



EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, AUGUST 17, 2010 - 4:00 P.M.
HYATT SMITH HALL
DEAN'S CONFERENCE ROOM
UNIVERSITY OF WISCONSIN - ROCK COUNTY

***NOTE: Location
Change***

Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – July 15, 2010
4. Citizen Participation, Communications, Announcements, Information
5. Transfers and Appropriation
6. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
7. Resolutions
 - A. Awarding Contract for Dietitian/Nutritionist Services for Rock County Council on Aging
 - B. Amending the 2010 Veterans Services Budget
8. ADRC Update
9. Committee Reports
 - A. Council on Aging
 - 1) “Burden of Falls” Report
 - 2) County Senior Statesmanship Program
 - 3) Caregiver Coalition Grant
 - 4) New Freedom Application
10. Committee Requests and Motions
 - A. Ideas for Future Discussion
11. Adjournment

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039000000-63300	TRAVEL	1,000.00	83.6%	836.75	0.00	163.25	
	P1002666-PO# 08/11/10 -VN#045601					HOLIDAY INN EXPRESS	70.00
						CLOSING BALANCE	93.25
						SR.CITIZEN PRGM. PROG-TOTAL-PO	70.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$70.00 INCURRED BY SENIOR CITIZEN PROGRAMS. 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.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

AUG 17 2010

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3838000000-63200	PUBL/SUBCR/DUES	313.00 76.3%	239.00	0.00	74.00		
	P1002883-PO# 08/11/10 -VN#042478					50.00	
							50.00
					24.00		
3838000000-64200	TRAINING EXP	1,000.00 62.3%	368.94	255.00	376.06		
	P1002883-PO# 08/11/10 -VN#042478					95.00	
							95.00
					281.06		
3838000000-64607	VET BURIAL BENEF	6,637.00 0.0%	0.00	0.00	6,637.00		
	P1002680-PO# 08/11/10 -VN#040056					156.00	
	P1002691-PO# 08/11/10 -VN#040077					344.00	
	P1002854-PO# 08/11/10 -VN#040057					70.00	
	P1002865-PO# 08/11/10 -VN#049925					82.00	
							652.00
					5,985.00		
	VETERANS SERVICE		PROG-TOTAL-PO			797.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$797.00 INCURRED BY VETERANS SERVICE. 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.

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039010000-64200	TRAINING EXP	501.00	87.8%	230.00	210.00	61.00	
	P1002631-PO# 08/11/10 -VN#049799						
							BEST WESTERN INN ON MARITIME B
						299.97	
*** OVERDRAFT ***							
							CLOSING BALANCE
						-238.97	299.97
	TITLE III-B						PROG-TOTAL-PO
						299.97	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$299.97 INCURRED BY TITLE III-B. 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.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

AUG 17 2010

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039030000-63200	PUBL/SUBCR/DUES	160.00 59.3%	75.00	20.00	65.00		
	P1002810-PO# 08/11/10 -VN#022671			CREATIVE FORECASTING INC		60.00	
				CLOSING BALANCE	5.00		60.00
3039030000-64124	CONSUMABLE SUPPL	10,745.00 72.7%	4,820.09	2,999.50	2,925.41		
	P1002644-PO# 08/11/10 -VN#014534			MENARDS		44.97	
	P1002722-PO# 08/11/10 -VN#013780			KMART CORP #4255		11.94	
				CLOSING BALANCE	2,868.50		56.91
3039030000-64200	TRAINING EXP	705.00 9.2%	65.00	0.00	640.00		
	P1002721-PO# 08/11/10 -VN#037852			UNIVERSITY OF WISCONSIN EXTENS		110.00	
				CLOSING BALANCE	530.00		110.00
				NUTRITION PROGRM		226.91	
				PROG-TOTAL-PO			

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$226.91 INCURRED BY NUTRITION PROGRAM. 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.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

AUG 17 2010 DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039050000-62410	R & M-VEHICLES	50,457.00 109.6%	22,232.08	33,076.71	-4,851.79		
	P1001136-PO# 08/11/10 -VN#030347			NAPA AUTO PARTS		71.76	
	P1001138-PO# 08/11/10 -VN#011529			BUDGET TRUCK AND AUTO BODY INC		71.00	
*** OVERDRAFT ***			CLOSING BALANCE		-4,994.55		142.76
3039050000-64629	OTHER TRANSP.EXP	11,500.00 34.3%	1,722.26	2,228.32	7,549.42		
	P1001767-PO# 08/11/10 -VN#014330			MANPOWER INC		83.99	
	P1001768-PO# 08/11/10 -VN#023194			ATLAS BUS SALES INC		118.48	
			CLOSING BALANCE		7,346.95		202.47
	E & H TRANSPORT		PROG-TOTAL-PO			345.23	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$345.23 INCURRED BY ELDERLY & HANDICAPPED TRANSPOR. 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.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

AUG 17 2010

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039080000-62625	OUTREACH SERVICE	6,829.00	48.7%	1,940.14	1,390.00	3,498.86	
	P1002555-PO# 08/11/10 -VN#023810			PC NAMETAG INC		33.74	
				CLOSING BALANCE	3,465.12		33.74
	TITLE III-D			PROG-TOTAL-PO		33.74	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$33.74 INCURRED BY TITLE III-D. 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.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

AUG 17 2010

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039150000-64615	CLIENT REL COSTS	19,462.00	22.1%	2,809.00	1,500.01	15,152.99	
	P1002171-PO# 08/11/10 -VN#013792					KANDU INDUSTRIES INC	65.00
	P1002353-PO# 08/11/10 -VN#023658					ALTERNATIVE HOMECARE INC	570.00
	P1002795-PO# 08/11/10 -VN#049904					MBP CONSULTING	1,500.00
						CLOSING BALANCE	13,017.99
							2,135.00
	TITLE III-E					PROG-TOTAL-PO	2,135.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,135.00 INCURRED BY TITLE III-E FAM CAREGIVER SUPP. 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.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

AUG 17 2010 DATE _____ CHAIR

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

EDUCATION, VETERANS,
AND AGING SERVICES
COMMITTEE
INITIATED BY



JODI MILLIS, PURCHASING
DRAFTED BY

AUGUST 4, 2010
DATE DRAFTED

EDUCATION, VETERANS,
AND AGING SERVICES
COMMITTEE
SUBMITTED BY

AWARDING CONTRACT FOR DIETITIAN/NUTRITIONIST SERVICES FOR
ROCK COUNTY COUNCIL ON AGING

- 1 WHEREAS, Rock County Council on Aging receives federal Title III-C-1 and
2 Title II-C-2 funds authorized through the Older Americans Act to provide
3 congregate and home-delivered meals to older persons; and,
4
5 WHEREAS, a registered dietitian/nutritionist is needed to approve all
6 menus served through the Rock County Nutrition Program and provide a
7 written nutritional analysis of each meal that is made available to
8 participants; and,
9
10 WHEREAS, Rock County Purchasing Division did solicit Proposals from
11 qualified vendors for dietitian/nutritionist services; and,
12
13 WHEREAS, the Council on Aging Director and Purchasing staff did review
14 the Proposal received for compliance with the specifications.
15
16 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors
17 duly assembled this _____ day of _____, 2010, that a
18 contract be awarded to Nutrition and Health Associates Inc of Janesville
19 Wisconsin in the amount of \$13,590.00 for dietitian/nutritionist services
20 for 2011.
21
22 BE IT FURTHER RESOLVED that the Council on Aging Director and the
23 Education, Veterans & Aging Services Committee be authorized to enter
24 into a contract for 2012 and 2013 as proposed.

RESPECTFULLY SUBMITTED

EDUCATION, VETERANS & AGING SERVICES COMMITTEE

TERRY THOMAS, CHAIR

MARV WOPAT, VICE CHAIR

WAYNE GUSTINA

DAVID INNIS

KATIE KUZNACIC

PURCHASING PROCEDURAL ENDORSEMENT

CHAIR

VOTE

DATE

FISCAL NOTE:

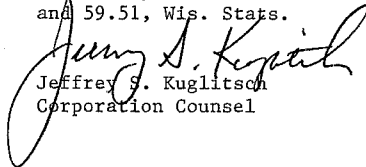
Sufficient funds will be included in the Council on Aging's 2011, 2012 and 2013 budgets for this contract.



Jeffrey A. Smith
Finance Director

LEGAL NOTE:

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



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

AWARDING CONTRACT FOR
DIETITIAN/NUTRITIONIST SERVICES
FOR
ROCK COUNTY COUNCIL ON AGING

EXECUTIVE SUMMARY

Rock County Council on Aging receives federal Title III-C-1 and Title III-C-2 funds authorized through the Older Americans Act to provide congregate and home-delivered meals to older persons. The Elderly Nutrition Program contributes significantly in assisting older persons to remain healthy, active, and independent in their own homes and communities.

As part of this program, a dietitian or nutritionist must approve all menus served through the Rock County Nutrition Program and provide a written nutritional analysis of each meal that is made available to participants. The dietitian/nutritionist also conducts regular semi-monthly on-site visits to the congregate sites. The purpose of these visits is to provide nutrition and health information, provide individual nutrition consultation to participants and interact with participants regarding meal issues.

The dietitian/nutritionist also accompanies the Nutrition Program Supervisor on in-home visits to participants receiving home delivered meals to develop a nutrition care plan for at-risk participants.

The dietitian/nutritionist will also assist the Nutrition Program Supervisor in the development and provision of training in proper sanitation; the development of sanitation policies and procedures; and the development and implementation of a nutrition education plan.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517



PROJECT NUMBER: #2011-01
PROJECT NAME: DIETITIAN/NUTRITIONIST SERVICES
PROPOSAL DUE DATE: JULY 2, 2010 - 12:00 NOON
DEPARTMENT: COUNCIL ON AGING-NUTRITION

TOTAL COST BASED ON 360 HOURS OF SERVICE PER YEAR (30 HOURS PER MONTH)	NUTRITION & HEALTH ASSOCIATES JANESVILLE WI	A'VIANDS ROSEVILLE MN
TOTAL COSTS – 2011	\$13,590.00	\$24,000.00
TOTAL COSTS – 2012	\$14,040.00	\$24,648.00
TOTAL COSTS – 2013	\$14,400.00	\$25,314.00
TOTAL 3 YEAR CONTRACT	\$42,030.00	\$73,962.00

Request for Proposal was advertised in the Janesville Gazette and on the Internet.

PREPARED BY: JODI MILLIS
Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: NUTRITION & HEALTH ASSOCIATES

Jodi Millis Signature 7/30/10 Date

GOVERNING COMMITTEE RECOMMENDATION: _____

Chair _____ Vote _____ Date _____

PURCHASING PROCEDURAL ENDORSEMENT:

Chair _____ Vote _____ Date _____

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Education, Veterans
& Aging Committee
INITIATED BY

John Solis, CVSO
DRAFTED BY

Education, Veterans
& Aging Committee
SUBMITTED BY



August 10, 2010
DATE DRAFTED

AMENDING THE 2010 VETERANS SERVICES BUDGET

1 WHEREAS, the Rock County Veterans Services Sundry expenditure appropriation is
2 funded solely by donations from Rock County Citizens and Veterans Groups; and,
3
4 WHEREAS, the County Veterans Service Officer estimates the amount of donations that
5 may be received and expended annually from contributions received; and,
6
7 WHEREAS, the 2010 contributions have exceeded the 2010 budget appropriation.
8
9 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly
10 assembled this _____ day of _____, 2010 does hereby amend the Veterans
11 Services 2010 budget as follows:
12

13	Account/Description	Budget at 08/10/2010	Increase (Decrease)	Amended Budget
14	<u>Source of Funds</u>			
15	38-3800-0000-46000			
16	Contributions	3,000	1,000	4,000
17	<u>Use of Funds</u>			
18	38-3800-0000-64904			
19	Sundry Expense	3,000	1,000	4,000
20				

Respectfully submitted,

EDUCATION, VETERANS, AGING COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote
of _____.

Terry Thomas, Chair

Marvin Wopat, Vice Chair

Mary Mawhinney, Chair Date

Wayne Gustina

FISCAL NOTE:

This resolution authorizes the acceptance and
expenditure of \$1,000 in additional contributions
received in 2010.

LEGAL NOTE:

The County Board is authorized to take
this action by Wisconsin Statutes
sections 59.51(2) and 59.52(19). As an
amendment to the adopted 2010 County
Budget, passage of this Resolution
requires a 2/3 vote of the entire
membership of the County Board pursuant
to sec. 65.90(5)(a).

Eugene R. Dumas
Eugene R. Dumas
Deputy Corporation Counsel

Jeffrey A. Smith
Jeffrey A. Smith
Finance Director

ADMINISTRATIVE NOTE:

Recommended
Craig Knutson
Craig Knutson
County Administrator