



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, March 28, 2012– 4:30 p.m.

Youth Services Center, Shelter Care, Janesville

Location
Change

AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of March 14, 2012 *
4. Citizen Participation
5. Approval of Contracts, Transfers, and/or Encumbrances * – Ms. Mooren
6. Approval of Bills – Mr. Zuehlke
7. Tour of the Youth Services Center Facility
8. Department of Corrections Certification Review - Mr. Horozewski
9. Resolution Authorizing Acceptance of the Intoxicated Driver Program Enhancement Grant and Amending the 2012 Human Services Department Budget * - Ms. Flanagan
10. Program and Policy Changes at the Youth Services Center - Mr. Horozewski
11. Resolution Authorizing Upgrading Two Bachelor's Level Social Worker Positions to Master's Level Social Worker Positions and Amending the 2012 Budget * - Ms. Flanagan
12. Director's Report *
 - W2 / ES Caseload
13. Committee Requests for Future Agenda Items
14. Next meeting: Wednesday, April 11th, 2012 at 4:30 p.m. at the *Rock County Health Care Center, 3rd Floor Conference Room*, in Janesville, Wisconsin.
15. 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.

3/12/12

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, SS1430 (12-037) or, _____
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Sara Mooren x8431
Originating Department Contact Person Phone

Contract with: Board of Regents of the UW System, on behalf of the UW Extension, Division of Cooperative Extension
(Name of entity)

Contract Period: Start Date: 1/01/2012 Expiration Date: 12/31/2012

Contract Amount: \$54,169 (3.7% decrease from 2011)

Expenditure/ Revenue Account Numbers: 36-3641-0000-64604 Brighter Futures
(provide 9-digit object codes)

Executive Summary: This contract with the UW Board of Regents is for administration of the Time for Parents program. This contract is funded 100% with state Brighter Futures and Promoting Safe and Stable Families program funds and is part of the County's state-approved Brighter Future's Plan. The amendment changes some sections of the contract to incorporate language acceptable to the UW System around background checks, audit requirements, indemnity and insurance and civil rights compliance.

Were Bids or Quotations Solicited? Yes No

NEW AMENDMENT TO: SS 1430 (12-037) ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS 1537

Human Services and UW Board of Regents for administration of Time for Parents Program

1/1/12 - 12/31/12 Cost: \$54,149.00 (3.7% decrease)

Corporation Counsel has reviewed this document and finds it to be proper, as to form.
[Signature] 3/16/12
Signature Date

Total Fiscal Impact & Source of Funds:
Sufficient funding is available
in ASD's 6-yr
[Signature] 3-16-12
Finance Director Date

Reviewed by Purchasing for compliance:
[Signature] 3/15/12

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

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.

11-123

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

Human Services Sara Mooren X8431
 Originating Department Contact Person Phone

Contract with: Interim HealthCare of Madison, Inc.
 (Name of entity)

Contract Period: Start Date: 01/01/11 Expiration Date: 12/23/11

Contract Amount: Rate x number of approved clients

Service	Rate	Unit	%increase/decrease
Companion Aide Hourly Weekday	\$19.80	Hour	New Contract
Companion Aide Hourly Weekend	\$22.30	Hour	New Contract
Home Health Aide Hourly Weekday	\$20.70	Hour	New Contract
Home Health Aide Hourly Weekend	\$22.80	Hour	New Contract
Companion Aide Visit	\$55.00	Visit	New Contract
Home Health Aide Visit	\$62.00	Visit	New Contract
Skilled Nursing Visit	\$125.00	Visit	New Contract

- 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 support home care services. This is one of several providers from which Rock County clients may choose for such services.

NEW AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. HS 1534

Human Services and Interim HealthCare of Madison Inc. for support home care services
1/1/11 - 12/23/11 Cost: Rate X Number of Clients

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

Jelly S. Kupich 3/13/12
 Signature Date

Total Fiscal Impact & Source of Funds:
Sufficient funding is available
in the ASD budget

Reviewed by Purchasing for compliance:
Jodi B. Miller 3/12/12

[Signature] 3-14-12
 Finance Director Date

3/9/12

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, 11-090(SS853) or, _____
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Tim Zuehlke x5152
Originating Department Contact Person Phone

Contract with: Safeway Pest Management
(Name of entity)

Contract Period: Start Date: 1/01/2011 Expiration Date: 12/31/2012

Contract Amount: \$876.00 (Annually)

Expenditure/Revenue Account Numbers: provide 9-digit object codes
36-3706-0000-62119 & 36-3690-0000-62119 \$420.00 (0% increase)
36-3730-0000-62119 \$456.00 (0% Increase)

Executive Summary: Pest control for Franklin St and Job Center

Were Bids or Quotations Solicited? Yes No

Covered by State Contract? Yes No

State Contract # _____

Contract will be signed by: County Board Chair

NEW **AMENDMENT TO:** 11-090(SS853) **ADDENDUM TO:** _____

ADMINISTRATION CONTRACT REVIEW NO. SS 1532

Human Services and Safeway Pest Management for Pest control at Franklin St. and Job Center

1/1/11 - 12/31/12 Cost: \$876.00 annually

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.
[Signature] 3/13/12
Signature Date

Total Fiscal Impact & Source of Funds:
Sufficient funding is available
in the ASD budget
[Signature] 3-14-12
Finance Director Date

Reviewed by Purchasing for compliance:
RFQ # 2011-27
[Signature] 3/12/12

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

2/11/12
Resend 3/7/12

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.

12-059

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

Human Services Department Timothy Zuehlke x5152
Originating Department Contact Person Phone

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

Contract Period: Start Date: 1/01/2012 Expiration Date: 12/31/2012

Contract Amount: \$26,230.82

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

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 # _____

Contract will be signed by: County Board Chair

NEW AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS 1501

Human Services and Southwest Wisc, Workforce Development for .5 Job Center Facilities

Manager 1/1/12 - 12/31/12 Cost: \$26,230.82

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

Total Fiscal Impact & Source of Funds:

[Signature] 3/9/12
Signature Date

[Signature]
H.S.D. / G.S.R.

Reviewed by Purchasing for compliance:

[Signature] 3-9-12
Finance Director Date

Jodi X Mullie 2/21/12

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

3/19/12

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.

12-026

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

Human Services Department _____ Tim Zuehlke _____ x5152 _____
Originating Department Contact Person Phone

Contract with: Veolia Environmental Services
(Name of entity)

Contract Period: Start Date: 1/01/2012 Expiration Date: 12/31/2012

Contract Amount: \$2,682.12

Expenditure/Revenue Account Numbers: provide 9-digit object codes
36-3706-0000-62119 & 36-3690-0000-62119 \$ 976.44 (3% increase per 3-year bid)
36-3730-0000-62119 \$1,705.68 (3% increase per 3-year bid)

Executive Summary: Garbage pickup for Franklin St. and Job Center

Were Bids or Quotations Solicited? Yes, RFP 2011-24 No
Covered by State Contract? Yes No

State Contract # _____

Contract will be signed by: County Board Chair

NEW AMENDMENT TO: _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. HS 1533

Human Services and Veolia Environmental Services for Garbage Pickup at Franklin and Job Cntr

1/1/12 - 12/31/12 Cost: \$2,682.12

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.
[Signature] 3/13/12
Signature Date

Total Fiscal Impact & Source of Funds:
Sufficient funding is available
in the ASD budget
[Signature] 3-14-12
Finance Director Date

Reviewed by Purchasing for compliance:
RFP # 2011-24
[Signature] 3/12/12

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

3/7/12

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.

12-022

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

Human Services Sara Mooren X8431
Originating Department Contact Person Phone

Contract with: Tellurian UCAN, Inc.
(Name of entity)

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

Contract Amount: \$516,017 (Same as 2011)

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

36-3689-0000-62119 Other Contracted Services

Executive Summary:

Contract for the Jackson House Crisis Stabilization Facility for calendar year 2012. 2012 will continue at a 12-bed capacity, and under similar staffing patterns.

Were Bids or Quotations Solicited? X Yes (RFP #2008-13) No

Covered by State Contract? Yes No

NEW AMENDMENT TO _____ ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW NO. SS 1528
Human Services and Tellurian UCAN, Inc. for Jackson House Facility

1/1/12 - 12/31/12 Cost: \$516,017.00

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

[Signature] 3/6/12
Signature Date

Total Fiscal Impact & Source of Funds:
[Signature]
[Signature]
Finance Director Date

Reviewed by Purchasing for compliance:

[Signature]

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

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Kate Flanagan
DRAFTED BY

Human Services Board
SUBMITTED BY

March 14, 2012
DATE DRAFTED

**Authorizing Acceptance of the Intoxicated Driver Program Enhancement Grant
and Amending the 2012 Human Services Department Budget**

1 **WHEREAS**, the Wisconsin Department of Health Services awarded the Human Services Department a
2 grant in the amount of \$38,781 through the Intoxicated Driver Program Enhancement Initiative; and,
3

4 **WHEREAS**, the Human Services Department is participating on a committee to initiate an OWI Court in
5 Rock County with the aim of increasing public safety by reducing recidivism among repeat OWI
6 offenders; and,
7

8 **WHEREAS**, the target population to be served by this project will be individuals charged with a 3rd
9 offense of operating while under the influence who are assessed to be dependant on alcohol who are
10 willing to engage in the OWI court program and treatment as an alternative to maximum penalties under
11 the law; and,
12

13 **WHEREAS**, the initiative will allow the Human Services Department to provide intensive high quality
14 treatment for OWI court participants through an evidence-based treatment model: Moral Reconation
15 Therapy; and,
16

17 **WHEREAS**, the overall mission of the initiative is to improve public safety by producing sober drivers,
18 to incorporate research driven principles and accountability to save money, lives and create a better
19 community; and,
20

21 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
22 this _____ day of _____, 2012, does hereby authorize the acceptance of the Intoxicated
23 Driver Enhancement Grant.
24

25 **BE IT FURTHER RESOLVED**, the Human Services Director is authorized to sign all Intoxicated
26 Driver Program Enhancement Grant documents on behalf of Rock County; and,
27

28 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2012 be amended
29 as follows:
30

31	Budget	Increase	Amended
32	<u>3/14/12</u>	<u>(Decrease)</u>	<u>Budget</u>
33 <u>Source of Funds</u>			
34 36-3703-0000-42100	\$0	\$38,781	\$38,781
35 Federal Aid			
36			
37 <u>Use of Funds</u>			
38 36-3703-0000-62119	\$0	\$24,630	\$24,630
39 Other Contracted Services			
40 36-3703-0000-64604	\$0	\$3,665	\$3,665
41 Program Expense			
42 36-3703-0000-67130	\$0	\$3,000	\$3,000
43 Terminals and PCs			
44 36-3703-0000-68208	\$0	\$7,486	\$7,486
45 Allocated MH/AODA			

**Authorizing Acceptance of the Intoxicated Driver Program Enhancement Grant
and Amending the 2012 Human Services Department Budget**

Page 2

Respectfully submitted,

Human Services Board

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

Robert Fizzell

Kathy Kelm

Philip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

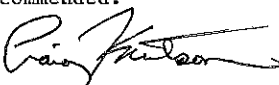
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair


ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

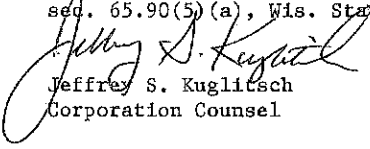
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$38,781 in Federal Aid and provides treatment to OWI court participants. No County matching funds are required.


Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

Executive Summary

Authorizing Acceptance of the Intoxicated Driver Program Enhancement Grant and Amending the 2012 Human Services Department Budget

The Wisconsin Department of Health Services awarded the Human Services Department \$38,781 through the Intoxicated Driver Program Enhancement Initiative. The overall mission of the initiative is to improve public safety by producing sober drivers, to incorporate research driven principles and accountability to save money, lives and create a better community.

The Human Services Department will be working on this project under the leadership of Judge Bates, and in collaboration with the District Attorney's Office, Public Defender's Office, Sheriff's Office, Department of Corrections and the County Administrator's Office.

The initiative will allow for the provision of intensive high quality treatment for OWI court participants through an evidence-based treatment model: Moral Reconciliation Therapy. The target population to be served by this project will be individuals charged with a 3rd offense of operating while under the influence who are assessed to be dependant on alcohol who are willing to engage in the OWI court program and treatment as an alternative to maximum penalties under the law. The aim is to increase public safety by reducing recidivism among repeat OWI offenders. A portion of the funds will be used to contract with Crossroads Counseling Center to train their staff in the Moral Reconciliation Therapy model.

This resolution also authorizes the Human Services Director to sign all Intoxicated Driver Enhancement Grant documents on behalf of Rock County.

Thank you for your consideration.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Kate Flanagan
INITIATED BY



Phil Boutwell
DRAFTED BY

Human Services Board
SUBMITTED BY

March 21, 2012
DATE DRAFTED

Upgrading Two Bachelor's Level Social Worker Positions to Master's Level Social Worker Positions and Amending the 2012 Budget

WHEREAS, the Human Services Department requests that the County Board upgrade two vacant Bachelor's level Social Worker (BSW) positions assigned to the Community Support Program in the Beloit Office to Master's level Social Worker (MSW) positions; and,

WHEREAS, the Department believes there are programmatic, service treatment and fiscal advantages to Rock County by filling these positions with higher skill set employees; and

WHEREAS, the MSW positions can provide more intensive treatment and case management for our most difficult clientele who have a significant risk of institutionalization, thus avoiding high cost placements; and,

WHEREAS, our clients with severe and persistent mental illness benefit from services received from the higher trained MSW positions; and,

WHEREAS, a cost analysis reveals that while the MSW positions are more expensive they can bill at a higher Medical Assistance rate, which reduces the total cost of the positions by \$21,710 on an annualized basis.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2012 does hereby upgrade the 2.0 FTE vacant Bachelor's level Social Worker positions to Master's level Social Workers and authorize the Human Services Department to fill those positions; and,

BE IT FURTHER RESOLVED, that the 2012 Budget be amended as follows:

<u>A/C Description</u> <u>Source of Funds</u>	<u>Budget at</u> <u>3/31/12</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
36-3706-0000-45015/ Medical Assistance	1,096,336	15,134	1,111,470
<u>Use of Funds</u>			
36-3706-0000-61100/ Regular Wages	1,751,711	13,329	1,765,040
36-3706-0000-61400/ FICA	104,070	1,019	105,089
36-3706-0000-61510/ Retirement	134,676	786	135,462

Respectfully submitted,

HUMAN SERVICES BOARD

COUNTY BOARD STAFF COMMITTEE

Brian Knudson, Chair

J. Russell Podzilni, Chair

Sally Jean Weaver-Landers, Vice Chair

Sandra Kraft, Vice Chair

Terry Fell

Eva Arnold

Robert Fizzell

Hank Brill

Kathy Kelm

Betty Jo Bussie

Shirley Williams

Ivan Collins

Phillip Owens

Marilynn Jensen

Terry Thomas

Louis Peer

Marvin Wopat

Kurtis Yankee


FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of
_____.

ADMINISTRATIVE NOTE:

Recommended.

Mary Mawhinney, Chair


Craig Karlson
County Administrator

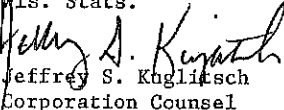
FISCAL NOTE:

This resolution amends the 2012 Human Services budget to allow for the upgrade of two Bachelor level Social Worker positions to Master's level Social Worker positions. The upgrades will be funded by an increase in billable Medical Assistance revenue.


Sherry Oja
Finance Director

LEGAL NOTE:

County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats. As an amendment to the adopted 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

Executive Summary

This resolution authorizes the upgrade of two currently vacant Bachelor's level social work positions in the Beloit Community Support Program to Master's Level Social work positions. The Community Support Programs are multidisciplinary community based treatment teams designed to provide intensive treatment and case management services to individuals living with severe and persistent mental illness in the community. Services are intended to assist clients with significant risk of institutionalization maintain independence in the community and achieve a high quality of life.

Most services provided by the CSP staff are billable to Medicaid and Rock County receives reimbursement for the federal share of the MA billing rate. The reimbursement rate for a Master's level CSP professional is notably higher than the rate for a Bachelor's level professional. A cost analysis has proven that, because of the differential in revenue generated by a Master's level social worker vs. a Bachelor's level social worker, employing Master's level staff actually costs the County less than employing Bachelor's level staff in these positions. In addition there is clear programmatic advantage to hiring higher trained staff to work with this population of consumers who benefit from the clinical expertise of a Master's Level social worker. Based on these facts, The HSD is proposing that the vacant Bachelor's level CSP positions be upgraded and filled at the Master's level.

The resolution also amends the 2012 budget. The amendment is cost neutral in that the MA revenue is an equal offset to the higher cost of the MSW positions. The cost analysis reveals that there is approximately a \$21,170 total cost savings achieved by upgrading the two positions. That cost savings will be built into the 2013 Budget should the County Board pass the resolution.

**ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
Wednesday, March 28th, 2012**

HSD MANAGEMENT TEAM MEETING – March 13, 2012
Meeting Cancelled.

HSD MANAGEMENT TEAM MEETING – March 20, 2012

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **HIPPA HITTECH Act Breach**
- **Fast Feet For Families**
- **Employee Recognition Event**
- **Grievance Procedure**
- **County Board Meeting**
- **CST Training Dates**
- **Work Schedules**
- **All Supervisors Meeting**

INFORMATION ITEMS

- **HSD Board Agenda**
MEETING WRAP-UP