



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, JULY 19, 2011 - 4:00 P.M.
CONFERENCE ROOM N-1 - FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – June 21, 2011
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
 - A. Council on Aging
6. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
7. Youth in Government Update – Sue Fredrich
8. Resolution
 - A. Amending the Council on Aging Budget to Increase the Elderly and Handicapped Transportation Program Budget and to Receive State Health Insurance Program Funds
9. Consideration and Possible Action on Dining Center Closures – Joyce Lubben
10. Department Reports
 - A. Council on Aging – Update Non-Emergency Medical Assistance Transportation Brokerage – Joyce Lubben
 - B. UW-Rock County – Landscaping – Interim Dean Kim Kostka
11. Semi-Annual Report of Training Costs Exceeding \$1,000 per Employee per Event
 - A. Veterans Services
12. Committee Requests and Motions
 - A. Ideas for Future Discussion
13. Adjournment

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

11-22

Transfer No.

Requested by Council on Aging

Joyce Lubben

Department

Department Head

Date

6/29/11

FROM

TO

ACCOUNT #	DESCRIPTION	AMOUNT
00-0000-0001-46205	Loss of Fixed Assets	5,274.58

ACCOUNT #	DESCRIPTION	AMOUNT
30-3905-0000-62410	E&H Repair & Maint.	5,274.58

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended.

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR
RECEIVED
#11-22
JUN 29 2011

TO: FINANCE DIRECTOR

REQUESTED BY: Council on Aging

DEPARTMENT

[Signature]
DEPARTMENT HEAD SIGNATURE

DATE: June 29, 2011

FROM:	AMOUNT	TO:	AMOUNT
ACCOUNT #: 0000000001-46205 DESCRIPTION: Compensation-Loss of Fixed Assets CURRENT BALANCE: \$ 5274.58 * PROVIDED BY THE FINANCE DIRECTOR	\$5,274.58	ACCOUNT #: 30-3905-0000-62410 DESCRIPTION: E&H Repair and Maintenance	\$5,274.58
ACCOUNT #: DESCRIPTION:		ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR			
ACCOUNT #: DESCRIPTION:		ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR			
ACCOUNT #: DESCRIPTION:		ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR			

REASON FOR TRANSFER - **BE SPECIFIC:** This request transfers insurance proceeds from an accident involving a Specialized Transit vehicle from the County's insurance compensation account into the Council on Aging's Elderly and Handicapped repair and maintenance fund.

* STATE LOPF CR & A7693984
Tennant's RECEIPT # 117621, 8/28/11

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3838000000-63200	PUBL/SUBCR/DUES P1102423-PO# 07/12/11 -VN#042478	313.00 78.2%	245.00	0.00	68.00	80.00	
*** OVERDRAFT ***	TRANSFER REQUIRED			CLOSING BALANCE	-12.00		80.00
3838000000-64200	TRAINING EXP P1102423-PO# 07/12/11 -VN#042478	1,000.00 72.1%	441.62	280.00	278.38	70.00	
				CLOSING BALANCE	208.38		70.00
	VETERANS SERVICE		PROG-TOTAL-PO			150.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$150.00 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.

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

JUL 19 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039010000-64200	TRAINING EXP	500.00 14.0%	70.00	0.00	430.00		
	P1102494-PO# 07/12/11 -VN#048330					140.00	
	P1102495-PO# 07/12/11 -VN#048273					50.00	
				CLOSING BALANCE	240.00		190.00
	TITLE III-B		PROG-TOTAL-PO			190.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$190.00 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

JUL 19 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039030000-64124	CONSUMABLE SUPPL P1100942-PO# 07/12/11 -VN#013780	8,630.00 69.5%	2,849.07	3,150.95 K MART CORP #4255	2,629.98	132.64	
			CLOSING BALANCE		2,497.34		132.64
3039030000-64904	SUNDRY EXPENSE P1102448-PO# 07/12/11 -VN#033538	1,000.00 22.5%	263.54	-37.80 CLINTON SENIOR CENTER	774.26	119.00	
			CLOSING BALANCE		655.26		119.00
	NUTRITION PROGRM		PROG-TOTAL-PO			251.64	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$251.64 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

JUL 19 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039050000-62410	R & M-VEHICLES	50,457.00	90.7%	27,467.20	18,332.84	4,656.96	
	P1100873-PO# 07/12/11 -VN#015284					90.79	
	P1102546-PO# 07/12/11 -VN#011529					8,274.58	
*** OVERDRAFT ***	TRANSFER PENDING						
				CLOSING BALANCE	-3,708.41		8,365.37
3039050000-64629	OTHER TRANSP.EXP	22,784.00	42.5%	3,805.29	5,896.80	13,081.91	
	P1102261-PO# 07/12/11 -VN#011529					991.20	
	P1102451-PO# 07/12/11 -VN#016595					145.00	
				CLOSING BALANCE	11,945.71		1,136.20
	E & H TRANSPORT.			PROG-TOTAL-PO		9,501.57	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$9,501.57 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

JUL 19 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039080000-62625	OUTREACH SERVICE	6,871.00	22.3%	1,664.67	-130.00		
	P1100884-PO# 07/12/11 -VN#046565			HARDIE, ROBERT		66.81	
	P1101191-PO# 07/12/11 -VN#014534			MENARDS		96.85	
	P1102573-PO# 07/12/11 -VN#049163			CREEKSIDE PLACE		30.00	
				CLOSING BALANCE	5,142.67		193.66
	TITLE III-D			PROG-TOTAL-PO		193.66	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$193.66 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

JUL 19 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039150000-64200	TRAINING EXP	4,000.00 36.0%	1,290.00	153.00	2,557.00		
	P1102449-PO# 07/12/11 -VN#048273			GREATER WISCONSIN AGENCY ON AG		30.00	
				CLOSING BALANCE	2,527.00		30.00
3039150000-64615	CLIENT REL.COSTS	17,994.00 28.0%	5,361.10	-312.00	12,944.90		
	P1101243-PO# 07/12/11 -VN#013792			KANDU INDUSTRIES INC		400.00	
	P1102074-PO# 07/12/11 -VN#023658			ALTERNATIVE HOMECARE INC		90.00	
	P1102396-PO# 07/12/11 -VN#047828			THORWALD,JANE		242.00	
	P1102447-PO# 07/12/11 -VN#050125			BUCHANAN,EULA		40.00	
	P1102519-PO# 07/12/11 -VN#038045			DRAVES,JANE		186.00	
	P1102563-PO# 07/12/11 -VN#016132			SHUMWAY APPLIANCE		399.00	
				CLOSING BALANCE	11,587.90		1,357.00
	TITLE III-E		PROG-TOTAL-PO			1,387.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,387.00 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

JUL 19 2011 DATE _____ CHAIR

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

July 8, 2011
DATE DRAFTED

**Amending the Council on Aging Budget to Increase the Elderly and Handicapped
Transportation Program Budget and to
Receive State Health Insurance Program Funds**

- 1 **WHEREAS**, repair and maintenance costs for the Elderly and Handicapped Transportation Program are
- 2 exceeding the approved budget; and,
- 3
- 4 **WHEREAS**, there are sufficient funds in the Elderly and Handicapped Transportation trust fund to cover
- 5 these expenses; and,
- 6
- 7 **WHEREAS**, the Council on Aging receives funding through the State Health Insurance Program (SHIP);
- 8 and,
- 9
- 10 **WHEREAS**, funds are used to support services provided through the elderly benefit specialist program;
- 11 and,
- 12
- 13 **WHEREAS**, allocations have been received for the 2011-2012 funding period.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 16 this _____ day of _____, 2011 that it does hereby amend the Adopted 2011 Rock County
- 17 Council on Aging budget as follows:

<u>Account/Description</u>	<u>Budget at 07/01/2011</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>E & H Transportation Program</u>			
<u>Source of Funds:</u>			
30-3905-0000-47000/ Transfer In	73,497	20,000	93,497
<u>Use of Funds</u>			
30-3905-0000-62410/ Repair and Maintenance	50,457	20,000	70,457
<u>2011-2012 State Health Insurance Program</u>			
<u>Source of Funds</u>			
30-3972-0000-42100/ Federal Funds	0	5,000	5,000
<u>Use of Funds</u>			
30-3972-0000-62119/ Other Contracted Services	0	5,000	5,000

Amending the Council on Aging Budget to Increase the Elderly and Handicapped Transportation Program Budget and to Receive State Health Insurance Program Funds

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Respectfully submitted,

Education, Veterans and Aging Services Committee

Finance Committee Endorsement

Terry Thomas, Chair

Mary Mawhinney, Chair

Marvin Wopat, Vice Chair

Wayne Gustina

David Innis

Fred Yoss

FISCAL NOTE:

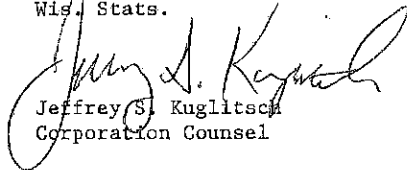
This resolution authorizes a \$20,000 Transfer In from the E&H Vehicle Trust Fund, which has an estimated unencumbered balance of \$70,735 for anticipated van maintenance costs. It also authorizes the acceptance and expenditure of \$5,000 in Federal Aid for the Council on Aging's State Health Insurance program. No County matching funds are required to accept this grant.



Jeffrey A. Smith
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2011 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.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

With a larger fleet of vehicles, more repairs are required on the busses and their lifts, causing expenses to run over budget. This resolution transfers funds from the E&H trust fund into the repair and maintenance budget.

State Health Insurance Program funds are awarded to assist with additional benefit specialist activities, particularly Medicare Part D enrollment and Medicare Advantage Plan options counseling. These programs work together to provide assistance with public and private health insurance issues and options to Medicare beneficiaries or those soon to be Medicare beneficiaries, their families and caregivers.

Benefit specialists are well-trained local advocates who assist not only with Medicare issues but with other private and governmental benefits as well.

No county funds are required.

**ROCK COUNTY VETERANS SERVICES
MEMORANDUM**

TO: EDUCATION, VETERANS AND AGING SERVICES COMMITTEE
FROM: JOHN SOLIS, JR., COUNTY VETERANS SERVICE OFFICER
SUBJECT: SEMI-ANNUAL REPORT – ATTENDANCE AT
CONVENTIONS/CONFERENCES
DATE: 06/21/2011
CC: CRAIG KNUTSON, COUNTY ADMINISTRATOR

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, 2011.