract: No Amendment/Addendum: YesE-Contract Location: Year: 2014 Program: ACS CBRFFolder Name: \_\_\_\_\_  
(If different from above)

Expenditure/ Revenue Account Numbers:

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)

Contact Person: Sara Mooren Phone: x8431Were Bids or Quotations Solicited? No RFP # \_\_\_\_\_Covered by State Contract? No State Contract # \_\_\_\_\_Was a Resolution Required No Resolution # \_\_\_\_\_Contract will be signed by: Human Services Board Chair

If "Other" ~ Who? \_\_\_\_\_

CRCJIS HW  
coming w/ other  
contract

## Rock County Human Services Contract Review Cover Sheet

Date: 01/29/15

Contract with: Orion Family Services Inc.

Contract Start Date: 01/01/2015 Expiration Date: 12/31/2015

Executive Summary: Orion Family Services Inc. will provide intensive in-home family therapy, outpatient therapy, and daily living skills training to promote youth and family stability and prevent the unnecessary removal of youth from their home and community. In addition, supervised visitation and transportation of children in foster care is provided.

Contract Amount: \$ Rate x Number of approved clients

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change From Prior Year</u>
Licensed Clinician In-Home Therapy	\$65.72	Hour	0%
Licensed Clinician In-Home Travel	\$65.71	Hour	0%
Master Level Clinician In-Home Therapy	\$65.72	Hour	0%
Master Level Clinician In-Home Travel	\$65.71	Hour	0%
Service Related to Reunification or IHSS	\$50.00	Hour	New
Licensed Clinician Outpatient Therapy	\$83.33	Hour	New
Master Level Clinician Outpatient Therapy	\$66.66	Hour	New
Parent Skill Builder Assessment	\$750.00	Each	New
CLTS Daily Living Skills	\$50.00	Hour	New
CLTS Mentoring	\$40.00	Hour	New

Contract # HSD\_2015\_0078 New Contract: Yes Amendment/Addendum: No

E-Contract Location: Year: 2015 Program: CYE Folder Name: \_\_\_\_\_  
(If different from above)

Expenditure/ Revenue Account Numbers:

36-3634-0000-62119

36-3641-0000-64604

36-3646-0000-62119

36-3690-0000-62119

Contact Person: Sara Mooren Phone: x8431

Were Bids or Quotations Solicited? No RFP # \_\_\_\_\_

Covered by State Contract? No State Contract # \_\_\_\_\_

Was a Resolution Required No Resolution # \_\_\_\_\_

Contract will be signed by: Human Services Board Chair

If "Other" ~ Who? \_\_\_\_\_

CRC  
W-9  
Ins.

# Rock County Human Services Contract Review Cover Sheet

Date: 02/23/15

Contract with: Orion Family Services, Inc.

Contract Start Date: 01/01/2015 Expiration Date: 12/31/2015

Executive Summary: HSD, as part of a consortium with Jefferson and Green Counties, was awarded a grant through the In-Home Safety Services Initiative administered by the Wisconsin Department of Children and Families. This is the fourth year of funding. Through this project HSD and partners are developing and managing a comprehensive, family centered safety services and monitoring program. Orion Family Services is the contracted agency to provide 24/7 safety services to referred families, including a 24-hour parent hotline and mobile response, as well as develop a resource directory to assist workers in locating and utilizing safety services.

Contract Amount: \$237,874

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change From Prior Year</u>
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Contract # HSD\_2015\_0061      New Contract: Yes    Amendment/Addendum: No

E-Contract Location: Year: 2015 Program: CYF      Folder Name: \_\_\_\_\_  
(If different from above)

Expenditure/ Revenue Account Numbers:  
36-3639-0000-62119

Contact Person: Sara Mooren    Phone: x 8431

Were Bids or Quotations Solicited? Yes    RFP # \_\_\_\_\_

Covered by State Contract?      Yes    State Contract # CFE00502

Was a Resolution Required      No    Resolution # \_\_\_\_\_

Contract will be signed by: Human Services Board Chair

If "Other" ~ Who? \_\_\_\_\_

0AD50301

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3700-0000-62119	OTHER SERVICES					
36-3700-0000		P1500551	03/31/2015	KEALEY PHARMACY	2,228.45	
36-3700-1326		P1500585	03/31/2015	TELLURIAN UCAN INC	13,529.80	
36-3700-1326		P1500589	03/31/2015	HOPE HAVEN REBOS UNITED INC	9,110.00	
36-3700-1331		P1500549	03/31/2015	JANESVILLE PSYCHIATRIC CLINIC	4,430.00	
36-3700-1331		P1500554	03/31/2015	LUTHERAN SOCIAL SERVICES	1,644.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>AODA BLOCK GRANT</b>	224,912.00		108,367.29	33,957.05	30,942.05	51,645.61
36-3704-0000-62119	OTHER SERVICES					
36-3704-1331		P1500549	03/31/2015	JANESVILLE PSYCHIATRIC CLINIC	450.00	
36-3704-1331		P1500554	03/31/2015	LUTHERAN SOCIAL SERVICES	395.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>IDP</b>	151,700.00		947.50	845.00	845.00	149,062.50
36-3707-0000-64604	PROGRAM EXPENSE					
36-3707-0000		P1501354	03/31/2015	MOVING ON LLC	315.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>CCS</b>	87,500.00		1,995.00	315.00	315.00	84,875.00

I have examined the preceding bills and encumbrances in the total amount of **\$32,102.05**  
 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 \_\_\_\_\_

05550403

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3600-0000-64201 36-3600-0000	CONVENTION EXP		04/14/2015	ROCK COUNTY HUMAN SERVICES DEP	219.00	
<b>AGENCY MGT &amp; SUP</b>	Budget 7,120.00		YTD Exp 0.00	YTD Enc 0.00	Pending 219.00	Closing Balance 6,901.00
36-3603-0000-64908 36-3603-3015	CONTRIBUTIONS		04/14/2015	ROCK COUNTY HUMAN SERVICES DEP	80.00	
<b>SPECIAL HSD</b>	Budget 8,000.00		YTD Exp 280.67	YTD Enc 0.00	Pending 80.00	Closing Balance 7,639.33
36-3634-0000-64604 36-3634-1803	PROGRAM EXPENSE		04/14/2015	ROCK COUNTY HUMAN SERVICES DEP	538.00	
<b>GPS</b>	Budget 107,748.00		YTD Exp 40,717.98	YTD Enc 27,673.76	Pending 538.00	Closing Balance 38,818.26
36-3689-0000-64604 36-3689-0001	PROGRAM EXPENSE		04/14/2015	ROCK COUNTY HUMAN SERVICES DEP	373.00	
<b>CRISIS</b>	Budget 421,300.00		YTD Exp 33,795.62	YTD Enc 3,090.97	Pending 373.00	Closing Balance 384,040.41
36-3703-0000-64604 36-3703-2015	PROGRAM EXPENSE		04/14/2015	ROCK COUNTY HUMAN SERVICES DEP	767.50	
<b>IDP ENHAN GRANT</b>	Budget 24,090.00		YTD Exp 4,129.49	YTD Enc 0.00	Pending 767.50	Closing Balance 19,193.01
36-3713-0000-64604 36-3713-2015	PROGRAM EXPENSE		04/14/2015	ROCK COUNTY HUMAN SERVICES DEP	625.00	
<b>SHELTER PLUS</b>	Budget 14,220.00		YTD Exp 0.00	YTD Enc 0.00	Pending 625.00	Closing Balance 13,595.00

I have examined the preceding bills and encumbrances in the total amount of **\$2,602.50**  
 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 \_\_\_\_\_

OSS 50404

Rock County HSD

COMMITTEE APPROVAL REPORT

04/15/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3602-0000-62119 36-3602-0000	OTHER SERVICES	P1500670	03/18/2015	OFFICE PRO	197.90
<b>OVERHEAD</b>	Budget 32,037.00	YTD Exp 670.03	YTD Enc 2,504.45	Pending 197.90	Closing Balance 28,664.62
36-3602-0000-63100 36-3602-0000 36-3602-0000 36-3602-0000	OFC SUPP & EXP	P1500557 P1500587 P1501491	04/10/2015 04/02/2015 03/31/2015	MENARDS WISCONSIN DEPARTMENT OF JUSTIC HENRICKSEN	9.03 100.00 440.17
<b>OVERHEAD</b>	Budget 74,288.00	YTD Exp 10,976.50	YTD Enc 0.00	Pending 549.20	Closing Balance 62,762.30
36-3603-0000-64605 36-3603-0000 36-3603-0000	NON-REIMB EXP	P1500577 P1501531	03/23/2015 03/06/2015	SENTRY FOOD STORE AMERICAN AWARDS AND PROMOTIONS	46.79 34.95
<b>SPECIAL HSD</b>	Budget 6,500.00	YTD Exp 706.36	YTD Enc 129.90	Pending 81.74	Closing Balance 5,582.00
36-3604-0000-62119 36-3604-5021	OTHER SERVICES	P1501740	03/31/2015	O BRIEN AND ASSOCIATES INC	7,080.00
<b>ECONOMIC SUPPORT</b>	Budget 65,168.00	YTD Exp 27,780.00	YTD Enc 0.00	Pending 7,080.00	Closing Balance 30,306.00
36-3634-0000-62119 36-3634-5014 36-3634-5014 36-3634-5015 36-3634-5015 36-3634-5015	OTHER SERVICES	P1500542 P1500630 P1500527 P1500566 P1501600	03/31/2015 03/31/2015 04/02/2015 02/28/2015 03/16/2015	FOUNDATIONS COUNSELING CENTER COMMUNITY CARE PROGRAMS INC ANU FAMILY SERVICES ORION FAMILY SERVICES HOPE CHILD AND FAMILY COUNSELI	1,259.25 1,785.00 1,500.00 24,718.78 3,795.00
<b>CPS</b>	Budget 109,990.00	YTD Exp 47,282.62	YTD Enc 20,000.00	Pending 33,058.03	Closing Balance 9,649.35
36-3634-0000-62503 36-3634-0000	INTERPRETER FEES	P1500641	03/24/2015	SWITS LTD	337.50
<b>CPS</b>	Budget 1,500.00	YTD Exp 995.00	YTD Enc 0.00	Pending 337.50	Closing Balance 167.50
36-3634-0000-64604 36-3634-1395 36-3634-1803 36-3634-1803 36-3634-1814 36-3634-1814 36-3634-1814 36-3634-1814 36-3634-1814 36-3634-1814	PROGRAM EXPENSE	P1501645 P1500587 P1501554 P1500544 P1500548 P1501552 P1501553 P1501747	04/01/2015 04/02/2015 03/14/2015 03/18/2015 03/31/2015 03/04/2015 03/16/2015 04/01/2015	HOARD,LISA WISCONSIN DEPARTMENT OF JUSTIC VERLO MATTRESS FACTORY GREGG INVESTIGATIONS INC JANESVILLE GAZETTE INC REPORTER CO INC SCHUYLKILL COUNTY SHERIFF ROCK RIVER TIMES,THE	160.00 56.00 282.00 245.00 38.95 9.72 36.95 70.00
<b>CPS</b>	Budget 107,748.00	YTD Exp 43,293.57	YTD Enc 27,115.09	Pending 898.62	Closing Balance 36,440.72

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3641-0000-64604	PROGRAM EXPENSE					
36-3641-0000		P1501652	02/28/2015	FAMILY SERVICE ASSOCIATION	2,000.00	
36-3641-0000		P1501737	03/31/2015	COMMUNITY ACTION INC OF ROCK &	9,718.00	
36-3641-0000		P1501738	03/31/2015	YWCA CARE HOUSE	1,000.00	
36-3641-0000		P1501746	03/31/2015	YWCA CARE HOUSE	1,000.00	
36-3641-5014		P1500630	03/31/2015	COMMUNITY CARE PROGRAMS INC	995.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>BRIGHTER FUTURES</b>	147,644.00		24,573.66	104,249.10	14,713.00	4,108.24
36-3646-0000-62119	OTHER SERVICES					
36-3646-3041		P1500630	03/31/2015	COMMUNITY CARE PROGRAMS INC	4,415.00	
36-3646-5015		P1500630	03/31/2015	COMMUNITY CARE PROGRAMS INC	595.00	
36-3646-5019		P1500630	03/31/2015	COMMUNITY CARE PROGRAMS INC	595.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>JUVENILE JUSTICE</b>	185,613.00		19,259.03	22,223.80	5,605.00	138,525.17
36-3655-0000-64604	PROGRAM EXPENSE					
36-3655-0000		P1500587	04/02/2015	WISCONSIN DEPARTMENT OF JUSTIC	147.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>KINSHIP CARE</b>	2,000.00		322.00	0.00	147.00	1,531.00
36-3659-0000-62119	OTHER SERVICES					
36-3659-0000		P1501551	03/15/2015	MARTYNA, BRYN L	1,025.00	
36-3659-0000		P1501739	03/31/2015	MARTYNA, BRYN L	1,425.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>DMC</b>	0.00		4,525.00	0.00	2,450.00	(6,975.00)
36-3683-0000-64200	TRAINING EXP					
36-3683-0000		P1501674	04/02/2015	KALAHARI RESORT CONVENTION CEN	70.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>ADRC</b>	4,665.00		1,139.99	139.00	70.00	3,316.01
36-3683-0000-64604	PROGRAM EXPENSE					
36-3683-0000		P1500540	04/01/2015	E AND D WATER WORKS INC	41.25	
36-3683-5032		P1501672	04/02/2015	KALAHARI RESORT CONVENTION CEN	70.00	
36-3683-5032		P1501673	04/02/2015	KALAHARI RESORT CONVENTION CEN	140.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>ADRC</b>	30,000.00		5,159.31	4,305.26	251.25	20,284.18
36-3689-0000-64604	PROGRAM EXPENSE					
36-3689-0000		P1501580	03/14/2015	BEST EVENTS	325.00	
36-3689-0000		P1501581	04/17/2015	FAMOUS DAVES	556.60	
36-3689-0000		P1501713	04/08/2015	ITALIAN HOUSE RESTAURANT	300.00	
36-3689-0000		P1501714	04/08/2015	PIZZA HUT	144.41	
36-3689-0000		P1501715	04/08/2015	JIMMY JOHNS	173.96	
36-3689-0000		P1501734	04/07/2015	EL JARDIN	360.00	
36-3689-0002		P1500561	03/02/2015	NORTHERN TOWN MOTEL	1,485.00	
36-3689-0002		P1500640	03/26/2015	SRB PROPERTY MANAGEMENT LLC	150.00	
36-3689-0004		P1500546	03/04/2015	HOMECARE PHARMACY LLC	27.08	
36-3689-0004		P1500551	03/23/2015	KEALEY PHARMACY	376.97	

*transfer coming*  
Closing Balance (6,975.00)



Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3689-1221		P1501742	04/10/2015	CUNNINGHAM,LORI D	1,231.00	
<b>CRISIS</b>	Budget 421,300.00		YTD Exp 34,168.62	YTD Enc 0.00	Pending 5,130.02	Closing Balance 382,001.36
36-3690-0000-62119	OTHER SERVICES					
36-3690-0000		P1500526	03/31/2015	ADVANCED DISPOSAL SERVICES	21.45	
<b>OUTPATIENT SER</b>	Budget 66,127.00		YTD Exp 15,512.97	YTD Enc 46,599.20	Pending 21.45	Closing Balance 3,993.38
36-3690-0000-62170	PHYSICIAN/OTHER					
36-3690-0000		P1500570	01/14/2015	PSYCHOLOGY CLINIC INC,THE	5,775.00	
<b>OUTPATIENT SER</b>	Budget 139,540.00		YTD Exp 21,450.00	YTD Enc 89,370.00	Pending 5,775.00	Closing Balance 22,945.00
36-3694-0000-62119	OTHER SERVICES					
36-3694-0000		P1501741	02/28/2015	COMMUNITY ACTION INC OF ROCK &	5,752.06	
<b>AODA INNER CITY</b>	Budget 46,500.00		YTD Exp 3,459.57	YTD Enc 0.00	Pending 5,752.06	Closing Balance 37,288.37
36-3697-0000-63503	MACH & EQUIP PTS					
36-3697-0000		P1500641	03/24/2015	SWITS LTD	140.00	
<b>CFIS</b>	Budget 0.00		YTD Exp 40.00	YTD Enc 0.00	Pending 140.00	Closing Balance (180.00)
36-3702-0000-64604	PROGRAM EXPENSE					
36-3702-0000			03/16/2015	PICK N SAVE MEGA FOOD CENTER	33.48	
36-3702-0000		P1500540	04/01/2015	E AND D WATER WORKS INC	52.75	
36-3702-0000		P1501286	03/25/2015	CHARTER COMMUNICATIONS	172.89	
<b>DRUG COURT</b>	Budget 31,223.00		YTD Exp 11,678.45	YTD Enc 3,357.00	Pending 259.12	Closing Balance 15,928.43
36-3704-0000-62176	LABORATORY					
36-3704-0000		P1501743	02/11/2015	QUEST PRODUCTS INC	250.00	
<b>IDP</b>	Budget 40,000.00		YTD Exp 9,616.45	YTD Enc 0.00	Pending 250.00	Closing Balance 30,133.55
36-3706-0000-62119	OTHER SERVICES					
36-3706-0000		P1500526	03/31/2015	ADVANCED DISPOSAL SERVICES	43.55	
<b>CSP</b>	Budget 9,302.00		YTD Exp 2,080.82	YTD Enc 3,356.11	Pending 43.55	Closing Balance 3,821.52
36-3707-0000-61915	CERT/LIC/OTHER					
36-3707-0000		P1501711	04/08/2015	DIVISION OF QUALITY ASSURANCE	750.00	
<b>CCS</b>	Budget 550.00		YTD Exp 0.00	YTD Enc 0.00	Pending 750.00	Closing Balance (200.00)
36-3730-0000-62400	R & M SERV					
36-3730-1000		P1500526	03/31/2015	ADVANCED DISPOSAL SERVICES	115.00	

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
<b>JOB CENTER</b>		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		137,291.00	7,799.36	0.00	115.00	129,376.64
36-3730-0000-67161 36-3730-1000	CA \$5,000/MORE	P1501178	03/26/2015	HENRICKSEN		8,468.64
<b>JOB CENTER</b>		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		40,000.00	0.00	1,233.83	8,468.64	30,297.53
36-3730-0000-67200 36-3730-1000	CAPITAL IMPROV	P1501177	03/27/2015	HALVERSON CARPET CENTER LTD		3,562.00
<b>JOB CENTER</b>		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		48,400.00	0.00	0.00	3,562.00	44,838.00

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$95,706.08**  
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 \_\_\_\_\_

05550405

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3634-0000-64604	PROGRAM EXPENSE					
36-3634-1802			04/01/2015	BEGINNINGS GROUP HOME INC	1,350.00	
36-3634-1802			04/01/2015	OCONOMOWOC DEVELOPMENT	372.00	
36-3634-1802		P1501293	04/01/2015	GOSHEN GROUP HOME*	170.00	
36-3634-1803		P1500579	04/01/2015	SENTRY FOODS INC STORE #375	75.00	
36-3634-1803		P1500632	04/01/2015	DAVIS CITGO SERVICE INC	40.00	
36-3634-1803		P1500639	04/01/2015	SHOPKO INC #130	30.59	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
CPS	107,748.00		42,154.60	27,115.09	2,037.59	36,440.72
36-3642-0000-64604	PROGRAM EXPENSE					
36-3642-0000		P1501647	04/01/2015	ALLIANT ENERGY	315.78	
36-3642-0000		P1501649	04/01/2015	FLORES, MARIA	550.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
REUN SUPPORT	148,896.00		6,466.84	0.00	865.78	141,563.38

I have examined the preceding bills and encumbrances in the total amount of **\$2,903.37**  
 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



Sara Mooren  
DRAFTED BY

Human Services Board  
SUBMITTED BY

March 30, 2015  
DATE DRAFTED

**RECOGNIZING HSD ADMINISTRATIVE PROFESSIONALS AND  
PARAPROFESSIONALS**

1 **WHEREAS**, April 19-25, 2015 is observed as Administrative Professionals Week and April  
2 22, 2015 is declared Administrative Professionals Day; and,  
3

4 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock  
5 County, wish to commend the Administrative Professionals and Paraprofessionals in the Rock  
6 County Human Services Department for their excellence in administering services to the  
7 citizens of Rock County; and,  
8

9 **WHEREAS**, the Human Services Department has a great number of administrative  
10 professionals and paraprofessionals in all divisions throughout the Department, serving in a  
11 wide variety of positions and assisting every Rock County Human Services program area; and,  
12

13 **WHEREAS**, administrative professional and paraprofessional positions in the Department  
14 include Accountants, Account Clerks, Administrative Assistants, Application Support  
15 Specialists, Clerks, Clerk-Typists, Data Processing Operators, HSD Support Specialists,  
16 Information Processing Operators, Job Center Support Specialists, Legal Stenographers,  
17 Medical Record Technicians, Program Analysts, Release of Information Technicians,  
18 Secretaries, and Word Processing Operators; and,  
19

20 **WHEREAS**, HSD administrative professionals and paraprofessionals have many  
21 responsibilities that are crucial to the efficient functioning and smooth running of day-to-day  
22 operations which include, but are not limited to, greeting visitors, answering telephones,  
23 taking meeting minutes, transcribing reports, managing records, setting up and maintaining  
24 databases, data entry, producing statistics and reports, completing mandated state reports,  
25 issuing statements, paying bills, inventorying forms, ordering and maintaining supplies and  
26 equipment, troubleshooting equipment problems, scheduling appointments, collecting  
27 information, and covering many other administrative functions for the Human Services  
28 Department.  
29

30 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
31 assembled this \_\_\_\_\_ of \_\_\_\_\_, 2015 commends all Rock County Human Services  
32 Administrative Professionals and Paraprofessionals for their diligent efforts which make  
33 possible the delivery of services to the citizens of Rock County.  
34

35 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish  
36 a copy of this resolution to the Rock County Human Services Department.

RECOGNIZING HSD ADMINISTRATIVE PROFESSIONALS AND PARAPROFESSIONALS  
Page 2

Respectfully Submitted,

HUMAN SERVICES BOARD

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

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

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

\_\_\_\_\_  
Kathy Schulz

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

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

\_\_\_\_\_  
Linda Garrett

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

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

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

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

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve  
INITIATED BY



April Heim  
DRAFTED BY

Human Service Board  
SUBMITTED BY

March 30, 2015  
DATE DRAFTED

**RECOGNIZING ECONOMIC SUPPORT STAFF**

- 1 **WHEREAS**, Economic Support staff administer difficult, complex, and ever-changing public  
2 assistance programs to the citizens of Rock County; and,  
3  
4 **WHEREAS**, our system of delivery has changed to a consortium model as of January 1, 2012  
5 and the staff have adapted to that ever-changing model; and,  
6  
7 **WHEREAS**, these staff successfully manage extremely high caseloads, determine eligibility  
8 and consistently deliver timely and accurate benefits and payments based on various  
9 entitlement and non-entitlement programs. Customer contacts are made in a courteous,  
10 professional manner and staff continue to maintain a high quality of customer service even  
11 during times of increasing caseloads. ES Staff took on the huge challenge of learning and  
12 implementing the changes to our medical programs as a result of the Affordable Care Act and  
13 continue to adjust as new initiatives are put in place. ES staff meet with individuals and  
14 families in crisis every day. In addition to providing services that this agency offers, staff  
15 work collaboratively with other community organizations to provide these individuals and  
16 families with resources they need to resolve emergency needs as well; and,  
17  
18 **WHEREAS**, these staff work with individuals and families to help provide essential human  
19 services, especially for those who are least able to help themselves. Through the  
20 conscientious efforts of these staff, more children and adults in our community have medical  
21 coverage and a healthier future; and,  
22  
23 **WHEREAS**, Economic Support staff play a major role in promoting self-sufficiency, and  
24 work toward relieving the effects of poverty and improving the quality of life for residents of  
25 Rock County; and,  
26  
27 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock  
28 County, wishes to recognize Economic Support staff for their overall performance and  
29 dedicated service to the citizens of Rock County.  
30  
31 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,  
32 duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2015, does hereby recognize the Economic  
33 Support staff for their dedication and excellence in the work they do; and  
34  
35 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish  
36 a copy of this resolution to all Economic Support staff.

RESOLUTION TO RECOGNIZE ECONOMIC SUPPORT STAFF  
Page 2

Respectfully Submitted,

HUMAN SERVICES BOARD

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

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

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

\_\_\_\_\_  
Kathy Schulz

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

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

\_\_\_\_\_  
Linda Garrett

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

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



**ROCK COUNTY HUMAN SERVICES DEPARTMENT  
DIRECTOR'S REPORT  
Wednesday, April 22, 2015**

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**HSD MANAGEMENT TEAM MEETING – April 7, 2015**

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **Release of Information CPS**
- **Management Team Contact Cards**

INFORMATION ITEMS

**HSD Board Agenda**

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