



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, AUGUST 19, 2014 - 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

**Amended
08/18/14**

Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – July 15, 2014
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
6.
 - A. Bills/Encumbrances
 - B. Pre-Approved Encumbrance Amendments
 - 1) Council on Aging (2)
7. Resolutions
 - A. Amending the 2014 Council on Aging Budget to Adjust Title III-D Allocations
 - B. Creation of a .4 Clerical Position for Council on Aging**
8. Department Reports
 - A. Update on Filling the Beloit Position – John Solis
 - B. Update on Lighten Up! – Joyce Lubben
 - C. Mobility Manager Position – Joyce Lubben
9. Committee Requests and Motions
 - A. Discussion on Future Meeting Site Visits
 - B. Ideas for Future Discussion
10. Adjournment

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
30-3900-0000-64200	TRAINING EXP	P1402765	08/04/2014	UNIVERSITY OF WISCONSIN LACROS	150.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	749.98	65.02	150.00	35.00
SENIOR CITIZEN PROGRAM PROG TOTAL				150.00	
30-3901-0000-64200	TRAINING EXP	P1402765	08/04/2014	UNIVERSITY OF WISCONSIN LACROS	150.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	500.00	270.00	0.00	150.00	80.00
TITLE III-B PROG TOTAL				150.00	
30-3903-0000-63200	PUBL/SUBCR/DUES	P1402695	07/13/2014	CREATIVE FORECASTING INC	60.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	160.00	99.00	0.00	60.00	1.00
NUTRITION PROGRAM PROG TOTAL				60.00	
30-3905-0000-62410	R & M-VEHICLES	P1402694	07/21/2014	BUDGET TRUCK AND AUTO BODY INC	3,619.09
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	60,000.00	22,113.30	19,886.70	3,619.09	14,380.91
30-3905-0000-64629	OTHER TRANSP.EXP	P1402811	07/23/2014	JANESVILLE GAZETTE INC	20.90
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	21,776.00	2,533.73	4,410.66	20.90	14,810.71
ELDERLY & HANDCAPPED TRANSP PROG TOTAL				3,639.99	
30-3908-0000-62625	OUTREACH SERVICE	P1402551	07/08/2014	BULL PUBLISHING COMPANY	208.92
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,877.00	7,506.28	1,716.08	208.92	(554.28)
TITLE III-D PROG TOTAL				208.92	
30-3915-0000-63200	PUBL/SUBCR/DUES	R1403139	08/13/2014	AMAZON.COM	445.00
ENC	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	180.00	500.00	445.00	(125.00)
30-3915-0000-64200	TRAINING EXP				

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1402681	07/22/2014	ROTARY GARDENS	500.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,000.00	1,273.66	726.34	500.00	500.00
30-3915-0000-64615	CLIENT REL.COSTS				
		P1400031	07/14/2014	ALTERNATIVE HOMECARE INC	663.00
		P1400033	06/15/2014	HOME INSTEAD SENIOR CARE	345.00
		P1400035	06/30/2014	KANDU INDUSTRIES INC	245.00
		P1401286	06/30/2014	LUTHERAN SOCIAL SERVICES	82.50
		P1401311	06/21/2014	VAN ABLE,SANDRA	126.00
		P1401840	07/03/2014	AFFELDT,CHARLETA	120.00
		P1402409	07/05/2014	ZIMMERMAN,BARBARA	84.00
		P1402459	07/29/2014	ASPIRE GENERATION LIBERTY LLC	52.50
		P1402584	06/24/2014	MCALISTER,BIRDIA	470.00
		P1402625	07/08/2014	YMCA OF NORTHERN ROCK COUNTY	684.00
		P1402756	07/25/2014	RJK PROPERTIES	820.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	24,210.00	8,604.00	0.00	3,692.00	11,914.00
TITLE III-E FAM CAREGIVER SUPP PROG TOTAL				4,637.00	
30-3916-0000-63104	PRNT & DUPLICATI				
		P1402638	07/18/2014	JAX CUSTOM PRINTING INC	28.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	40.00	1,150.00	28.50	281.50
MOBILITY MANAGER GRANT PROG TOTAL				28.50	
30-3921-0000-64200	TRAINING EXP				
		P1402765	08/04/2014	UNIVERSITY OF WISCONSIN LACROS	150.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	300.00	215.00	0.00	150.00	(65.00)
BENEFIT SPECIALIST GRANT PROG TOTAL				150.00	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$9,024.41**
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: **AUG 19 2014**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
38-3800-0000-64607	VET BURIAL BENEF	P1402641	07/08/2014	TOWN OF MAGNOLIA	156.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,989.00	482.00	1,988.84	156.00	2,362.16
				VETERANS SERVICE PROG TOTAL	156.00

I have examined the preceding bills and encumbrances in the total amount of **\$156.00**

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: **AUG 19 2014**

Dept Head _____

Committee Chair _____

PURCHASE ORDER NUMBER P1400437 PEID 011529

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE July 24, 2014

DEPARTMENT Council on Aging

COMMITTEE Education, Veterans & Aging Services

VENDOR NAME Budget Truck & Auto

ACCOUNT NUMBER 30-3905-0000-62410

FUNDS DESCRIPTION Repair & Maintenance

AMOUNT OF INCREASE \$ 9,000

INCREASE FROM \$ 10,000 TO \$ 19,000

ACCOUNT BALANCE AVAILABLE \$ 14.380.91 cm 07/24/2014

REASON FOR AMENDMENT There have been several accidents this year with
Specialized Transit vehicles that have caused expenditures to exceed the
encumbrance.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
Chair _____ Date _____
(If over \$10,000)

COUNTY BOARD _____
Resolution # _____ Adoption Date _____
(If over \$10,000)

PURCHASE ORDER NUMBER P1400439

PEID 043024

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE August 15, 2014

DEPARTMENT Council on Aging

COMMITTEE Education, Veterans & Aging Services

VENDOR NAME First Advantage Occupational Health

ACCOUNT NUMBER 30-3905-0000-64629

FUNDS DESCRIPTION Other Transportation Expense

AMOUNT OF INCREASE \$ 400

INCREASE FROM \$ 200 TO \$ 600

ACCOUNT BALANCE AVAILABLE \$ 11,025.58 SB 08/15/14

REASON FOR AMENDMENT Costs for drug testing for Transit drivers and dispatchers have increased.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
(If over \$10,000) Chair _____ Date _____

COUNTY BOARD _____
(If over \$10,000) Resolution # _____ Adoption Date _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging
Services
INITIATED BY _____



Joyce Lubben
DRAFTED BY _____

Education, Veterans & Aging
Services
SUBMITTED BY _____

August 1, 2014
DATE DRAFTED _____

**AMENDING THE 2014 COUNCIL ON AGING BUDGET TO ADJUST
TITLE III-D ALLOCATIONS**

1 **WHEREAS**, the Council on Aging receives Older Americans Act Title III funds; and,
2
3 **WHEREAS**, the Council on Aging has been awarded additional Title III-D funds to continue the
4 collaboration with the Community Academic Aging Research Network in offering a wellness project for
5 older adults to reduce sedentary time.
6
7 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
8 this _____ day of _____, 2014 does hereby amend the Adopted 2014 Rock County Council
9 on Aging budget as follows:

<u>Account/Description</u>	<u>Budget at 08/01/2014</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Title III-D (Preventive Health)</u>			
<u>Source of Funds</u>			
30-3908-0000-42100 Federal Aid	8,677	16,592	25,269
<u>Use of Funds</u>			
30-3908-0000-64604 Program Expense	0	16,592	16,592

Respectfully submitted,

Education, Veterans & Aging Services Committee

Finance Committee Endorsement

Rick Richard, Chair

Reviewed and approved on a vote of _____

Jeremy Zajac, Vice Chair

Mary Mawhinney, Chair

Edwin Nash

Norvain Pleasant

Kathy Schulz

**AMENDING THE 2014 COUNCIL ON AGING BUDGET TO ADJUST TITLE III-D
ALLOCATIONS**

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FISCAL NOTE:

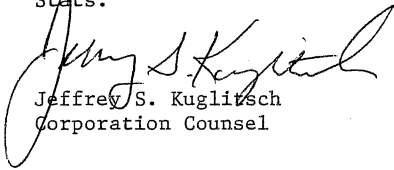
This resolution authorizes the acceptance and expenditure of \$16,592 in Federal Aid for Council on Aging's "Sit Less, Live Better" project. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

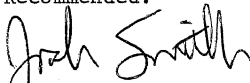
As an amendment to the Adopted 2014 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to Sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

In 2013 the Council on Aging was awarded a “special projects” grant from the Greater Wisconsin Agency on Aging Resources (GWAAR) to collaborate with the University of Wisconsin Medical School on a Community Academic Aging Research Network project called “Sit Less, Live Better.” GWAAR is awarding the Council on Aging additional Title III-D funds this year to continue this research project which tests the effects of reducing sedentary behavior in older adults. The first phase of the project showed remarkable improvement in the well-being of the participants. It is hoped this second testing, with two additional groups, will provide a positive correlation between less sitting time and improved health indicators.

No county funds are required.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Joyce Lubben
INITIATED BY



Joyce Lubben
DRAFTED BY

Education, Veterans & Aging
Services Committee
SUBMITTED BY

July 21, 2014
DATE DRAFTED

Creation of a .4 Clerical Position for Council on Aging

1 **WHEREAS**, the Elderly Nutrition Program administers both congregate and home delivered meal
 2 programs; and,
 3
 4 **WHEREAS**, federal data entry and other recordkeeping requirements have increased significantly over
 5 the past years; and,
 6
 7 **WHEREAS**, additional clerical assistance is needed to accomplish the increasing duties of the Elderly
 8 Nutrition Program; and,
 9
 10 **WHEREAS**, there is sufficient funding available to create a .4 clerical position in the 2014 budget.
 11
 12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
 13 this _____ day of _____, 2014 does create a .4 clerical position for the Council on Aging
 14 and amends the 2014 budget as follows.

<u>Account/Description</u>	<u>Budget at 07/01/2014</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Title III-C-1 (Congregate Meals)</u>			
<u>Source of Funds</u>			
30-3903-0000-62119	92,907	(2,846)	90,061
Other Contracted Services			
<u>Use of Funds</u>			
30-3903-0000-61100	46,709	2,644	49,353
Regular Wages			
30-3903-0000-61400	3,573	202	3,775
FICA			

Respectfully submitted,

Education, Veterans & Aging Services Committee

FINANCE COMMITTEE ENDORSEMENT

Rick Richard, Chair

Reviewed and approved on a vote of

Jeremy Zajac, Vice Chair

Mary Mawhinney, Chair

Edwin Nash

Norvain Pleasant

Kathy Schulz

County Board Staff Committee

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Alan Sweeney

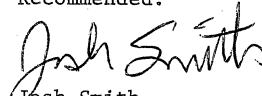
Mary Mawhinney

Louis Peer

Terry Thomas

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

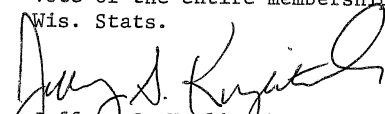
FISCAL NOTE:

This resolution creates a .4 FTE clerical position for the Council on Aging's Nutrition programs. The position will be funded by grant funds. No County matching funds are required.


Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats. As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

Executive Summary

The Council on Aging's nutrition program is currently staffed with one full-time program supervisor. Over the past years, this staff member's time has increasingly been spent doing data entry and other record keeping duties that are required by federal and state funding sources. The distinguishing feature of the Nutrition Program Supervisor's position is the responsibility for planning, coordinating, and maintaining all activities of the nutrition program and assuring the senior meal program is administered according to state and federal regulations. It is essential for this position to be more "hands on" within the program for marketing, on-site management, and in-home visits, which would not allow for enough time to handle the increasing clerical duties required within the role. Due to the needs in and out of the office, I would like to add a .4 Clerical Worker to assist with the everyday record keeping requirements.

There is sufficient funding in the budget to cover the cost of this position for this and subsequent years. No county tax levy is required.