

ROCK COUNTY, WISCONSIN



Board of Supervisors
51 South Main Street
Janesville, WI 53545
(608)757-5510

**NOTE: Date, Time
and Location**

**COUNTY BOARD STAFF COMMITTEE
THURSDAY – FEBRUARY 28, 2013 – 5:30 P.M.
JURY DELIBERATION ROOM – FOURTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order & Approval of Agenda
2. Approval of Minutes – February 12, 2013
3. Citizen Participation, Communications and Announcements
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolution
 - A. Authorizing Temporary Overlap of Position for the Human Services Department, Youth Services Center
6. Adjournment

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0311100000-63107	PUBL & LEGAL	18,000.00 30.4%	-2,217.11	-3,268.10	23,485.21		
	P1200711-PO# 12/31/12 -VN#013607			JANESVILLE GAZETTE INC		5,485.22	
				CLOSING BALANCE	17,999.99		5,485.22
	COUNTY BOARD		PROG-TOTAL-PO			5,485.22	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,485.22 INCURRED BY COUNTY BOARD. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

COUNTY BOARD STAFF

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL

DEPT-HEAD

FEB 26 2013

DATE

CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
061620000-63200	PUBL/SUBCR/DUES	4,400.00	0.0%	0.00	0.00	4,400.00	
	P1301160-PO# 02/19/13 -VN#038685				WISCONSIN ASSOCIATION OF CO CO	70.00	
					CLOSING BALANCE		70.00
	CORP. COUNSEL				PROG-TOTAL-PO		70.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$70.00 INCURRED BY CORPORATION COUNSEL. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

COUNTY BOARD STAFF

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL

DEPT-HEAD

FEB 20 2013

DATE

CHAIR

Account Number	Name	Yearly Prct Appropriation	Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0814200000-61920	PHYSICALS	11,000.00	0.2%	32.00	0.00	10,968.00		
	P1300609-PO# 02/19/13 -VN#017412			WISCONSIN DEPARTMENT OF JUSTIC			246.00	
				CLOSING BALANCE		10,722.00		246.00
0814200000-63100	OFC SUPP & EXP	3,500.00	9.7%	54.39	285.67	3,159.94		
	P1300881-PO# 02/19/13 -VN#028264			HENRICKSEN			95.54	
				CLOSING BALANCE		3,064.40		95.54
0814200000-63107	PUBL & LEGAL	35,000.00	0.9%	336.00	0.00	34,664.00		
	P1300603-PO# 02/19/13 -VN#011191			BELOIT DAILY NEWS			946.04	
	P1300604-PO# 02/19/13 -VN#013607			JANESVILLE GAZETTE INC			1,486.55	
	P1300605-PO# 02/19/13 -VN#010110			CHRONICLE, THE			294.00	
				CLOSING BALANCE		31,937.41		2,726.59
0814200000-63200	PUBL/SUBCR/DUES	9,600.00	0.2%	25.00	0.00	9,575.00		
	P1301144-PO# 02/19/13 -VN#052564			PBP EXECUTIVE REPORTS			99.00	
	P1301195-PO# 02/19/13 -VN#040485			SOCIETY FOR HUMAN RESOURCE MAN			180.00	
				CLOSING BALANCE		9,296.00		279.00
0814200000-64200	TRAINING EXP	26,985.00	16.6%	4,501.40	0.00	22,483.60		
	02/19/13 -VN#044396			IHRKE, CONNIE			33.96	
	02/19/13 -VN#049974			O CONNELL, DAVID			27.97	
				CLOSING BALANCE		22,421.67		61.93
0814200000-64417	RH EXPENSES	8,500.00	9.4%	800.83	0.00	7,699.17		
	P1300603-PO# 02/19/13 -VN#011191			BELOIT DAILY NEWS			150.68	
	P1300604-PO# 02/19/13 -VN#013607			JANESVILLE GAZETTE INC			245.07	
	P1300605-PO# 02/19/13 -VN#010110			CHRONICLE, THE			105.00	
	P1300609-PO# 02/19/13 -VN#017412			WISCONSIN DEPARTMENT OF JUSTIC			80.00	
	P1301143-PO# 02/19/13 -VN#051873			LEADINGAGE WISCONSIN			50.00	
				CLOSING BALANCE		7,068.42		630.75
	HUMAN RESOURCES			PROG-TOTAL-PO			4,039.81	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$4,039.81 INCURRED BY HUMAN RESOURCES. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

COUNTY BOARD STAFF _____ COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD _____

FEB 26 2013

DATE _____ CHAIR _____

2013. . .

Rock County - Production

02/21/13

COMMITTEE APPROVAL REPORT

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1919140000-62104	CONSULTING SERV	15,000.00	0.0%	0.00	0.00	15,000.00	
	P1300034-PO# 02/19/13 -VN#016551			TE BRENNAN COMPANY		47.25	
				CLOSING BALANCE	14,952.75		47.25
		RISK MGMT.		PROG-TOTAL-PO		47.25	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$47.25 INCURRED BY RISK MANAGEMENT. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

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- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

COUNTY BOARD STAFF COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

FEB 26 2013

DATE _____ CHAIR

2013

Rock County - Production

02/21/13

COMMITTEE APPROVAL REPORT

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1919320000-64904	SUNDRY EXPENSE	6,700.00	0.0%	0.00	0.00	6,700.00	
	P1300913-PO# 02/19/13 -VN#045720					PROFORMA PRINTWORKS	457.88
						CLOSING BALANCE	6,242.12
							457.88
						EMPL.RELATED	
						PROG-TOTAL-PO	457.88

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$457.88 INCURRED BY EMPLOYEE RELATED. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

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- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

COUNTY BOARD STAFF COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

FEB 26 2013

DATE _____ CHAIR

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Phil Boutwell, HSD Dep Director
DRAFTED BY

Human Services Board
SUBMITTED BY

February 18, 2013
DATE DRAFTED

**Authorizing Temporary Overlap of Position for the Human Services Department,
Youth Services Center**

- 1 **WHEREAS**, the Youth Services Center is a state licensed shelter home and detention center that must
- 2 have staff on duty 24 hours a day, 365 days a year to care for the children and adolescents in the
- 3 facility; and,
- 4
- 5 **WHEREAS**, the Youth Services Center currently has two Youth Specialist positions off work for
- 6 medical reasons, and at least one whose return is questionable; and,
- 7
- 8 **WHEREAS**, continuously filling the 320 hour of open shifts during any given month places strain on
- 9 staff resources and the overtime budget; and,
- 10
- 11 **WHEREAS**, providing one overlap position gives significant relief and ensures the new hire will be
- 12 properly trained when a position comes open due to attrition; and,
- 13
- 14 **WHEREAS**, the Human Services Department has sufficient funds under the Youth Services Program to
- 15 pay for the overlap position .
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 18 assembled this _____ day of _____, 2013 does hereby authorize the temporary overlap of one
- 19 Youth Specialist position, not to exceed six months.

Respectfully submitted,

Human Services Board

Brian Knudson, Chair

Shirley Williams

Sally Jean Weaver-Landers, Vice Chair

Marvin Wopat

Terry Fell

Billy Bob Grahm

Ashley Kleven

Phillip Owens

Terry Thomas

Authorizing Temporary Overlap of Position for the Human Services Department, Youth Services Center

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COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Marilynn Jensen

Mary Mawhinney

Louis Peer

Kurtis Yankee

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

FISCAL NOTE:

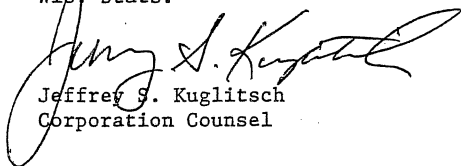
Sufficient funds are available in the HSD Youth Services Center budget for the cost of the overlapping position.



Sherry Oja
Finance Director

LEGAL NOTE:

County Board is authorized to take this action pursuant to § 59.01 and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

Executive Summary

The Rock County Youth Services Center (YSC) provides 24-hour care and placement of youth in both non-secure and secure custody. Youth Specialists at the YSC provide for the safety, security, and treatment of youth in both the juvenile justice and child protective services systems.

Due to two Youth Specialists being out on short-term leave and two out on long-term leave and one likely not to return, the continuous filling of open shifts has resulted in a strain on staffing resources as well as overtime. This request will allow for the overlap of one position and in turn provide significant relief to meeting statutory staffing requirements as well as reducing overtime. In addition, the overlapping position will ensure the new hire will be properly trained when a position comes open.