



ROCK COUNTY HUMAN SERVICES BOARD MEETING
Wednesday, September 12, 2012 – 4:30 P.M.

Call to Order: Vice Chair Weaver-Landers called the meeting to order at 4:32 p.m. on Wednesday, September 12, 2012, in the 3rd Floor Conference Room of the Rock County Health Care Center, Janesville, Wisconsin.

Committee Members Present: Sally Jean Weaver-Landers, Citizen Representative; Phillip Owens, Supervisor; William Grahn, Supervisor; Shirley Williams (in at 4:45 p.m.), Citizen Representative; Marvin Wopat, Supervisor; Ashley Kleven, Citizen Representative; Terry Thomas, Supervisor; and Terry Fell, Supervisor.

Committee Members Absent: Brian Knudson, Supervisor.

Staff Present: Charmian Klyve, Director; Phil Boutwell, Deputy Director; Sara Mooren, Fiscal Operations Manager; Tim Zuehlke, Controller; Katherine Flanagan, MH/AODA Manager; Lance Horozewski, JJ&P Manager; Sandy Brown, CPS Manager; Jennifer Thompson, LTS Manager, Carla Blackcoon, ES Manager; Patrick Singer, TRQM Manager; Lisa Moore-Kelty, Medical Records Manager; Dawn Juhl, Support Services Supervisor; Delores Smith, Clerical Services Supervisor; Diana Mister, Administrative Assistant.

Others Present: None.

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

Approval of Minutes of Human Services Board Meeting of August 22, 2012: Supervisor Fell moved the minutes as presented, seconded by Supervisor Grahn with unanimous approval. APPROVED.

Citizen Participation: None.

The Board welcomed new HSD Board member Ashley Kleven and introductions were given.

Approval of Contracts, Transfers, and/or Encumbrances: Supervisor Owens moved the contracts, seconded by Supervisor Wopat. Ms. Mooren presented five contracts for approval. Ms. Mooren explained the Indian Oaks Academy contract is a rushed contract that will be sent to contract review tomorrow. Ms. Klyve added the staff have done a lot of work on this case which has unusual circumstances, but Mr. Knutson, Mr. Kluglitsch and Ms. Timmerman have all been involved. The judge court ordered this placement, and we do not wish to be in contempt of court. The contracts were unanimously approved. APPROVED.

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

Juvenile Justice	2,706.49	Interim Assist	2,801.48
IDP	7,358.70		
W-2 Admin	5,113.08		

Supervisor Thomas moved to approve the bills, seconded by Supervisor Fell. The bills were unanimously approved. APPROVED.

Resolution to Recognize Diana Mister: Supervisor Owens moved the resolution, seconded by Supervisor Grahn. Ms. Smith presented the resolution to recognize Diana Mister's 22 years of service with Rock County Human Services. In 1990, Ms. Mister started as a Seasonal Clerk in the Veterans Office. In 1991, she came to the Human Services Department and worked in different roles within the Department including Clerk II and Communication Clerk, Support Specialist, Administrative Assistant in the Economic Support Division and then to the Administrative Assistant for Beloit CSP. Diana has proven herself to be a dedicated and compassionate advocate on behalf of Rock County residents, always offering to assist and willing to lend a helping hand. Supervisor Grahn, Supervisor Owens and Citizen Representative Williams expressed thanks and appreciation to Ms. Mister for her years of service. The resolution was unanimously approved. APPROVED.

Resolution Authorizing Acceptance of JAG Criminal Justice Coordinating Councils (2010) Grant and Amending the 2012 Budget: Supervisor Thomas moved the resolution, seconded by Supervisor Owens. Ms. Flanagan presented the resolution and explained the Behavioral Redesign Steering Committee initiated the resolution. The funding will be used to enhance our current CJCC. The County Administration office asked Human Services to manage the grant. This is an ongoing implementation grant. The resolution was unanimously approved. APPROVED.

Presentation of ADRC: Ms. Thompson distributed the timeline she will use to keep on task for implementing the ADRC. She reviewed the timeline explaining in detail projects to be completed for each month. She will be bringing resolutions to the HSD Board for approval on the Angus Young contract and for the ADRC application. She will give a presentation on the ADRC to the County Board on September 27, 2012. Ms. Thompson explained in November 2013 any extra funds that may be remaining will be used to purchase scanners or other equipment that may be needed for staff.

Supervisor Owens asked many questions on the location of the ADRC and suggested getting more than one bid for the remodeling work. Mr. Boutwell explained this is a relatively easy space renovation and Angus Young & Associates already knows the building and building specs. Mr. Boutwell added this can be discussed more at the General Services meeting. Supervisor Thomas asked about the I&A Specialists. Ms. Thompson explained there will be DD Specialists and LTS Specialists but they will be cross trained with each other.

Update on the 2013 HSD Preliminary Budget: Ms. Klyve explained this is a preliminary 2013 budget and there is still movement of funds that will take place. The ADRC staffing and cost shifts will change the AMSO costs and case management revenue. Ms. Klyve, Ms. Thompson and Mr. Boutwell worked together on receiving funds for the ADRC from the State and were awarded \$229,000.

The other issue is the W-2 program will be transitioning to Forward Service. Discussions have concluded that we will be backing out of W-2 altogether. There is not any benefit for Rock County to be half in and half out of the W-2 program. The W-2 staff would receive double the caseloads they have now and 2.5 positions will be reduced. Also, we would carry EATS not just for Rock County but for Green County too. We do not feel we want to take that on. Ms. Klyve explained we have talked to the Union and there could be bumping taking place. Our focus will be to operate ESS and the Southern Consortium. The Consortium is doing well. Forward Service will also take over the Child Care Center. Currently we are the only County with Child Care within a Job Center. Less than half of the clients using Child Care are W-2 clients. We have met with the ES staff and the Union informing them of this. There are more details to work out yet with the transition.

Citizen Representative Williams thanked Ms. Klyve for the restructure information, and asked for more details on the staff that this will effect. Supervisor Grahn and Citizen Representative Williams asked for a summary of what Ms. Klyve explained or possibly a general statement about the W-2 program transition and Child Care. Ms. Klyve advised we will be getting a statement from Mr. Knutson on this. Citizen Representative Williams requested a brief comment in writing before October's HSD Board meeting.

An RFP has gone out for Jackson House and bids have come in. This will be significant for MH and Crisis Stabilization. We want Crisis Stabilization to be free standing. There will be more information to come.

We are trying to balance our budget and decrease out of home care. The Children's Continuum of Care, the Family Functional Therapy workers, CST, and the In-Home Safety are all helping with wrap around services. We want to leverage CLTS dollars effectively and get into more community-based services.

Juvenile Justice State funds have been reduced last year and this year. For next year costs are already up to over \$300 a day for correctional facilities. Mr. Horozewski is looking at alternatives to corrections, which he has presented to the Board previously.

In the Mental Health Division, the State Institute costs increased by 2% and Ms. Flanagan did an excellent job reducing admissions. But calls are increasing so this is not easily recognized.

Peterson Cleaning will start cleaning the Health Care Center on September 17, 2012. The cost is about half of the prior year's contract. This is the same cleaning company that cleans the Courthouse.

We were able to find additional resources in the AODA area adding an additional \$45,000. We will be going after the IV Drug grant again to serve that area.

The net employee count is up seven due to the ADRC start-up in 2013. The department anticipates opening the ADRC in March 2013.

Supervisor Owens asked if other counties have shown interest in utilizing the YSC. Mr. Horozewski advised there is interest and Dane County may be a possibility. Supervisor Owens suggested a list be given to Peterson Cleaning of protocol and items to be cleaned and that list should be turned into Rock County on a monthly basis to make sure work is being done correctly.

Supervisor Wopat asked specifics on the five current W-2 staff once W-2 is transitioned to Forward Service. He also stressed setting up accountability with Peterson Cleaning. Mr. Wopat also reminded that there are free haircuts for the community to utilize, and asked staff to be notified. He has the phone number if requested.

Director's Report:

- ES/W-2 Caseload:

The W-2 numbers are currently at 170 cases.

Committee Requests for Future Agenda Items: Supervisor Owens advised he will not be able to attend the next meeting.

Citizen Representative Weaver-Landers reported parking lines at the Job Center need to be redone. Mr. Boutwell advised that would be the landlord's responsibility and he would talk to him. Ms. Thompson stated the lines were redone about two years ago.

Supervisor Wopat requested the number of employees that utilize the Employee Assistance Program. Ms. Klyve advised that EAP is covered in the Supervisor/Manager training given by HR, and is advertised periodically with employee checks.

Citizen Representative Kleven advised she will not be able to attend the next meeting.

Supervisor Thomas requested a Fraud update.

Next Meeting: Wednesday, **September 26, 2012** at **4:30 p.m.**, at the **Rock County Health Care Center, 3rd Floor Conference Room, Janesville, Wisconsin.**

Adjournment: Supervisor Grahn motioned to adjourn, seconded by Supervisor Fell with unanimous approval at 5:55 p.m.

Jodi Parson, Administrative Secretary

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