



Rock County Human Services Department
P. O. Box 1649, 3530 N. County Trunk F
Janesville, Wisconsin 53547-1649
Phone: 608/757-5271
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ROCK COUNTY HUMAN SERVICES BOARD
Wednesday, November 11, 2015 – 4:30 p.m.

Rock Valley Community Programs, Main Conference Room,
203 W. Sunny Lane Rd., Janesville

AGENDA

*Note
Location Change*

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of October 28, 2015 *
4. Citizen Participation
5. Submission of Committee Requests
6. Approval of Contracts, Transfers, and/or Encumbrances – Ms. Mooren
7. Approval of Bills * – Mr. Zuehlke
8. Report on Client Data and Worker Demographics in the CYF Division – Mr. Singer, Mr. Horozewski
9. Resolution Awarding Contract to Potter Lawson for Design Services to Remove Wall in the Youth Services Center and Amending the 2015 Human Services Department Budget – Mr. Boutwell
(Will be provided at the meeting.)
10. Director's Report *
11. Tour of Rock Valley Facility – will be joined by Public Safety & Justice Committee
12. **Next Meeting: Monday, November 23, 2015 at 4:30 p.m. at the Rock County Health Care Center, 3rd Floor Conference Room, in Janesville, Wisconsin.*****Note Monday meeting*******
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.

OSS51101

Rock County HSD

COMMITTEE APPROVAL REPORT

11/03/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3634-0000-64604 36-3634-1803	PROGRAM EXPENSE		11/02/2015	ROCK COUNTY HUMAN SERVICES DEP	(42.35)
CPS	Budget 179,748.00		YTD Exp 130,809.67	YTD Enc 3,559.48	Pending (42.35) Closing Balance 45,421.20
36-3689-0000-64604 36-3689-5036	PROGRAM EXPENSE		11/02/2015	ROCK COUNTY HUMAN SERVICES DEP	90.00
CRISIS	Budget 421,300.00		YTD Exp 202,331.59	YTD Enc 3,624.37	Pending 90.00 Closing Balance 215,254.04
36-3706-0000-64604 36-3706-1206	PROGRAM EXPENSE		11/02/2015	ROCK COUNTY HUMAN SERVICES DEP	211.00
CSP	Budget 755,674.00		YTD Exp 602,015.82	YTD Enc 0.00	Pending 211.00 Closing Balance 153,447.18

I have examined the preceding bills and encumbrances in the total amount of **\$258.65**
 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 _____

OAD51001

Rock County HSD

COMMITTEE APPROVAL REPORT

11/03/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3700-0000-62119 36-3700-1331	OTHER SERVICES	P1500549	10/30/2015	JANESVILLE PSYCHIATRIC CLINIC	2,980.00
AODA BLOCK GRANT	Budget 401,663.00	YTD Exp 258,162.54	YTD Enc 5,995.00	Pending 2,980.00	Closing Balance 134,525.46

I have examined the preceding bills and encumbrances in the total amount of **\$2,980.00**
 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 _____

OSS51108

Rock County HSD

COMMITTEE APPROVAL REPORT

11/04/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3602-0000-62119 36-3602-0000	OTHER SERVICES	P1500670	10/08/2015	OFFICE PRO INC	98.20
OVERHEAD	Budget 32,037.00	YTD Exp 14,984.62	YTD Enc 765.70	Pending 98.20	Closing Balance 16,188.48
36-3602-0000-62400 36-3602-0000 36-3602-0000	R & M SERV	P1500569 P1503479	10/10/2015 10/09/2015	PITNEY BOWES INC JANESVILLE PLUMBING LLC	509.97 270.00
OVERHEAD	Budget 21,415.00	YTD Exp 11,143.22	YTD Enc 0.00	Pending 779.97	Closing Balance 9,491.81
36-3603-0000-64605 36-3603-0000	NON-REIMB EXP	P1503152	10/13/2015	AMERICAN AWARDS AND PROMOTIONS	34.95
SPECIAL HSD	Budget 6,500.00	YTD Exp 2,093.34	YTD Enc 34.95	Pending 34.95	Closing Balance 4,336.76
36-3603-0000-64908 36-3603-3009	CONTRIBUTIONS		10/20/2015	BOROWSKI,CHESTER	70.63
SPECIAL HSD	Budget 8,000.00	YTD Exp 7,260.52	YTD Enc 0.00	Pending 70.63	Closing Balance 668.85
36-3634-0000-62119 36-3634-5015	OTHER SERVICES	P1500566	08/31/2015	ORION FAMILY SERVICES	2,125.00
CPS	Budget 259,990.00	YTD Exp 223,472.41	YTD Enc 7,800.00	Pending 2,125.00	Closing Balance 26,592.59
36-3634-0000-62176 36-3634-0000 36-3634-0000	LABORATORY	P1500572 P1500574	10/19/2015 09/30/2015	REDWOOD BIOTECH REDWOOD TOXICOLOGY LABORATORY	329.09 1,778.06
CPS	Budget 13,500.00	YTD Exp 14,956.33	YTD Enc 0.00	Pending 2,107.15	Closing Balance (3,563.48) <i>transfer coming</i>
36-3634-0000-62503 36-3634-0000	INTERPRETER FEES	P1500641	10/26/2015	SWITS LTD	721.25
CPS	Budget 25,500.00	YTD Exp 22,831.25	YTD Enc 0.00	Pending 721.25	Closing Balance 1,947.50
36-3634-0000-63300 36-3634-0000 36-3634-0000	TRAVEL		10/12/2015 10/12/2015	BARDEN,MOLLIE RUCHTI,JAMIE	6.90 152.03
CPS	Budget 185,000.00	YTD Exp 174,505.71	YTD Enc 0.00	Pending 158.93	Closing Balance 10,335.36
36-3634-0000-64604 36-3634-1395 36-3634-1731 36-3634-1803 36-3634-1822 36-3634-5000	PROGRAM EXPENSE	P1503465 P1503458 P1503461 P1503460 P1500587	10/30/2015 10/18/2015 10/29/2015 10/29/2015 10/01/2015	HOARD,LISA MANPOWER GROUP US INC KWIK TRIP STORES SCHWARTZ,DANA RAE JESSE WISCONSIN DEPARTMENT OF JUSTIC	80.00 2,686.97 400.00 80.00 89.50

COMMITTEE: SS - HUMAN SERVICES

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
CPS	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	179,748.00		130,767.32	467.51	3,336.47	45,176.70
36-3636-0000-64604	PROGRAM EXPENSE					
36-3636-1899		P1503447	10/13/2015	BLACKHAWK TECHNICAL COLLEGE		28.23
INDEPEND LIVING	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	8,150.00		3,632.45	0.00	28.23	4,489.32
36-3637-0000-62119	OTHER SERVICES					
36-3637-2015		P1503464	10/20/2015	ROCK WALWORTH COMPREHENSIVE FA		2,167.00
HOME VISITATION	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	210,924.00		216,967.49	686.00	2,167.00	(8,876.49)
36-3646-0000-62119	OTHER SERVICES					
36-3646-5015		P1503476	10/26/2015	HOPE CHILD AND FAMILY COUNSELI		900.00
JUVENILE JUSTICE	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	185,613.00		166,061.95	13,491.40	900.00	5,159.65
36-3646-0000-62176	LABORATORY					
36-3646-0000		P1500572	10/19/2015	REDWOOD BIOTECH		51.62
36-3646-0000		P1500574	09/30/2015	REDWOOD TOXICOLOGY LABORATORY		103.91
JUVENILE JUSTICE	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	2,500.00		2,348.23	0.00	155.53	(1.76)
36-3646-0000-64604	PROGRAM EXPENSE					
36-3646-0000			10/22/2015	SULLIVAN,SIMON		31.64
36-3646-5017		P1500557	10/19/2015	MENARDS		40.31
JUVENILE JUSTICE	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	12,245.00		4,828.35	176.45	71.95	7,168.25
36-3655-0000-64604	PROGRAM EXPENSE					
36-3655-0000		P1500587	10/01/2015	WISCONSIN DEPARTMENT OF JUSTIC		280.00
KINSHIP CARE	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	2,000.00		1,485.00	0.00	280.00	235.00
36-3664-0000-63400	OPERATING SUPPLI					
36-3664-0000		P1500633	10/14/2015	DE VERE COMPANY INC		243.17
YOUTH SERVICES	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	44,734.00		30,258.36	407.91	243.17	13,824.56
36-3683-0000-64604	PROGRAM EXPENSE					
36-3683-0000			10/29/2015	STREHLOW,AMBER		42.19
ADRC	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	30,000.00		18,861.47	140.15	42.19	10,956.19
36-3689-0000-64604	PROGRAM EXPENSE					
36-3689-0002		P1500552	09/25/2015	LANNON STONE MOTEL		186.00
36-3689-0002		P1502409	10/14/2015	MOTEL 6		582.85

transfer coming
Closing Balance
(8,876.49)

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3689-0004		P1500551	10/16/2015	KEALEY PHARMACY	613.30	
36-3689-1226		P1503459	10/01/2015	HEARTWARMING HOUSE	3,624.37	
CRISIS	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	421,300.00		202,421.59	0.00	5,006.52	213,871.89
36-3690-0000-62503	INTERPRETER FEES					
36-3690-0000		P1500530	10/15/2015	GONZALEZ, BELEM	855.00	
OUTPATIENT SER	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	11,000.00		4,053.91	0.00	855.00	6,091.09
36-3691-0000-64604	PROGRAM EXPENSE					
36-3691-0000		P1500587	10/01/2015	WISCONSIN DEPARTMENT OF JUSTIC	20.00	
CLTS	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	1,541,921.00		46,594.46	802.05	20.00	1,494,504.49
36-3696-0000-62176	LABORATORY					
36-3696-0000		P1500572	10/07/2015	REDWOOD BIOTECH	746.14	
36-3696-0000		P1500574	09/30/2015	REDWOOD TOXICOLOGY LABORATORY	104.42	
TAP	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	24,000.00		8,440.46	0.00	850.56	14,708.98
36-3702-0000-62176	LABORATORY					
36-3702-0000		P1500572	10/07/2015	REDWOOD BIOTECH	2,194.58	
36-3702-0000		P1500574	09/30/2015	REDWOOD TOXICOLOGY LABORATORY	307.14	
DRUG COURT	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	64,000.00		25,825.06	0.00	2,501.72	35,673.22
36-3702-0000-65321	BLDG/OFC LEASE					
36-3702-0000		P1503238	11/01/2015	CAMPBELL PROPERTIES	2,300.00	
DRUG COURT	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	21,000.00		23,890.00	0.00	2,300.00	(5,190.00)
36-3704-0000-62176	LABORATORY					
36-3704-0000		P1500572	10/07/2015	REDWOOD BIOTECH	1,448.42	
36-3704-0000		P1500574	09/30/2015	REDWOOD TOXICOLOGY LABORATORY	202.71	
IDP	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	40,000.00		16,384.49	0.00	1,651.13	21,964.38
36-3705-0000-64604	PROGRAM EXPENSE					
36-3705-0000		P1503457	10/02/2015	BOARD OF REGENTS OF THE UNIV O	321.60	
JJ AODA	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	11,134.00		6,202.24	0.00	321.60	4,610.16

adjustment coming

COMMITTEE APPROVAL REPORT

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 **\$26,827.15**
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 _____

OSS51105 (over \$10,000)

Rock County HSD

COMMITTEE APPROVAL REPORT

11/04/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3689-0000-62119 36-3689-0000	OTHER SERVICES	P1503477	10/28/2015	MARSH COUNTY HEALTH ALLIANCE	14,340.50
CRISIS	Budget 1,626,011.00	YTD Exp 811,198.63	YTD Enc 491,472.36	Pending 14,340.50	Closing Balance 308,999.51

I have examined the preceding bills and encumbrances in the total amount of **\$14,340.50**

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 _____

05551104

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3634-0000-64604	PROGRAM EXPENSE				
36-3634-1724			11/03/2015	RYNES,KAREN	300.00
36-3634-1724			11/03/2015	LUBKE,KATIE J	150.00
36-3634-1724			11/03/2015	VETTER,JOAN	250.00
36-3634-1803			09/22/2015	CRADLES TO CRAYONS EARLY LEARN	718.85
CPS	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	179,748.00	129,348.47	6,018.12	1,418.85	42,962.66

I have examined the preceding bills and encumbrances in the total amount of **\$1,418.85**
 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 _____

**ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
Wednesday, November 11, 2015**

HSD MANAGEMENT TEAM MEETING – November 3, 2015

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **Internal Posting Issues Follow Up**
- **Family Care**
- **Slips and Falls**
- **Student Intern Placements Policy 0107**
- **Mileage Sheet**
- **Remind Supervisors not to attach Info on Timesheets**

INFORMATION ITEMS

HSD Board Agenda
