



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, July 24, 2019 – 4:30 p.m.**  
**Rock County Health Care Center, 3<sup>rd</sup> Floor Conference Room**

**AGENDA**

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of July 10, 2019 \*
4. Citizen Participation, Communications and Announcements
5. Submission of Committee Requests
6. Approval of Contracts and Transfers – Ms. Mooren
7. July HSD Employee Impact Award Recognition – Ms. Luster
8. Overview of Birth to 3 Program – Ms. Butz
9. Approval to Award the Contract for the Birth to 3 Program Management \* – Ms. Mooren
10. Resolution Amending the 2019 Human Services Department Budget to Accept a Quality Improvement Grant for Crisis Intervention Programs – Mr. Winkler
11. Director's Report
  - WCHSA Meeting for Human Services Board Members in October
  - Update on 1717 Center Avenue (New HSD location)
  - Budget Update
12. **Next Meeting:** Wednesday, August 14, 2019, Rock County Health Care Center, 3<sup>rd</sup> Floor Conference Room, Janesville, Wisconsin.
13. Adjourn

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail [countyadmin@co.rock.wi.us](mailto:countyadmin@co.rock.wi.us) at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

**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.



**ROCK COUNTY HUMAN SERVICES BOARD MEETING**  
**Wednesday, July 10, 2019 – 4:30 P.M.**

**Call to Order:** Chair Knudson called the meeting to order at 4:31 p.m. on Wednesday, July 10, 2019, in room D/E at the Rock County Job Center, Janesville, Wisconsin.

**Committee Members Present:** Brian Knudson, Supervisor; Stephanie Aegerter, Supervisor; Terry Fell, Supervisor; Kathy Schulz, Supervisor; Shirley Williams, Citizen Representative; David Homan, Supervisor; and Terry Thomas, Supervisor.

**Committee Members Absent:** Sally Jean Weaver-Landers, Citizen Representative. Ashley Kleven, Citizen Representative.

**Staff Present:** Kate Luster, Director; Tera O'Connor, Deputy Director; Sara Mooren, Administrative Services Division Manager; Mark Stevens, Business Services Manager; Lance Horozewski, CYF Division Manager; and Karol Rosman, JCSP Behavioral Health Clinician.

**Others Present:** Russell Podzilni, County Board Chair. Terri Carlson, Rock County Risk Manager.

**Approval of Agenda:** Supervisor Fell moved the agenda to the floor, seconded by Supervisor Aegerter. The agenda was unanimously approved. APPROVED.

**Approval of Minutes of Human Services Board Meeting of June 26, 2019:** Supervisor Thomas moved the minutes to the floor, seconded by Supervisor Schulz. Note to add Ashley Kleven, Citizen Representative to June 26, 2019 meeting minutes under Committee Members Present. The minutes were unanimously approved. APPROVED.

**Citizen Participation, Communications and Announcements:** Supervisor Schulz announced that Kelly Klingensmith was leaving the Public Health Department, she was also the Lead at the HEAR meetings.

Supervisor Thomas announced the Council on Aging (COA) and Aging & Disability Resource Center (ADRC) Joint meeting will be held on Monday, July 15, 2019 at 1:00 p.m. at the COA office.

**Submission of Committee Requests:** None.

**Approval of Contracts and Transfers:** None.

**Review of Bills:** Mr. Stevens presented the bills and responded to questions.

**Director's Report:**

- **Update on Activities of the CORE Steering Committee** – Ms. Luster distributed the Rock County HSD Vision and Mission Statement, HSD Leadership Charter, HSD Professional Standards and Commitment to My Co-Workers.

Ms. Luster explained HSD has a large CORE Steering Committee consisting of many staff from all areas of HSD. From that group there have been multiple workgroups formed for different specific areas of focus. They have updated our Vision and Mission Statement and our Guiding Principles.

The CORE Steering Committee has drafted a Leadership Charter and Professional Standards as well. The Leadership Charter is a document that will guide and help with consistency and accountability for leadership. The Professional Standards is the same concept as the Leadership Charter but for all HSD employees including leadership. We want to integrate some of the language from these documents into position descriptions, evaluations and orientations. She explained the Commitment to My Co-Workers is another tool staff will receive, as a shared goal to follow.

Ms. Luster explained HSD has a Code of Conduct we have been using but it was affiliated with Medicaid billing. HSD will keep the Code of Conduct for Medicaid billing but the Professional Standards will serve as a new guidance document that is relevant across the Department. Ms. Luster responded to questions.

- **Update on 1717 Center Avenue (New HSD Location)** – Ms. Luster introduced Mark Stevens who is the Project Manager of Project 1717. Mr. Stevens provided a power point with pictures of recently toured newly constructed Human Services facilities. He provided pictures of the 1717 Center Avenue building as well. It has been helpful to see other facilities and to learn what has worked well for them in their new construction. The lighting, technology and safety are a main focus. We want to provide a welcoming and safe place for clients and staff. Mr. Stevens responded to questions.
- **Semi-Annual Report** – Ms. Luster advised there were six individuals to report for the last six month period who attended a convention, conference or training over \$1,000 and provided details.

**Next Meeting:** Wednesday, August 14, 2019 at 4:30 p.m. at the Rock County Health Care Center, 3<sup>rd</sup> Floor Conference Room, Janesville, WI.

**Adjournment:** Supervisor Thomas motioned to adjourn, seconded by Citizen Representative Williams with unanimous approval at 5:25 p.m.

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Jodi Parson, Secretary

**NOT OFFICIAL UNTIL APPROVED BY THE BOARD**



**PROPOSAL SUMMARY FORM**

PROPOSAL NUMBER 2019-17  
 PROPOSAL NAME BIRTH-TO-3 PROGRAM MANAGEMENT  
 PROPOSAL DUE DATE MAY 31, 2019 – 12 NOON  
 DEPARTMENT HUMAN SERVICES

	UNITED CEREBRAL PALSY OF GREATER DANE COUNTY MADISON WI	CESA 2 WHITEWATER WI	REHAB RESOURCES BROOKFIELD WI
RATER 1	87	78	79
RATER 2	94	68	81
RATER 3	80	70	50
RATER 4	87	80	69
RATER 5	81	70	68
RATER 6	89	80	40
<b>TOTAL SCORE</b>	<b>518</b>	<b>446</b>	<b>387</b>

Request for Proposals was advertised in the Janesville Gazette and on the Internet. Six additional agencies were solicited that did not respond.

Proposals were evaluated based on the following criteria:

1. General quality and adequacy of response MAX POINTS 20
  - Completeness and thoroughness
  - Understanding of the project
  - Responsiveness to terms and conditions
2. Technical approach – quality of package provided MAX POINTS 40
  - Approach to problem analysis
  - Clarity and organization in concept development
  - Quality and quantity of services to be rendered
3. Organization, personnel and experience MAX POINTS 20
  - Qualification of personnel
  - Experience of personnel
  - Experience of firm
4. Reasonableness of cost estimates MAX POINTS 20
  - Evidence of efficient use of resources
  - Total costs
  - Revenue

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

GOVERNING COMMITTEE APPROVAL:

CHAIR \_\_\_\_\_ VOTE \_\_\_\_\_ DATE \_\_\_\_\_

## Executive Summary

The Birth to 3 Program is a federally-mandated Early Intervention program (Part C of the Individuals with Disabilities Education Act—IDEA) to support families of children with developmental delays or disabilities under the age of three. In Wisconsin, each county is responsible for providing Birth to 3 as outlined by DHS 90 that matches the federal guidance.

Birth to 3 is committed to serving children under the age of 3 with developmental delays and disabilities and their families. There is great value in the family's primary relationship with their child and a commitment to work in partnership with the family. Birth to 3 works to enhance the child's development and support the family's knowledge, skills and abilities as they interact with and raise their child.

In April 2019 Rock County issued a Request for Proposal (RFP) for Birth to 3 service delivery. As a result of the Birth to 3 RFP, the panel selected United Cerebral Palsy of Greater Dane County, Inc. (UCP) to be the new Rock County Birth to 3 provider. They are a recognized and trusted organization offering valuable services for families and people with varying disabilities and developmental delays. UCP has been a well-established Birth to 3 provider in the Dane County area for many years and are committed to being a solid presence in the Rock County community. They will be opening a new office in Rock County.

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board  
INITIATED BY



Greg Winkler  
DRAFTED BY

Human Services Board  
SUBMITTED BY

July 17, 2019  
DATE DRAFTED

**Amending the 2019 Human Services Department Budget to accept a  
Quality Improvement Grant for Crisis Intervention Programs**

1 **WHEREAS**, the Wisconsin Department of Health Services has awarded the Human Services  
2 Department (HSD) \$20,000 for the Quality Improvement Grant Opportunity for Crisis Intervention  
3 Programs; and,  
4  
5 **WHEREAS**, this funding is in addition to \$20,000 that was awarded in 2018 and previously used for  
6 implementation of Collaborative Assessment and Management of Suicide (CAMS); and,  
7  
8 **WHEREAS**, HSD is planning to utilize the new funds for additional CAMS consultation and to  
9 develop and implement a telehealth psychiatry alternative; and,  
10  
11 **WHEREAS**, telehealth will provide a more timely response for clients in crisis with the goal of  
12 creating a community-based safety plan and diverting from hospitalization.  
13  
14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
15 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2019 does hereby authorize the acceptance of a Quality  
16 Improvement Grant for Crisis Intervention Programs; and,  
17  
18 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2019 be amended as  
19 follows:  
20

Account/Description	Budget 6/1/19	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
36-3689-0000-42200 State Aid	\$0	\$20,000	\$20,000
<u>Use of Funds</u>			
36-3689-0000-62119 Other Contracted Services	\$0	\$5,000	\$5,000
36-3689-0000-64604 Program Expense	\$53,000	\$1,920	\$54,920
36-3689-0000-67130 Terminals and PCs	\$9,800	\$7,507	\$17,307
36-3689-0000-68208 Allocated Outpatient	\$0	\$5,573	\$5,573

Amending the 2019 Human Services Department Budget to accept a Quality Improvement Grant for Crisis Intervention Programs

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Respectfully submitted,

HUMAN SERVICES BOARD

FINANCE COMMITTEE

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
Mary Mawhinney, Chair

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Sally Jean Weaver-Landers, Vice Chair

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Mary Beaver, Vice Chair

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Stephanie Aegerter

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
Terry Fell

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J. Russell Podzilni

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David Homan

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Bob Yeomans

\_\_\_\_\_  
Ashley Kleven

\_\_\_\_\_  
Kathy Schulz

\_\_\_\_\_  
Terry Thomas

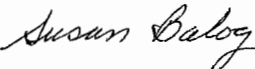
\_\_\_\_\_  
Shirley Williams

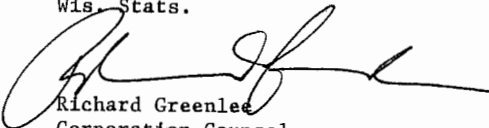
FISCAL NOTE:

LEGAL NOTE:

This resolution authorizes the acceptance and expenditure of \$20,000 from the Wisconsin Department of Health Services for the Rock County Human Services Department. No County matching funds are required.

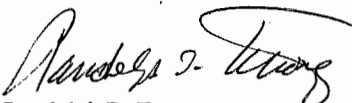
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2019 County Budget, this Resolution requires a 2/3 vote of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

  
Susan Balog  
Assistant Finance Director

  
Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Randolph D. Terronez  
Assist to the County Administrator

## Executive Summary

### Amending the 2019 Human Services Department Budget to accept a Quality Improvement Grant for Crisis Intervention Programs

This resolution authorizes HSD to accept \$20,000 from Wisconsin DHS in additional funds that are available through the Quality Improvement Grant Opportunity for Crisis Intervention Programs. HSD previously received \$20,000 of this funding to implement the Collaborative Assessment and Management of Suicide (CAMS) in December 2018.

The new funds will be used for additional CAMS consultation and to implement a telehealth psychiatry option in crisis and to purchase four mobile laptop devices. We recognize that clients in crisis can benefit, at times, from a medication adjustment or refill. Telehealth will allow us to provide a medication evaluation in a timely manner. We anticipate that this will support community-based safety planning and prevent some hospitalizations.