



ROCK COUNTY HUMAN SERVICES BOARD MEETING
Wednesday, April 27, 2011 – 4:30 P.M.

Call to Order: Chair Knudson called the meeting to order at 4:30 p.m. on Wednesday, April 27, 2011, in the 3rd Floor Conference Room of the Rock County Health Care Center, Janesville, Wisconsin.

Committee Members Present: Brian Knudson, Supervisor; Marvin Wopat, Supervisor; Terry Thomas, Supervisor; Kathy Kelm, Citizen Representative; Phillip Owens, Supervisor; and Robert Fizzell, Supervisor.

Committee Members Absent: Jennifer Bishop, Supervisor; Sally Jean Weaver-Landers, Citizen Representative; and Minnie Murry, Citizen Representative.

Staff Present: Charmian Klyve, Director; Phil Boutwell, Deputy Director; Tim Zuehlke, Controller; Sherry Quirk, Interim Economic Support Services Manager; and Sandy Brown, CPS Manager.

Others Present: Patty Hammes, CPS Consultant.

Approval of Agenda: Supervisor Owens moved the agenda, seconded by Supervisor Fizzell with unanimous approval. APPROVED.

Approval of Minutes of Human Services Board Meeting of April 13, 2011: Supervisor Wopat moved the minutes as presented, seconded by Supervisor Fizzell. Supervisor Fizzell requested under "Report on Capitol Visit" to change that he did not attend and Supervisor Knudson requested to add that he did attend. Supervisor Thomas requested under "Committee Members Present" to add Marvin Wopat and himself. He also requested to change Senator Cullen was at Blackhawk Technical College on April 20th with unanimous approval. APPROVED.

Citizen Participation: None.

Update on CPS Consultant: Ms. Hammes distributed a handout on the Rock County CPS Project Summary. This handout detailed her findings and her recommendations. Ms. Hammes gave an overview of the Child Protective Services Access and Initial Assessment. Access is the very front end of CPS, and is where all the reports come in. The Access workers take in and document all the information from the reporter. They listen to hear if there are any present threats or dangers to the child. They prepare a report and make critical decisions on whether to screen in that report. They decide if the information on the report meets the standard to have an assessment done or if it should be screened out. If it does get screened in they also have to decide how quickly the assessment would need to be done. There is a state mandated 60-day deadline on all the Initial Assessment reports. The family and the mandated reporter need to be notified of the determination of maltreatment within 60-days.

The workload shows that the public knows where to make these reports. Also, families have more complex issues now with more stressors from AODA, Domestic Violence, and unemployment. The Initial Assessment Supervisors are spending a lot of time in Access making critical decisions. Because they are spending more time in Access it effects the time they are spending with the Assessment staff. The Assessment workers were doing everything needed by getting out in the field and getting the critical information. Where the problem arises is when there is an Initial Assessment but the cases are not going to be referred to CPS, the workers priority is to get the critical cases opened up. What they appear to be doing is to hold onto cases a little to long and need to transition them to ongoing services sooner.

Also, even though the assessments are thorough, it is very important to be concise. The reports are too wordy. There is an art and a science to writing up the reports. Some staff could be writing shorter reports.

Ms. Hammes then explained her recommendations. The 60-day deadline in Assessment must be an ongoing priority. Increase the supervisory capacity of Access and Initial Assessment. She also suggested transferring cases sooner for ongoing CPS services. She added Rock County should continue to explore an "alternative response" as well. Obtain advanced training in Access and Initial Assessment for staff to hone their expertise and professional decision making skills, as well as documentation would be helpful.

Ms. Hammes suggested training the CPS supervisors to use the new Initial Assessment State report that will give CPS managers and staff the "real time" data on how they are doing on the 60 day deadline to complete assessments. This management tool tracks the 60-day timeframe. She was happy to note that Rock County had already completed this training. Ms. Hammes then responded to questions.

Approval of Contracts, Transfers, and/or Encumbrances: Mr. Zuehlke presented one contract for approval and answered questions. Supervisor Wopat moved the contracts, seconded by Supervisor Thomas with unanimous approval. APPROVED.

Approval of Bills: Mr. Zuehlke presented the bills for approval and answered questions.

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| Interim Asslst | 791.85 | Job Center | 15,704.70 |
| IDP | 6,485.00 | | |
| W-2 Admin | 4,881.96 | | |
| Bal Sheet A/C | - 266.62 | | |

Citizen Representative Kelm moved to approve the bills as presented, seconded by Supervisor Thomas with unanimous approval. APPROVED.

Director's Report:

Charmian introduced Sherry Quirk, the Interim Economic Support Division Manager. Ms. Quirk has worked in Rock County Human Services Economic Support Division for 36 years.

• **ES/W-2 Caseload:**

The W-2 numbers are currently at 187 cases with three intensive CSJ cases.

• **Update on Budget**

Ms. Klyve shared they have some hopeful news on Income Maintenance coming from a meeting in Steven's Point. County Human Services Directors have been working diligently on a proposal and we hope this will be endorsed by DHS, as an alternative to centralizing IM services. This requires pulling counties together in consortiums. We have contacted surrounding counties to partner with us. We have approximately 17,500 cases, but we would need 30,000 cases for a consortium.

Mr. Boutwell added this proposal was very well thought out and he does feel this has potential to move ahead. They anticipate this IM proposal will be taken up in May by Joint Finance.

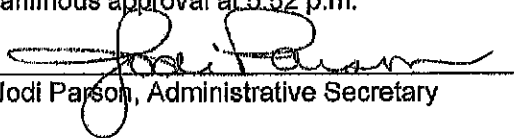
Ms. Klyve added IM functions will change but we had to propose the best compromise we could. We are in the process of seeking partners now. There will be decisions to be made later by the consortiums.

Committee Requests for Future Agenda Items: Chair Knudson requested the Budget Update remain on the HSD Board agenda.

Supervisor Wopat would like to know when the AODA Counselor will be hired, and asked how many AODA Certified Counselors Human Services has at this time.

Next Meeting: Wednesday, May 11, 2011 at 4:30 p.m., at the Rock County Health Care Center, 3rd Floor Conference Room, Janesville, Wisconsin.

Adjournment: Citizen Representative Kelm motioned to adjourn, seconded by Supervisor Owens, with unanimous approval at 5:52 p.m.



Jodi Parson, Administrative Secretary

NOT OFFICIAL UNTIL APPROVED BY THE BOARD