



**DEVELOPMENTAL DISABILITIES BOARD MEETING**

**Wednesday, March 10, 2010 – 6:30 P.M.**

**Rock County Health Care Center  
Classroom – Room 136  
3530 North County Trunk Highway F  
Janesville, Wisconsin 53545**

**AGENDA**

1. CALL TO ORDER
2. INTRODUCTION OF BOARD MEMBERS
3. INTRODUCTION OF GUESTS
4. CITIZENS SUGGESTIONS TO THE BOARD
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES
7. APPROVAL OF BILLS
8. APPROVAL OF CONTRACTS/ADDENDUMS  
ENCUMBRANCES AND/OR LINE ITEM TRANSFERS
9. COMMITTEE APPROVAL REQUEST FOR PROPOSALS
  - A. RESIDENTIAL SUPPORT SERVICES
10. DIRECTOR'S REPORT ON PROGRAM ACTIVITIES
  - A. REPORT ON PROGRAM ACTIVITIES
  - B. OTHER
11. BOARD MEMBERS SUGGESTIONS TO THE BOARD
12. ADDITIONAL CITIZENS SUGGESTIONS TO THE BOARD
13. CORRESPONDENCE
14. NEW BUSINESS
15. ADJOURNMENT

Account Number	Name	Yearly Prnt Appropriation	YTD Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3333100000-62601	PURCH OF CARE	1,243,927.00	77.8%	164,273.91	804,253.21	275,399.88		
	P1000037-PO# 03/02/10 -VN#010942				ARC WISCONSIN		8,283.00	
	P1000064-PO# 03/02/10 -VN#032919				FAMILY RESPITE CARE SERVICES F		2,500.00	
	P1000111-PO# 03/02/10 -VN#034865				RIVERFRONT INC.		65.00	
					CLOSING BALANCE	264,551.88		10,848.00
3333100000-62602	OTHER CARE	98,465.00	60.3%	4,955.42	54,510.81	38,998.77		
	P1000058-PO# 03/02/10 -VN#010178				DUNGARVIN WISCONSIN LLC		3,250.00	
					CLOSING BALANCE	35,748.77		3,250.00
3333100000-62604	NURSING HM CIPLB	1,470,358.00	77.7%	2,105,075.56	4,585,059.52	4,780,222.92		
	P1000035-PO# 03/02/10 -VN#023658				ALTERNATIVE HOMECARE INC		3,975.00	
	P1000058-PO# 03/02/10 -VN#010178				DUNGARVIN WISCONSIN LLC		141,618.74	
	P1000077-PO# 03/02/10 -VN#018338				HOMECARE PHARMACY		338.23	
	P1000081-PO# 03/02/10 -VN#045731				INNOVATIVE LIVING INC		6,178.01	
	P1000094-PO# 03/02/10 -VN#014260				LUTHERAN SOCIAL SERVICES		6,637.40	
	P1000113-PO# 03/02/10 -VN#015019				OPPORTUNITIES INC		6,614.92	
					CLOSING BALANCE	4,614,860.62		165,362.30
3333100000-62620	COMM.INTEG.-1A	3,068,509.00	80.8%	275,499.43	2,204,805.11	588,204.46		
	P1000035-PO# 03/02/10 -VN#023658				ALTERNATIVE HOMECARE INC		2,520.00	
	P1000058-PO# 03/02/10 -VN#010178				DUNGARVIN WISCONSIN LLC		24,326.41	
	P1000094-PO# 03/02/10 -VN#014260				LUTHERAN SOCIAL SERVICES		1,932.20	
	P1000149-PO# 03/02/10 -VN#036622				UNIFIED COMMUNITY SERVICES		6.30	
					CLOSING BALANCE	559,419.55		28,784.91
3333100000-62633	CLTH	199,728.00	50.6%	26,199.16	74,958.68	98,570.16		
	P1000059-PO# 03/02/10 -VN#044937				DURALINE MEDICAL PRODUCTS INC		60.71	
	P1000061-PO# 03/02/10 -VN#038387				EDGERTON PHARMACY		242.72	
	P1000077-PO# 03/02/10 -VN#018338				HOMECARE PHARMACY		71.43	
	P1000135-PO# 03/02/10 -VN#024891				SMILES INC		100.00	
	P1000154-PO# 03/02/10 -VN#022764				YNCA OF NORTHERN ROCK COUNTY		712.80	
	P1001100-PO# 03/02/10 -VN#042346				PRENTKE ROMICH COMPANY		2,604.00	
	P1001357-PO# 03/02/10 -VN#043703				ACHIEVEMENT PRODUCTS FOR CHILD		233.28	
					CLOSING BALANCE	94,545.22		4,024.94
3333100000-63200	PUBL/SUBCR/DUES	1,200.00	0.0%	0.00	0.00	1,200.00		
	P1001257-PO# 03/02/10 -VN#014947				NOTARY BOND RENEWAL SERVICE		25.00	
	P1001258-PO# 03/02/10 -VN#040932				WISCONSIN SECRETARY OF STATE		20.00	
					CLOSING BALANCE	1,155.00		45.00
3333100000-64200	TRAINING EXP	2,500.00	20.3%	508.00	0.00	1,992.00		
	P1001305-PO# 03/02/10 -VN#032295				WISCONSIN PERSONAL SERVICES AL		130.00	
	P1001346-PO# 03/02/10 -VN#026030				WINTERGREEN RESORT AND CONFERE		65.00	

Account Number	Name	Yearly Pront Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
					CLOSING BALANCE	1,797.00	195.00
		D.D.BOARD	PRG-TOTAL-PO			212,510.15	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$212,510.15 INCURRED BY DEVELOPMENTAL DISABILITIES. 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.

DEVELOPMENTAL DISABILITIES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

MAR 10 2010 DATE \_\_\_\_\_ CHAIR

PURCHASE ORDER NUMBER P1000238 PEID 011723

**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 send 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).

DEPARTMENT DD Board

COMMITTEE Rock Co. DD Board

VENDOR NAME C.E.S.A. #2 0-3 Program

ACCOUNT NUMBER 33-3310-0000-62601

FUNDS DESCRIPTION Purchase of Care

AMOUNT OF INCREASE \$ 26,781

INCREASE FROM \$ 671,514 TO \$ 698,295

ACCOUNT BALANCE AVAILABLE \$ 275,399 *225/10*

REASON FOR AMENDMENT New Maintenance of Effort Requirements, directed by the State of Wisconsin Department of Health Services, for the WI 0-3 Program. The new directive requires 2010 County Contributions to be based on County funds expended in 2008 instead of 1999.

**APPROVALS**

GOVERNING COMMITTEE \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_

FINANCE COMMITTEE \_\_\_\_\_  
(if over \$10,000) Chair \_\_\_\_\_ Date \_\_\_\_\_

COUNTY BOARD \_\_\_\_\_  
(if over \$10,000) Resolution # \_\_\_\_\_ Adoption Date \_\_\_\_\_

- WHITE - COMMITTEE
- YELLOW - PURCHASING
- PINK - DEPARTMENT

PURCHASE ORDER NUMBER P1000250 PEID 043795

## 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 send 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).

DEPARTMENT DD Board

COMMITTEE Rock Co. DD Board

VENDOR NAME REM Wisconsin Inc

ACCOUNT NUMBER 33-3310-0000-62627

FUNDS DESCRIPTION Brain Injury Waiver

AMOUNT OF INCREASE \$ 182,355

INCREASE FROM \$ 151,182 TO \$ 333,537

ACCOUNT BALANCE AVAILABLE \$ 259,204 <sup>3-5-10</sup>

REASON FOR AMENDMENT Two current clients moving into services from another facility.

### APPROVALS

GOVERNING COMMITTEE \_\_\_\_\_  
Chair Date

FINANCE COMMITTEE \_\_\_\_\_  
(if over \$10,000) Chair Date

COUNTY BOARD \_\_\_\_\_  
(if over \$10,000) Resolution # Adoption Date

WHITE - COMMITTEE  
YELLOW - PURCHASING  
PINK - DEPARTMENT



PROJECT NUMBER #2010-18  
 PROJECT NAME RESIDENTIAL SUPPORT SERVICES  
 PROPOSAL DUE DATE FEBRUARY 15, 2010 – 12 NOON  
 DEPARTMENT DEVELOPMENTAL DISABILITIES BOARD

	CREATIVE COMMUNITY LIVING SERVICES WATERTOWN WI	REM MADISON WI	DUNGARVIN JANESVILLE WI	RIVERFRONT JANESVILLE WI	POSITIVE LIVING JANESVILLE WI
RATER 1	83	71.5	67	66	43
RATER 2	91	85	60	60	36
RATER 3	95	84	76	59	11
RATER 4	90	81	55	58	3
RATER 5	89	84	75	81	14
<b>TOTAL SCORE</b>	448	405.5	333	324	107
<b>AVERAGE SCORE</b>	89.6	81.1	66.6	64.8	21.4
<b>RANKING</b>	1	2	3	4	5

Request for Proposal was advertised in the Janesville Gazette. Six additional agencies were solicited that did not respond. One Proposal was rejected because it was received after the due date and time.

Proposals were evaluated based on the following criteria:

- Completeness of Response – 25 points maximum
- Technical Approach – 25 points maximum
- Organization, Personnel & Experience – 25 points maximum
- Cost Estimates – 25 points maximum

PREPARED BY: JODI L MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: CREATIVE COMMUNITY LIVING SERVICES

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

COMMITTEE APPROVAL: SIGNATURE \_\_\_\_\_ VOTE \_\_\_\_\_ DATE \_\_\_\_\_

PURCHASING PROCEDURAL ENDORSEMENT: SIGNATURE \_\_\_\_\_ VOTE \_\_\_\_\_ DATE \_\_\_\_\_

# EXECUTIVE SUMMARY

This Request for Proposals (RFP) for Residential Support Services was sent to twelve qualified agencies that are licensed to provide such services in the State of Wisconsin.

The purpose of this RFP was to provide all qualified and interested agencies with the necessary information to submit a proposal to provide comprehensive and appropriate residential services for up to six (6) consumers. The designated consumers are a diverse group of individuals who possess unique abilities as well as significant and challenging residential support needs.

Minimum service expectations include providing a safe, person centered, residential setting where each consumer's unique strengths and weaknesses, as well as their needs and preferences, are addressed to the fullest extent possible.

Each responding agency was asked to submit a proposal to serve a portion or all of the six (6) designated consumers.

The selected agency will be responsible to design, implement, manage and meet specified quality assurance criteria in the ongoing provision of services to the designated consumers. Quality assurance criteria will be developed and monitored by the Rock County Developmental Disabilities Board. The individual consumer's Case Manager or Service Manager will also be responsible to monitor all aspects of quality as is reflected in the Individual Support Plan.

Five Proposals were received by the due date and time. These Proposals were reviewed and evaluated based on the criteria set forth in the RFP. All five raters ranked Creative Community Living Services of Watertown, Wisconsin highest. Creative Community Living Services is the current provider of these services for the six (6) consumers involved.

The intent of this Request for Proposals is to enter into a partial year contract through the end of 2010 with the option to re-new for two additional one-year periods. The contract period will run from approximately March 15, 2010 through December 31, 2010.