



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE**  
**TUESDAY, JULY 17, 2012 - 4:00 P.M.**  
**CONFERENCE ROOM - COUNCIL ON AGING OFFICE**  
**3328 N. US HIGHWAY 51, JANESVILLE**

**Note**  
**Location**

**Agenda**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – June 14, 2012 and June 19, 2012
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
6. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
7. Semi-Annual Reports
  - A. Council on Aging
  - B. Veterans Services
8. Department Reports
  - A. Veterans Office – Patriotic Concert Free Will Donation
  - B. Veterans Office – RSVP Volunteer Dinner
  - C. RSVP – Seniors Volunteering for Seniors Program and Possible Need for a Waiting List
  - D. Council on Aging - Orientation
9. Committee Requests and Motions
  - A. Discussion on Future Meeting Site Visits
  - B. Ideas for Future Discussion
10. Tour of Council on Aging
11. 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	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039000000-64200	TRAINING EXP	1,000.00	7.0%	70,00	0,00	930,00	
	P1201268-PO# 07/10/12 -VN#043026			BRIDGEWOOD RESORT HOTEL AND CO		140.00	
				CLOSING BALANCE	790,00		140.00
	SR.CITIZEN PRGM.		PROG-TOTAL-PO			140,00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$140.00 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

**JUL 17 2012**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039010000-62614	PURCHASED SERV. P1201372-PO# 07/10/12 -VN#023658	8,000.00 37.4%	2,485.65	514.00	5,000.35	350.00	
							ALTERNATIVE HOMECARE INC
							CLOSING BALANCE
					4,640.35		360.00
3039010000-63100	OFC SUPP & EXP P1202282-PO# 07/10/12 -VN#033353	250.00 0.0%	0.00	0.00	250.00	23.81	
							CDW GOVERNMENT INC
							CLOSING BALANCE
					226.19		23.81
3039010000-64200	TRAINING EXP P1201268-PO# 07/10/12 -VN#043026	500.00 30.0%	150.00	0.00	350.00	140.00	
							BRIDGEWOOD RESORT HOTEL AND CO
							CLOSING BALANCE
					210.00		140.00
	TITLE III-B		PROG-TOTAL-PO			523.81	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$523.81 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

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039020000-62119	OTHER SERVICES	11,335.00	93.9%	10,766.55	-112.54	680.99	
	P1200735-PO# 07/10/12 -VN#046565			HARDIE, ROBERT		38.30	
				CLOSING BALANCE	642.69		38.30
	COMMUNITY SERV.			PROG-TOTAL-PO		38.30	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$38.30 INCURRED BY COMMUNITY SERVICES. 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 Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039030000-64124	CONSUMABLE SUPPL	6,843.00	89.3%	3,300.52	2,816.11	726.37	
	P1200718-PO# 07/10/12 -VN#013780			KMART CORP #4255		215.79	
	P1202221-PO# 07/10/12 -VN#049519			COLE, TINA		10.29	
				CLOSING BALANCE	500.29		226.08
	NUTRITION PROGRM			PROG-TOTAL-PO		226.08	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$226.08 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.

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039040000-63110	ADMIN. EXPENSE	8,671.00	0.0%	0.00	0.00	8,671.00	
	P1202001-PO# 07/10/12 -VN#013625					JANESVILLE PRINTING COMPANY	170.00
						CLOSING BALANCE	8,501.00
						DELIVERED MEALS	170.00
						PROG-TOTAL-PO	170.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$170.00 INCURRED BY DELIVERED MEALS. 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 Prort Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039050000-62410	R & M-VEHICLES	53,916.00	97.2%	11,945.98	40,500.07	1,469.95	
	P1200818-PO# 07/10/12 -VN#023194			ATLAS BUS SALES INC		147.35	
				CLOSING BALANCE	1,322.60		147.35
	E & H TRANSPORT.			PROG-TOTAL-PO		147.35	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$147.36 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.

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Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039150000-64200	TRAINING EXP	8,800.00 68.7%	6,054.26	0.02	2,745.72		
	P1202095-PO# 07/10/12 -VN#050792		CUSTOM COPIES LLC			72.00	
			CLOSING BALANCE		2,673.72		72.00
3039150000-64615	CLIENT REL.COSTS	24,504.00 18.3%	5,003.50	-501.12	20,001.62		
	P1201183-PO# 07/10/12 -VN#013792		KANDU INDUSTRIES INC			90.00	
	P1202160-PO# 07/10/12 -VN#052054		ARNOLD, VICKY L.			500.00	
	P1202220-PO# 07/10/12 -VN#040642		WALSH, JEANNE*			200.00	
	P1202283-PO# 07/10/12 -VN#043608		HOME INSTEAD SENIOR CARE			26.00	
	P1202291-PO# 07/10/12 -VN#052080		QUINN, DENISE			501.12	
			CLOSING BALANCE		18,684.50		1,317.12
	TITLE III-E		PRG-TOTAL-PO			1,389.12	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,389.12 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

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DEPT-HEAD

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CHAIR



# Memo

**To:** Education, Veterans and Aging Services Committee  
**CC:** Craig Knutson, County Administrator  
**From:** Joyce Lubben  
**Date:** July 12, 2012  
**Re:** Semi-Annual Report – Attendance at Conventions/Conferences

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Resolution No. 06-9A-087 requires each department head to report semi-annually all instances of attendances at all training, conventions and conferences that exceed costs of \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that no one from the Council on Aging has attended any training, conventions or conferences that exceeded costs of \$1,000 per event, per employee during the time frame of January 1, 2012 through June 30, 2012.

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**ROCK COUNTY VETERANS SERVICES  
MEMORANDUM**

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**TO:** EDUCATION, VETERANS AND AGING SERVICES COMMITTEE  
**FROM:** JOHN SOLIS, JR., COUNTY VETERANS SERVICE OFFICER  
**SUBJECT:** SEMI-ANNUAL REPORT - ATTENDANCE AT  
CONVENTIONS/CONFERENCES  
**DATE:** 07/11/2012  
**CC:** CRAIG KNUTSON, COUNTY ADMINISTRATOR

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No staff member in this department attended any out-of-state training sessions, conventions or conferences or in-state training sessions, conventions or conferences in excess of \$1000.00 from January 1 - June 30, 2012.