



**COUNTY BOARD STAFF COMMITTEE
TUESDAY – MARCH 8, 2016 – 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order & Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Approval of Minutes – February 23, 2016
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolutions
 - A. Creating 1.0 FTE Adult Protective Services / WATTS / Court Services Position
 - B. Creating 1.0 FTE Social Work Supervisor I
 - C. Creating 1.0 FTE HSD Program Analyst
6. Discussion and Possible Action on Establishing the Salary for Rock County Clerk, Register of Deeds, and Treasurer for the 2017-2020 Term
7. **EXECUTIVE SESSION:** Per Section 19.85(1)(g), Wis. Stats. – Confer with Legal Counsel Regarding Pending Litigation
and
Per Section 19.85(1)(e), Wis. Stats. – Negotiating the Sale of Public Property
8. Adjournment

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
03-1110-0000-63107	PUBL. & LEGAL	P1600217	01/31/2016	JANESVILLE GAZETTE INC	226.08
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	19,033.00	0.00	0.00	226.08	18,806.92
				COUNTY BOARD PROG TOTAL	226.08

I have examined the preceding bills and encumbrances in the total amount of **\$226.08**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 08 2016**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
06-1620-0000-63200	PUBL/SUBCR/DUES	P1601049	02/15/2016	WISCONSIN ASSOCIATION OF COUNT	70.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,500.00	180.00	0.00	70.00	4,250.00
06-1620-0000-63202	LAW BOOKS	P1600201	02/23/2016	STATE BAR OF WISCONSIN	219.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,629.00	0.00	0.00	219.00	3,410.00
CORPORATION COUNSEL PROG TOTAL				289.00	

I have examined the preceding bills and encumbrances in the total amount of **\$289.00**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 08 2016**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-63107	PUBL & LEGAL	P1600190	02/17/2016	CHRONICLE,THE	238.00
		P1601091	02/05/2016	DEPARTMENT OF ADMINISTRATION	175.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,000.00	642.40	0.00	413.00	23,944.60
08-1420-0000-64200	TRAINING EXP	P1601104	02/12/2016	EMPLOYMENT AND TRAINING ASSOCI	250.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	4,387.77	8,862.98	250.00	6,499.25
08-1420-0000-64417	RH EXPENSES	P1600190	02/17/2016	CHRONICLE,THE	168.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,500.00	1,125.80	0.00	168.00	7,206.20
HUMAN RESOURCES PROG TOTAL				831.00	

I have examined the preceding bills and encumbrances in the total amount of **\$831.00**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 08 2016**

Dept Head _____

Committee Chair _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Jennifer Thompson,
LTS/ADRC Division Manager
DRAFTED BY

Human Services Board
SUBMITTED BY

February 26, 2016
DATE DRAFTED

Creating 1.0 FTE Adult Protective Services/WATTS/Court Services Position

- 1 **WHEREAS**, the Family Care bill (AB 453) was signed by Governor Walker on Tuesday, January 26,
- 2 2016. AB 453 requires the Family Care Benefit and self-directed services options to be provided in Rock
- 3 County and implemented beginning July 1, 2016; and,
- 4
- 5 **WHEREAS**, as Rock County plans for the transition of the Human Services Department and
- 6 Developmental Disability Board Waiver clients to Family Care, it must also prepare for integration of the
- 7 functions for which Rock County still holds responsibility. This includes the Adult Abuse and Neglect
- 8 investigations not only for the Human Services Department but the Developmental Disabilities Board;
- 9 and,
- 10
- 11 **WHEREAS**, currently, HSD has 1.0 FTE allocated to APS functions and recently received approval for
- 12 an additional 1.0 FTE Adult Protective Services (APS)/WATTS position to assist in investigations for
- 13 frail elderly and physically disabled adults when Family Care is implemented. However, as the clients
- 14 served by the Developmental Disabilities Board transition to Family Care an additional (APS) position
- 15 will be needed to assist with APS investigations involving adults with developmental disabilities. The
- 16 duties of this position would also include the DD Board guardianship cases, WATTS reviews, and court
- 17 protective services components; and,
- 18
- 19 **WHEREAS**, APS cases have continued to increase. Abuse/neglect incidents has gone up 10% from
- 20 2013 to 2014 and another 18% from 2014 to 2015. It is expected that these numbers will continue to rise
- 21 with the new Managed Care Organizations overseeing the clients in Family Care. These cases also tend
- 22 to be complex and are time consuming to monitor; and,
- 23
- 24 **WHEREAS**, for the reasons above, HSD requests creating an additional 1.0 FTE Adult Protective
- 25 Services/ WATTS position to assist with the increased caseload related to the developmental disabilities
- 26 target group.
- 27
- 28 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 29 this _____ day of _____, 2016, does hereby authorize the creation of 1.0 FTE
- 30 APS/WATTS/Court Services position.

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

Linda Garrett

William Grahn

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

FISCAL NOTE:

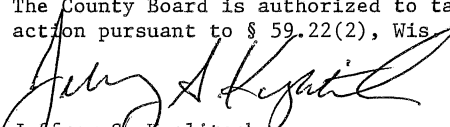
This resolution authorizes the creation of a 1.0 FTE APS/WATTS/Court Services position. Sufficient appropriation authority is available in the HSD budget for the cost of this position.



Sherry Oja
Finance Director

LEGAL NOTE:

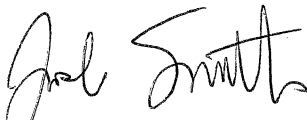
The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

Creating 1.0 FTE Adult Protective Services/WATTS/Court Services Position

The Family Care bill (AB 453) was signed by Governor Walker on Tuesday, January 26, 2016. AB 453 requires the Family Care Benefit and self-directed services options to be provided in Rock County and implemented beginning July 1, 2016.

As Rock County plans for the transition of the Human Services Department and Developmental Disability Board Waiver clients to Family Care, it must also prepare for integration of the functions for which Rock County still holds responsibility. This includes the Adult Abuse and Neglect investigations not only for the Human Services Department but the Developmental Disabilities Board.

Currently, HSD has 1.0 FTE allocated to APS functions and recently received approval for an additional Adult Protective Services (APS)/WATTS position to assist in investigations for frail elderly and physically disabled adults when Family Care is implemented. However, as the clients served by the Developmental Disabilities Board transition to Family Care an additional (APS) position will be needed to assist with APS investigations involving adults with developmental disabilities. The duties of this position would also include the DD Board guardianship cases, WATTS reviews, and court protective services components.

APS cases have continued to increase. Abuse/neglect incidents has gone up 10% from 2013 to 2014 and another 18% from 2014 to 2015. It is expected that these numbers will continue to rise with the new Managed Care Organizations overseeing the clients in Family Care. These cases also tend to be complex and are time consuming to monitor.

For the reasons above, HSD requests creating an additional 1.0 FTE Adult Protective Services/ WATTS position to assist with the increased caseload related to the developmental disabilities target group. Budgetary authority for this position is currently within the HSD Budget.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Jennifer Thompson,
LTS/ADRC Division Manager
DRAFTED BY

Human Services Board
SUBMITTED BY

February 24, 2016
DATE DRAFTED

Creating 1.0 FTE Social Work Supervisor I

- 1 **WHEREAS**, Family Care will begin in Rock County beginning on July 1, 2016. As Rock County
- 2 Human Services reorganizes the services remaining upon implementation of Family Care, there are
- 3 remnants from the Human Services and Developmental Disabilities Board that continue to require
- 4 supervisory oversight. With the creation of an additional Adult Protective Services worker, and the court
- 5 relates guardianship and protective placement work, the remaining unit would include the following staff:
- 6 • 3.0 FTE: APS investigations/Guardianships/WATTS reviews
- 7 • 1.0 FTE: Chapter 54 Court Services worker, 51 to 54 conversions.
- 8 • 2.0 FTE Disability Benefits Specialist (DBS workers)
- 9
- 10 **WHEREAS**, these staff are responsible for all APS investigations, irrespective of target group:, elderly,
- 11 physically disabled or developmentally disabled. Many clients also require guardians of the person and
- 12 estate. Individuals who are protectively placed in restrictive environments also require, at minimum an
- 13 annual WATTS review, corresponding reports to the court and frequently court appearances. Further, the
- 14 unit will work with crisis to assist them in locating appropriate placements for individuals in the
- 15 community and to divert clients from institutional placement whenever possible; and,
- 16
- 17 **WHEREAS**, the need for a supervisor has increased as the types of neglect/abuse cases being reported
- 18 have become more complex and time intensive. Multiple disciplines are often involved to foster a
- 19 positive outcome for the client; and,
- 20
- 21 **WHEREAS**, due to increased APS reporting and required response time, staff who conduct the
- 22 investigations need supervisory input and consultation on a regular a well as when urgent situations arise.
- 23 (The Social Work Supervisor I would enforce required response time, ensure appropriate coverage,
- 24 provide accurate reports to the State, monitor/authorize use of APS funding. In addition, the position
- 25 would provide outreach to the community, participate on the Rock County I-team and represent Rock
- 26 County at advocacy meetings and events; and,
- 27
- 28 **WHEREAS**, the two Disability Benefits Specialists (DBS) are housed in the ADRC. Presently, the one
- 29 ADRC supervisor will be responsible for 11.0 FTE Information and Assistance workers. The two DBS
- 30 workers receive legal direction on their cases from Disability Rights. However, the two DBS workers
- 31 need on-site supervision as to caseload assignment, priority work and adherence to the ADRC standards
- 32 and practice; and,
- 33
- 34 **WHEREAS**, HSD requests the creation of a 1.0 FTE Social Work I Supervisor position to ensure
- 35 adequate oversight of these important functions for all vulnerable target groups.
- 36
- 37 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 38 this _____ day of _____, 2016, does hereby authorize the creation of 1.0 FTE Social
- 39 Worker Supervisor I.

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

Linda Garrett

William Grahn

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams

COUNTY BOARD STAFF COMMITTEE

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FISCAL NOTE:

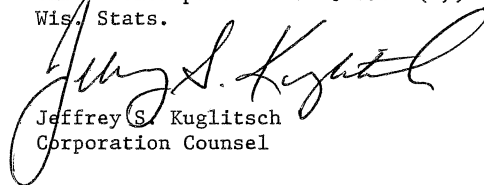
This resolution authorizes the creation of a
1.0 FTE Social Work Supervisor I position.
Sufficient appropriation authority is available
in the HSD budget for the cost of this position.



Sherry Oja
Finance Director

LEGAL NOTE:

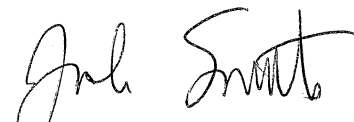
The County Board is authorized to take
this action pursuant to § 59.22(2),
Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

Creating 1.0 FTE Social Work Supervisor I

Family Care will begin in Rock County beginning on July 1, 2016. As Rock County Human Services reorganizes the services remaining upon implementation of Family Care, there are remnants from the Human Services and Developmental Disabilities Board that continue to require supervisory oversight. With the creation of an additional Adult Protective Services worker, and the court related guardianship and protective placement work, the remaining unit would include the following staff:

- 3.0 FTE: APS investigations/Guardianships/WATTS reviews
- 1.0 FTE: Chapter 54/55 Court Services worker
- 2.0 FTE Disability Benefit Specialist (DBS workers)

These staff are responsible for all APS investigations, irrespective of target group:, elderly, physically disabled or developmentally disabled. Many clients also require guardians of the person and estate. Individuals who are protectively placed in restrictive environments also require, at minimum an annual WATTS review, corresponding reports to the court and frequent court appearances. Further, the unit will work with crisis to assist them in locating appropriate placements for individuals in the community and to divert clients from institutional placement whenever possible.

The need for a supervisor has increased as the types of neglect/abuse cases being reported have become more complex and time intensive. Multiple disciplines are often involved to foster a positive outcome for the client.

Due to increased APS reporting and required response time, staff who conduct the investigations need supervisory input and consultation on a regular basis as well as when urgent situations arise. The Social Work Supervisor I would enforce required response time, ensure appropriate coverage, provide accurate reports to the State and monitor/authorize use of APS funding. In addition, the position would provide outreach to the community, participate on the Rock County I-team and represent Rock County at advocacy meetings and events.

The two Disability Benefits Specialists (DBS) are housed in the ADRC. Presently, the one ADRC supervisor will be responsible for 11.0 FTE Information and Assistance workers. The two DBS workers receive legal direction on their cases from Disability Rights. However, the two DBS workers need on-site supervision, as it relates to ADRC standards and practice.

HSD requests the creation of a 1.0 FTE Social Work I Supervisor position to ensure adequate oversight of these important functions for all vulnerable target groups. Budgetary authority for this position is currently within the HSD Budget.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

February 26, 2016
DATE DRAFTED

Creating 1.0 FTE HSD Program Analyst

- 1 **WHEREAS**, the Family Care bill (AB 453) was signed by Governor Walker on Tuesday, January 26,
- 2 2016. AB 453 requires the Family Care Benefit and self-directed services options to be provided in Rock
- 3 County and implemented beginning July 1, 2016; and,
- 4
- 5 **WHEREAS**, as Rock County plans for the transition of the Human Services Department and
- 6 Developmental Disability Board Waiver clients to Family Care, it must also prepare for integration of the
- 7 functions for which Rock County still holds responsibility. This includes some administrative functions
- 8 not only for the Human Services Department but the Developmental Disabilities Board; and,
- 9
- 10 **WHEREAS**, after an evaluation of ongoing administrative requirements HSD had identified the need for
- 11 a 1.0 FTE HSD Program Analyst position; and,
- 12
- 13 **WHEREAS**, this new 1.0 FTE position will assist in providing ongoing contract and quality monitoring
- 14 of the Birth to Three contract which will be transferred from the DD Board to Human Services; and,
- 15
- 16 **WHEREAS**, this position will also provide contract development, rate setting, and ongoing monitoring
- 17 for contracted community based residential facility and adult family home providers and complete Adult
- 18 Family Home certifications for non-Family Care HSD Clients; and,
- 19
- 20 **WHEREAS**, this position, funded by Department vacancies, will also assist in provider development and
- 21 outreach for the Behavioral Health Division.
- 22
- 23 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 24 this _____ day of _____, 2016, does hereby authorize the creation of a 1.0 FTE HSD
- 25 Program Analyst Position.

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Ashley Kleven

Sally Jean Weaver-Landers, Vice Chair

Kathy Schulz

Terry Fell

Terry Thomas

Linda Garrett

Shirley Williams

William Grahn

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Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

FISCAL NOTE:

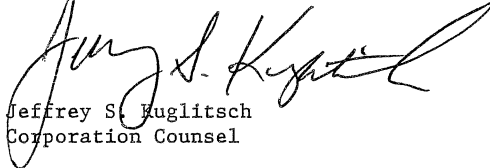
This resolution authorizes the creation of a 1.0 FTE Program Analyst position. This position will be funded by Department vacancies.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

Executive Summary

Creating 1.0 FTE HSD Program Analyst Position

The Family Care bill (AB 453) was signed by Governor Walker on Tuesday, January 26, 2016. AB 453 requires the Family Care Benefit and self-directed services options to be provided in Rock County and implemented beginning July 1, 2016.

As Rock County plans for the transition of the Human Services Department and Developmental Disability Board Waiver clients to Family Care, it must also prepare for integration of the functions for which Rock County still holds responsibility. This includes some administrative functions not only for the Human Services Department but the Developmental Disabilities Board.

After an evaluation of ongoing administrative requirements the need for a 1.0 FTE HSD Program Analyst position was identified. This new 1.0 FTE position will assist in providing ongoing contract and quality monitoring of the Birth to Three contract which will be transferred from the DD Board to Human Services. The position will also provide contract development, rate setting, and ongoing monitoring for contracted community based residential facility and adult family home providers and complete Adult Family Home certifications for non-Family Care HSD Clients. In addition, this new position will assist in contract provider development and outreach for the Behavioral Health Division. This position will be funded by current Division vacancies.