



**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, February 24, 2010 – 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 February 10, 2010 \*
4. Citizen Participation
5. Discussion of Juvenile Justice Report – Mr. Witt
6. Discussion of Lobby Day – Ms. Klyve
7. Approval of Contracts, Transfers, and/or Encumbrances \* – Mr. Witt
8. Approval of Bills \* – Ms. Schultz
9. Director's Report \*
  - W2 / ES Caseload
10. Committee Requests for Future Agenda Items
11. Next Meeting: Wednesday, March 10, 2010 at **4:30 p.m.** at the **Rock County Health Care Center**, 3<sup>rd</sup> Floor Conference Room, Janesville, Wisconsin.
12. 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.

10-063

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

Human Services Department Michael B. Jones x5286  
 Originating Department Contact Person Phone

Contract with: Aramark Uniform Services, Inc.  
 (Name of entity)

Contract Period: Start Date: 1/01/2010 Expiration Date: 12/31/2010

Service	Rate	Unit	Change
General	\$0.338	Pound	- 2.31%
Scrubs	\$0.338	Pound	- 2.31%
Laundry Bags	\$0.314	Pound	+2.45%

Expenditure/ Revenue Account Numbers: 36-3664-0000-62163  
 (provide 9-digit object codes)

Executive Summary: This contract is for laundry services at the Juvenile Detention Center. Aramark Uniform Services, Inc. was chosen as the vendor based upon their response to RFP #2008-16.

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? Chair, Human Services Board (2/10/10)

NEW  10-063 AMENDMENT TO: \_\_\_\_\_ ADDENDUM TO: \_\_\_\_\_

ADMINISTRATION CONTRACT REVIEW NO. SS380

Contract between Rock Co. Human Services Dept. and Aramark Uniform Services Inc. for laundry services at the Juvenile Detention Center for period of 1/1/10 - 12/31/10.  
 Contract Amount: Rate x no. of pounds 1/1/10

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.  
[Signature] 2/3/10  
 Signature Date

Total Fiscal Impact & Source of Funds:  
[Signature]  
[Signature] 2/3/10  
 Finance Director Date

Reviewed by Purchasing for compliance:  
Invitation to Bid # 2008-16  
[Signature] 2/3/10

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.

10-086

New Contract:  (check box if yes)



or,

Amendment to Contract # \_\_\_\_\_

or,

Addendum to Contract # \_\_\_\_\_

Human Services  
Originating Department

Michael Jones  
Contact Person

X5286  
Phone

Contract with: Blackhawk Technical College  
(Name of entity)

Contract Period: Start Date: 2/01/2010 Expiration Date: 1/31/2015

Contract Amount: \$ -0-

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

Executive Summary: The Human Services Department frequently collaborates with Blackhawk Technical College to provide internship experiences for Criminal Justice Program students. Through this arrangement, students are able to receive practical, hands-on training in their area of study. There is no cost to the Department or Rock County for these internships. All interns are supervised by experienced Rock County staff members.

Were Bids or Quotations Solicited?  Yes

No

Covered by State Contract?  Yes

No

State Contract # \_\_\_\_\_

Contract will be signed by:  County Board Chair

NEW  10-086 AMENDMENT TO: \_\_\_\_\_

ADDENDUM TO: \_\_\_\_\_

**ADMINISTRATION CONTRACT REVIEW**

NO. SS386

Contract between Rock Co. Human Services Dept. and Blackhawk Technical College for Rock Co. Staff Members to provide Criminal Justice Program students practical & hands-on training for period of 2/1/10 - 1/31/15. No cost.

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.

[Signature] 2/5/10  
Signature Date

**Total Fiscal Impact & Source of Funds:**

No fiscal impact  
[Signature] 2/5/10  
Finance Director Date

Reviewed by Purchasing for compliance:

Jodi L. Miller 2/5/10

# 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.

New Contract:  or, 09-23 (11291, 11049) or, \_\_\_\_\_  
 (check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Michael Jones X5286  
 Originating Department Contact Person Phone

Contract with: Productive Living Systems, Inc.  
 (Name of entity)

Contract Period: Start Date: 01/01/09 Expiration Date: 12/31/10

Contract Amount: Rate x number of approved clients

	<u>RATE</u>	<u>UNIT</u>	<u>CHANGE</u>
Jade House	\$4,197	Month	0.0%
<b>Emerald House</b>	<b>\$5,566</b>	<b>Month</b>	<b>0.0%</b>
Moonstone Apartment	\$3,012	Month	0.0%

Name Change

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:**

The purpose of this amendment is to change the address for PLS' contract administration office, and to change the name of one of the contracted facilities from "Sapphire House" to "Emerald House", leaving all other rates and attributes the same.

Were Bids or Quotations Solicited?  Yes  No *Negotiated in 2009*  
 Covered by State Contract?  Yes  No

NEW  **AMENDMENT TO:** 11049, 11291 **ADDENDUM TO:** \_\_\_\_\_  
 09-23

**ADMINISTRATION CONTRACT REVIEW** NO. SS384

Amendment to contract between Rock Co. Human Services Dept. and Productive Living Systems Inc.  
for name change of one contracted facility Sapphire House to Emerald House.  
Contract Amount: Rates stay the same

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.  
*Terrence K. Long* 2/5/10  
 Signature Date

**Total Fiscal Impact & Source of Funds:**  
*No fiscal impact - Name change only*  
*[Signature]* 2/5/10  
 Finance Director Date

Reviewed by Purchasing for compliance:  
*April A. Mullis* 2/4/10

# 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.

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

\_\_\_\_\_ Human Services \_\_\_\_\_ Cindy Schultz \_\_\_\_\_ 5152 \_\_\_\_\_  
Originating Department Contact Person Phone

Contract with: \_\_\_\_\_ Southwest Wisconsin Workforce Development Board \_\_\_\_\_  
(Name of entity)

Contract Period: Start Date: \_\_\_\_\_ 01/01/2010 \_\_\_\_\_ Expiration Date: \_\_\_\_\_ 12/31/2010 \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_ 0 \_\_\_\_\_

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

Executive Summary: \_\_\_\_\_ Master Leased Employee Contract for all Leased Employee Contracts \_\_\_\_\_

Were Bids or Quotations Solicited?  Yes  No

Covered by State Contract?  Yes  No

State Contract # \_\_\_\_\_

NEW  AMENDMENT TO: \_\_\_\_\_ ADDENDUM TO: \_\_\_\_\_

ADMINISTRATION CONTRACT REVIEW NO. \_\_\_\_\_ SS393

Contract between Rock Co. Human Services Dept. and Southwest Wisconsin Workforce Development Board for 2010 Master Leased Employee Contract for all leased employee contracts for period of 1/1/10 - 12/31/10. Contract Amount: Rock Co. to pay wages, benefits, expenses & other costs

negotiated between Rock County and SWWDB. Corporation Counsel has reviewed this Document and finds it to be proper, as to form.

Eugene R. Dumas 2/12/10  
Signature Date

Total Fiscal Impact & Source of Funds:

Same as SS392

[Signature] 2/12/10  
Finance Director Date

Reviewed by Purchasing for compliance:

Jodi L. Miller 2/12/10

# 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.

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

\_\_\_\_ Human Services \_\_\_\_\_ Cindy Schultz \_\_\_\_\_ 5152 \_\_\_\_\_  
Originating Department Contact Person Phone

Contract with: \_\_\_\_\_ Southwest Wisconsin Workforce Development Board \_\_\_\_\_  
(Name of entity)

Contract Period: Start Date: \_\_\_\_\_ 01/01/2010 \_\_\_\_\_ Expiration Date: \_\_\_\_\_ 12/31/2010 \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_ 26,535.01 \_\_\_\_\_

Expenditure/ Revenue Account Numbers: \_\_\_\_\_ 36 3730 0000 62119 \_\_\_\_\_  
(provide 9-digit object codes)

Executive Summary: \_\_\_\_\_ Leased Employee Contract for a .5 Job Center Facilities Manager \_\_\_\_\_

Were Bids or Quotations Solicited?  Yes  No

Covered by State Contract?  Yes  No

State Contract # \_\_\_\_\_

NEW  AMENDMENT TO: \_\_\_\_\_ ADDENDUM TO: \_\_\_\_\_

ADMINISTRATION CONTRACT REVIEW NO. \_\_\_\_\_ SS392

Contract between Rock Co. Human Services Dept. and Southwest Wisconsin Workforce Development Board for 2010 Leased Employee Service contract for a .5 Job Center Facilities Manager for period of 1/1/10 - 12/31/10. Contract Amount: \$26,535.01

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.  
Eugene R. Thomas 2/12/10  
Signature Date

Total Fiscal Impact & Source of Funds:  
Schwartz funds available  
2/12/10 2010 budget  
[Signature] 2/12/10  
Finance Director Date

Reviewed by Purchasing for compliance:  
Jodi R. Miller 2/12/10

2/2

# 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.

10-082

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

Human Services Department Michael B. Jones x5286  
Originating Department Contact Person Phone

Contract with: THRIVE TREATMENT SERVICES, LLC  
(Name of entity)

Contract Period: Start Date: 1/01/2010 Expiration Date: 12/31/2010

Contract Amount: \$ Rate x number of approved clients

SERVICE	RATE	UNIT	CHANGE FROM PRIOR YEAR
Treatment Foster Care	\$3,025.00	Month	+0%
Specialized Treatment Foster Care *	\$3,650.00	Month	+0%

\* Indicates services requiring special approval

Expenditure/ Revenue Account Numbers: 36-3638-0000-64604 Child Protective Services – Substitute Care  
(provide 9-digit object codes) 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 2010 County Adopted Budget includes the following funds for substitute care:

Child Protective Services:		Juvenile Justice Services:	
\$2,060,386	Foster homes, family group homes, treatment foster homes	\$179,393	Foster homes, family group homes, treatment foster homes
665,119	Group homes	225,615	Group homes
<u>1,091,803</u>	Residential Care Centers	<u>664,854</u>	Residential Care Centers
\$3,817,308	Total	\$1,069,862	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? Chair, Human Services Board (2/10/10)

NEW  10-082 AMENDMENT TO: \_\_\_\_\_

ADDENDUM TO: \_\_\_\_\_

**ADMINISTRATION CONTRACT REVIEW**

NO. SS385

Contract between Rock Co. Human Services Dept. and Thrive Treatment Services LLC for Treatment Foster Care services for period of 1/1/10 - 12/31/10.  
Contract Amount: Rate x no. of approved clients

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.

[Signature] 2/5/10  
Signature Date

**Total Fiscal Impact & Source of Funds:**

[Signature]  
2/5/10  
Finance Director Date

Reviewed by Purchasing for compliance:

Jodi L. Mullis 2/4/10

White - General Services  
Yellow - Originating Department  
Pink - County Clerk



PURCHASE ORDER NUMBER P1000621 PEID 042015

### PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and send to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DEPARTMENT Human Services  
COMMITTEE Human Services  
VENDOR NAME Sherman Sanitation  
ACCOUNT NUMBER 36-3730-0000-62400  
FUNDS DESCRIPTION Repair = Maintenance  
AMOUNT OF INCREASE \$ 790.00  
INCREASE FROM \$ 1883<sup>00</sup> TO \$ 2673<sup>00</sup>  
ACCOUNT BALANCE AVAILABLE \$ 28,293 <sup>2-12-10</sup> <sub>95</sub>  
REASON FOR AMENDMENT requesting twice a week  
trash pick-up instead of once/week

### APPROVALS

GOVERNING COMMITTEE \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_

FINANCE COMMITTEE \_\_\_\_\_  
(if over \$10,000) Chair \_\_\_\_\_ Date \_\_\_\_\_

COUNTY BOARD \_\_\_\_\_  
(if over \$10,000) Resolution # \_\_\_\_\_ Adoption Date \_\_\_\_\_

WHITE - COMMITTEE  
YELLOW - PURCHASING  
PINK - DEPARTMENT

**ROCK COUNTY HUMAN SERVICES DEPARTMENT  
DIRECTOR'S REPORT  
WEDNESDAY, FEBRUARY 24 2010**

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**HSD MANAGEMENT TEAM MEETING – February 9, 2010**

Meeting cancelled.

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**HSD MANAGEMENT TEAM MEETING – February 16, 2010**

Meeting cancelled.

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