



**ROCK COUNTY HUMAN SERVICES BOARD MEETING**  
**Wednesday, January 23, 2013 – 4:30 P.M.**

**Call to Order:** Chair Knudson called the meeting to order at 4:30 p.m. on Wednesday, January 23, 2013, in the 3<sup>rd</sup> Floor Conference Room at the Rock County Health Care Center, Janesville, Wisconsin.

**Committee Members Present:** Brian Knudson, Supervisor; Sally Jean Weaver-Landers, Citizen Representative; Phillip Owens, Supervisor; William Grahn, Supervisor; Ashley Kleven, Citizen Representative; and Shirley Williams, Citizen Representative; and Terry Fell, Supervisor.

**Committee Members Absent:** Terry Thomas, Supervisor; and Marvin Wopat, Supervisor.

**Staff Present:** Charmian Klyve, Director; Phil Boutwell, Deputy Director; Sara Mooren, Fiscal Operations Manager; Tim Zuehlke, Controller; Jennifer Thompson, LTS Manager; and Patrick Singer.

**Others Present:** Wayne Gustina, County Board Supervisor; and Steve Howland, County Board Supervisor.

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

**Approval of Minutes of Human Services Board Meeting of January 9, 2013:** Citizen Representative Weaver-Landers moved the minutes as presented, seconded by Supervisor Grahn with unanimous approval. APPROVED.

**Citizen Participation:** None.

**Approval of Contracts, Transfers, and/or Encumbrances:** Supervisor Owens moved the contracts, seconded by Supervisor Fell. Ms. Mooren presented nine contracts for approval. The contracts were unanimously approved. APPROVED.

**Approval of Bills:** Mr. Zuehlke presented the bills for approval.

Crisis	25,741.92	IDP	5,815.00
Bal Sheet A/C	1,396.00	Job Center	9,162.70
Interim Assist	1,370.93	Job Center	75,485.35
Interim Assisst	463.78		

Citizen Representative Weaver-Landers moved the bills, seconded by Citizen Representative Kleven with unanimous approval. APPROVED.

**ADRC Demolition Update:** Ms. Thompson distributed a handout and explained that the ADRC renovation is on schedule. She advised this weekend the contractor will finish installing the drywall and start to paint. The outside canopy identifying the ADRC should arrive today. The bathroom tile will be delivered next Tuesday.

Mr. Boutwell presented pictures of the ADRC area from the project commencement through this past week. He explained the project is running on schedule and close to budget. There will be an

orientation on March 4, 2013 for the ADRC staff. On March 5, 2013, staff will begin training with the State.

The five Information and Assistance Specialists have been hired. Steve Hare has been hired as the ADRC Supervisor. The interviews for the ADRC Administrative Assistant are on January 25, 2013.

The State has sent the ADRC Application back to us for small corrections and resubmittal. Ms. Klyve advised we received a very complimentary letter from the State. Ms. Thompson did an excellent job on the ADRC Application and only a few minor corrections were needed.

Citizen Representative Weaver-Landers suggested putting stencils on the side lights to the door to make them more visible to clients as they experienced issues in her office.

**Report by TRQM:** Mr. Singer's presentation was designed originally to give an overview of the TRQM Division to other Divisions within the Human Services Department. He explained the different HSD Data Ecosystems, and presented a break out of all the types of data tracked for the HSD.

Mr. Singer explained it is very important that the data is accurate because it is used to generate decisions on budget and on staff. The data is also used for State and Federal reporting, and generating operational reports for supervisors. Mr. Singer explained the client is the driver that ties all the data from the different Divisions. He reviewed the analysis of data flow and highlighted how accurate data collection and reporting is a team effort. Data permeates nearly every workflow process in the HSD and accurate data is very important.

Citizen Representative Williams asked about moving toward a "paperless" system, and Mr. Singer advised that HSD is moving in that direction. NetSmart does allow electronic signatures which will be useful in the "paperless" process. Once all the billing system is up and running, TRQM will take a look at getting all files scanned to move forward with a "paperless" system.

**Director's Report:**

- ES Update: Health Care Portal or Exchange

The ES Supervisors received preliminary information on the Healthcare Portal but we do not know what will be in the Governor's biennial budget. If MA is expanded, the Healthcare Portal will have an impact on our Department but we do not know precisely how we will be involved. Eligibility requirements may change and household composition would be based upon the household composition on tax forms. We will know more on how IM may be impacted when we see the Governor's budget.

- Possible MH/Addictions Parity

A handout was distributed regarding the Mental Health/Addictions Parity. Through parity, more people may be eligible for Mental Health and AODA services. If the 2013 Governor's budget expands MA, the ES Division will be responsible for more cases.

- The State completes a Quality Service Review on the CPS Division every three years. They will be here next week to review all the CPS services. On January 28, 2013 at 8:30 a.m. – 9:00 a.m. in the HSD auditorium, they will explain the review process and focus groups. The HSD Board members are welcome to attend.

- Ms. Klyve advised we will be conducting a program and fiscal audit on AlcoCare.

**Committee Requests for Future Agenda Items:** None.

**Next Meeting:** Wednesday, February 13, 2013 at 4:30 p.m., at the Rock County Health Care Center, 3rd Floor Conference Room, Janesville, Wisconsin.

**Adjournment:** Supervisor Fell motioned to adjourn, seconded by Supervisor Grahn with unanimous approval at 5:32 p.m.

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Jodi Parson, Administrative Secretary

**NOT OFFICIAL UNTIL APPROVED BY THE BOARD**