



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, AUGUST 16, 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 – July 19, 2011
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
 - A. Council on Aging
 - B. Veterans Services
6. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
 - A. Council on Aging (2)
7. Resolution
 - A. Amending the 2011 Council on Aging Budget to Adjust Title III Program Allocations
 - B. Awarding Contract for Driver Recruitment Services for Rock County Council on Aging, Specialized Transit Program
8. Approval of Second Dining Center Closure -- Joyce Lubben
9. Approval of Home Delivered Meal Waiting List Policy
10. Department Reports
 - A. Council on Aging – Department Updates – Joyce Lubben
 - B. UW-Rock County – Campus Update/Activity Report, Summer 2011 – Report Attached from Interim Dean Kim Kostka
11. Committee Requests and Motions
 - A. Ideas for Future Discussion
12. Adjournment

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

11-32

Transfer No.

Requested by Council on Aging

Joyce Lubben

Department

Department Head

Date

8/8/11

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
30-3903-0000-62119	Other Contracted Svc.	7,000
30-3905-0000-62100	Contracted Personnel	11,000


TO

ACCOUNT #	DESCRIPTION	AMOUNT
30-3903-0000-62105	Contracted Food Service	7,000
30-3905-0000-63501	Gas & Other Fuel	11,000

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

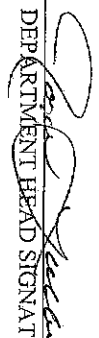
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ROCK COUNTY TRANSFER REQUESTS

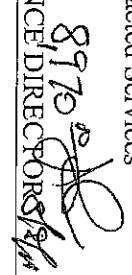
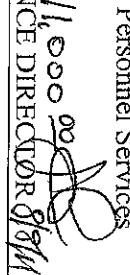
FINANCE DIRECTOR
RECEIVED
11-32
AUG 8 2011

TO: FINANCE DIRECTOR

REQUESTED BY: Council on Aging
DEPARTMENT


DEPARTMENT HEAD SIGNATURE

DATE: August 8, 2011

FROM:	AMOUNT
ACCOUNT #: 30-3903-0000-62119 DESCRIPTION: Other Contracted Services	\$7,000
CURRENT BALANCE: \$ 8,970  PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: 30-3905-0000-62100 DESCRIPTION: Contracted Personnel Services	\$11,000
CURRENT BALANCE: \$ 11,000  PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 30-3903-0000-62105 DESCRIPTION: Contracted Food Services	\$7,000
ACCOUNT #: 30-3905-0000-63501 DESCRIPTION: Gasoline & Other Fuel	\$11,000
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FOR TRANSFER - BE SPECIFIC: This request transfers funds from the account that supports the cost of congregate dining center managers into the account that funds the cost of meals for dining centers. These funds will be available due to the closing of dining sites. The Elderly and Handicapped budget for contracted bus drivers is under budget. Costs for gasoline are over budget, therefore, a transfer is being requested.

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

11-33
Transfer No.

Requested by Veterans Services

John Solis

Department

Department Head

Date 8/10/11

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
38-3800-0000-64607	Veterans Burial Benefits	596

TO

ACCOUNT #	DESCRIPTION	AMOUNT
38-3800-0000-63101	Postage	260
38-3800-0000-63200	Pubs/Dues/Subscriptions	22
38-3800-0000-63300	Travel	314

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
11-33
AUG 10 2011

TO: FINANCE DIRECTOR

REQUESTED BY: Veterans Services

Department


Department Head Signature

DATE: 8/9/2011

FROM:	AMOUNT
1) ACCOUNT #: 38-3800-0000-64607 DESCRIPTION: Veterans Burial Benefits CURRENT BALANCE: \$6637.00 PROVIDED BY THE FINANCE DIRECTOR	\$596.00
2) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
3) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
4) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 38-3800-0000-63101 DESCRIPTION: Postage	\$260.00
ACCOUNT #: 38-3800-0000-63200 DESCRIPTION: Publications/Subscriptions/Dues	\$22.00
ACCOUNT #: 38-3800-0000-63300 DESCRIPTION: Travel	\$314.00
ACCOUNT #: DESCRIPTION:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECI We have not had to replace as many flag holders this year as thefts are down and we finally replaced the last of the old plastic holder that just did not hold up well.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

We have seen an increase in the number of benefits applications and supporting documentation we are submitting for veterans. This is causing a projected shortfall in the Postage budget. There was an unforeseen increase in the CVSO Association dues which created a shortfall in the Publications/Subscriptions/Dues budget. As 2nd Vice President of the CVSOAW I was repeatedly called upon to testify on proposed veterans legislation during this years state budget process. As a result my travel budget will be exceeded without the transfer.

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3838000000-64607	VET BURIAL BENEF	6,637.00	0.0%	0.00	0.00	6,637.00	
	P1102602-PO# 08/05/11 -VN#027023			TOWN OF LIMA		18.00	
	P1102603-PO# 08/05/11 -VN#027023			TOWN OF LIMA		36.00	
	P1102604-PO# 08/05/11 -VN#040077			BETHEL CEMETERY ASSOCIATION		376.00	
	P1102605-PO# 08/05/11 -VN#040056			TOWN OF MAGNOLIA		156.00	
				CLOSING BALANCE		6,051.00	586.00
	VETERANS SERVICE		PROG-TOTAL-PO				586.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$586.00 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

AUG 16 2011

DATE _____

CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039010000-62614	PURCHASED SERV. P1102705-PO# 08/05/11 -VN#018338	8,000.00	35.4%	2,512.07	320.80	5,167.13	
	HOME CARE PHARMACY					545.00	
	CLOSING BALANCE				4,622.13		545.00
	TITLE III-B			PROG-TOTAL-PO		545.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$545.00 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

AUG 16 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039020000-62119	OTHER SERVICES	11,044.00 96.4%	10,650.00	0.00	394.00		
	P1102582-PO# 08/05/11 -VN#051084			MATZKE,ROBERTA		200.00	
			CLOSING BALANCE		194.00		200.00
	COMMUNITY SERV.		PROG-TOTAL -PO			200.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$200.00 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.

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

AUG 16 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039030000-63200	PUBL/SUBCR/DUES P1102749-PO# 08/05/11 -VN#022671	160.00 53.1%	85.00	0.00	75.00	60.00	
					CLOSING BALANCE	15.00	60.00
3039030000-64124	CONSUMABLE SUPPL P1100942-PO# 08/05/11 -VN#013780 P1102778-PO# 08/05/11 -VN#012202	8,630.00 66.8%	4,457.51	1,311.74	2,860.75	230.77 84.11	
					CLOSING BALANCE	2,546.87	314.88
	NUTRITION PROGRAM		PROG-TOTAL-PO			374.88	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$374.88 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 16 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	55,731.58 127.0%	40,045.84	30,751.20	-15,065.46		
	P1100873-PO# 08/05/11 -VN#015284			POMP'S TIRE SERVICE INC		181.58	
*** OVERDRAFT *** TRANSFER REQUIRED				CLOSING BALANCE	-15,247.04		181.58
3039050000-64629	OTHER TRANSP.EXP	22,784.00 45.0%	4,951.09	5,312.60	12,520.31		
	P1101198-PO# 08/05/11 -VN#042177			JANESVILLE FAMILY HEALTH CENTE		50.00	
	P1102261-PO# 08/05/11 -VN#011529			BUDGET TRUCK AND AUTO BODY INC		991.20	
	P1102675-PO# 08/05/11 -VN#016595			TERRY PRINTING INC		145.00	
				CLOSING BALANCE	11,334.11		1,186.20
	E & H TRANSPORT.		PROG-TOTAL-PO			1,367.78	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,367.78 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 16 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	22.6%	1,858.33	-304.31	5,316.98	
	P1100884-PO# 08/05/11 -VN#046565			HARDIE,ROBERT		37.74	
	P1102674-PO# 08/05/11 -VN#037860			ORIENTAL TRADING COMPANY INC		92.99	
	P1102732-PO# 08/05/11 -VN#051140			MURRAY,BARBARA		361.08	
	P1102800-PO# 08/05/11 -VN#041569			SENTRY FOOD STORE		107.32	
				CLOSING BALANCE		4,717.85	599.13
	TITLE III-D			PROG-TOTAL-PO			599.13

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$599.13 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 16 2011

DATE _____

CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039140000-62625	OUTREACH SERVICE	2,120.00	1.6%	0.00	34.00	2,086.00	
	P1102763-PO# 08/05/11 -VN#016595						TERRY PRINTING INC 190.00
							CLOSING BALANCE 1,896.00 190.00
							NEW FREEDM PRGRM PROG-TOTAL-PO 190.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$190.00 INCURRED BY NEW FREEDOM 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 16 2011

DATE _____

CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039150000-64200	TRAINING EXP	4,000.00 36.8%	1,320.00	153.00	2,527.00		
	P1102706-PO# 08/05/11 -VN#042347		JOURNEYWORKS PUBLISHING			871.00	
			CLOSING BALANCE		1,656.00		871.00
3039150000-64615	CLIENT REL.COSTS	17,994.00 3.8%	6,718.10	-6,025.03	17,300.93		
	P1101243-PO# 08/05/11 -VN#013792		KANDU INDUSTRIES INC			310.00	
	P1102074-PO# 08/05/11 -VN#023658		ALTERNATIVE HOMECARE INC			1,162.50	
			CLOSING BALANCE		15,828.43		1,472.50
	TITLE III-E		PROG-TOTAL-PO			2,343.50	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,343.50 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 16 2011 DATE _____ CHAIR

PURCHASE ORDER NUMBER P1100148

PEID 030188

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 Council on Aging

COMMITTEE EVAS

VENDOR NAME Best Events

ACCOUNT NUMBER 30-3903-0000-62105

FUNDS DESCRIPTION Contracted Food Services

AMOUNT OF INCREASE \$7,000

INCREASE FROM \$ 120,000 TO \$ 127,000

ACCOUNT BALANCE AVAILABLE \$ 7,535 if transfer approval 8-8-11

REASON FOR AMENDMENT To cover costs of meals at congregate dining

Centers

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 P1100155

PEID 046400

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 Council on Aging

COMMITTEE EVAS

VENDOR NAME Fleet Services

ACCOUNT NUMBER 30-3905-0000-63501

FUNDS DESCRIPTION Gasoline & Other Fuel

AMOUNT OF INCREASE \$11,000

INCREASE FROM \$ 70,000 TO \$ 81,000

ACCOUNT BALANCE AVAILABLE \$ 11,000 if transfer is approved 8-8-11

REASON FOR AMENDMENT To cover increased costs for fuel for the Elderly and Handicapped Transportation Program

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

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging Services
Committee
INITIATED BY



Joyce Lubben
DRAFTED BY

Education, Veterans & Aging Services
Committee
SUBMITTED BY

July 29, 2011
DATE DRAFTED

**AMENDING THE 2011 COUNCIL ON AGING BUDGET TO ADJUST
TITLE III PROGRAM ALLOCATIONS**

1 **WHEREAS**, The Council on Aging receives Older Americans Act funds that are estimated in the budget
2 preparation process; and,
3
4 **WHEREAS**, the adjusted appropriated 2011 grant amounts for Title III programs have been made
5 available from the Wisconsin Bureau of Aging and Disability Resources; and,
6
7 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
8 this day of _____ day of _____, 2011 does hereby amend the Adopted 2011 Rock County
9 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>Title III-B (Supportive Services)</u>			
<u>Source of Funds</u>			
30-3901-0000-42100 Federal Aid	125,857	(208)	125,649
<u>Use of Funds</u>			
30-3901-0000-62491 Software Maintenance	3,250	(208)	3,042
<u>State Senior Community Services</u>			
<u>Source of Funds</u>			
30-3902-0000-42200 State Aid	11,044	291	11,335
<u>Use of Funds</u>			
30-3902-0000-62119	11,044	291	11,335
<u>Title III-C-1 Congregate Meals</u>			
<u>Source of Funds</u>			
30-3903-0000-42100 Federal Aid	277,936	88	278,024
30-3903-0000-42102 Federal Aid – NSIP	39,449	1,772	41,221
<u>Use of Funds</u>			
30-3903-0000-62105 Contracted Food Services	122,307	1,772	122,307
30-3903-0000-64124 Consumable Supplies	8,630	88	8,718
<u>Title III-C-2 Delivered Meals</u>			
<u>Source of Funds</u>			
30-3904-0000-42100 Federal Funds	95,957	(118)	95,839
<u>Use of Funds</u>			
30-3904-0000-64907 Volunteer Related Expense	3,375	(118)	3,257
<u>Title III-D Preventive Health</u>			
<u>Source of Funds</u>			
30-3908-0000-42100 Federal Aid	8,371	809	9,180
<u>Use of Funds</u>			
30-3908-0000-62625 Outreach Service	6,871	809	7,680

AMENDING THE 2011 COUNCIL ON AGING BUDGET TO ADJUST TITLE III PROGRAM ALLOCATIONS

Page 2

50	<u>Title III-E NFCSP</u>			
51	<u>Source of Funds</u>			
52	30-3915-0000-42100	60,239	(70)	60,169
53	Federal Aid			
54	<u>Use of Funds</u>			
55	30-3915-0000-64615	17,994	(70)	17,924
56	Client Related Costs			

Respectfully submitted,

Education, Veterans & Aging Services

Finance Committee Endorsement

Terry Thomas, Chair

Reviewed and approved on a vote of _____

Marvin Wopat, Vice Chair

Mary Mawhinney, Chair

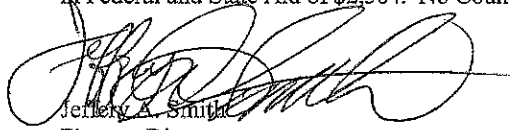
Wayne Gustina

David Innis

Fred Yoss


FISCAL NOTE:

This resolution amends the Council on Aging's 2011 grant programs to actual awards for a net increase in Federal and State Aid of \$2,564. No County matching funds are required.


Jeffrey A. Smith
Finance Director


LEGAL NOTE:

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.


Eugene R. Dumas
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

EXECUTIVE SUMMARY

The Council on Aging budget is funded primarily with federal Older Americans Act and state revenues. During the budget preparation process, the amount of funding is estimated. Actual amounts are not available until after the federal budget is passed and the State Bureau of Aging and Disability Resources determines final allocations for counties.

This budget amendment decreases the amounts of funding for Title III-B (Supportive Services), Title III-C-2 (Home Delivered Meals), and Title III-E (Family Caregiver Support Program) of the Older Americans Act. There are slight increases for Title III-C-1 (Congregate Nutrition Program), Title III-D (Preventive Health) and State Senior Community Services.

No county funds are required.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans, & Aging
Services Committee
INITIATED BY



Jodi Millis, Purchasing Manager
DRAFTED BY

Education, Veterans & Aging
Services Committee
SUBMITTED BY

August 1, 2011
DATE DRAFTED

**AWARDING CONTRACT FOR DRIVER RECRUITMENT SERVICES FOR ROCK COUNTY
COUNCIL ON AGING, SPECIALIZED TRANSIT PROGRAM**

- 1 **WHEREAS**, the Rock County Specialized Transit Program operates a program to provide handicapped
- 2 accessible transportation to residents of Rock County who are elderly or have disabilities; and,
- 3
- 4 **WHEREAS**, the County utilizes contracted drivers to provide these services; and,
- 5
- 6 **WHEREAS**, Purchasing did solicit proposals for Driver Recruitment services for the period of January 1,
- 7 2012 through December 31, 2014, with the possibility of two one-year extensions, not to exceed five
- 8 years, with one firm responding; and,
- 9
- 10 **WHEREAS**, the Council on Aging Director and the Purchasing Manager did review the proposal
- 11 received and recommend acceptance of the Manpower proposal.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 14 this _____ day of _____, 2011 does hereby approve entering into a Driver Recruitment
- 15 Contract with Manpower of Janesville, Wisconsin under the terms set forth in Request for Proposal
- 16 #2012-01, and authorizes the County Board Chair to approve the contract developed from the above
- 17 project.

Respectfully submitted,

Education, Veterans & Aging Services Committee

Purchasing Procedural Endorsement

Terry Thomas, Chair

Chair, Finance Committee

Marvin Wopat, Vice Chair

Vote

Wayne Gustina

David Innis

Fred Yoss

AWARDING CONTRACT FOR DRIVER RECRUITMENT SERVICES FOR ROCK COUNTY
COUNCIL ON AGING, SPECIALIZED TRANSIT PROGRAM

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FISCAL NOTE:


Sufficient funds are included in Council on Aging's budget for Driver Recruitment services.



Jeffrey A. Smith
Finance Director

LEGAL NOTE:


The County Board is authorized to take this action by Wisconsin Statutes 59.51, 59.52(11)(a) and 89.21 and by the Rock County Purchasing Ordinance.



Eugene R. Dumas
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary

The County receives state 85.21 funding to provide handicapped accessible transportation services for elderly adults and people with disabilities. The Rock County Specialized Transit Program is administered through the Rock County Council on Aging.

The program operates six lift-equipped vans to provide transportation throughout the county for medical, nutrition, work-related, and personal activities. Hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Friday. The County also contracts with the Cities of Janesville and Beloit to provide additional ADA hours on weekdays and Saturdays.

The County contracts for drivers of the lift-equipped vehicles. The contractor is responsible for providing payroll functions, payment of FICA, and maintenance of worker's compensation insurance on drivers. All other functions; including intake, scheduling, dispatching, supervision of daily operations, and van maintenance; are the responsibility of the County.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
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PROJECT NUMBER #2012-01
 PROJECT NAME TRANSIT DRIVER SERVICES
 PROJECT DUE DATE JULY 27, 2011 – 12:00 NOON
 DEPARTMENT COUNCIL ON AGING, TRANSIT PROGRAM

	MANPOWER JANESVILLE WI
2012 HOURLY BILL RATE – FIRST YEAR DRIVER	\$12.67
2012 HOURLY BILL RATE – SECOND YEAR DRIVER	\$14.39
2012 HOURLY BILL RATE – THIRD YEAR DRIVER	\$15.75
2013 HOURLY BILL RATE – FIRST YEAR DRIVER	\$13.01
2013 HOURLY BILL RATE – SECOND YEAR DRIVER	\$15.41
2013 HOURLY BILL RATE – THIRD YEAR DRIVER	\$16.09
2014 HOURLY BILL RATE – FIRST YEAR DRIVER	\$13.36
2014 HOURLY BILL RATE – SECOND YEAR DRIVER	\$15.75
2014 HOURLY BILL RATE – THIRD YEAR DRIVER	\$16.44

Request for Proposal was advertised in the Beloit Daily News and on the Internet. Three additional agencies were contacted that did not respond

PREPARED BY: Jodi L. Millis
Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: Manpower

Jared Jacobson 8/1/11
Signature Date

GOVERNING COMMITTEE APPROVAL:

Chair Vote Date

PURCHASING PROCEDURAL ENDORSEMENT:

Chair Vote Date

Draft

Rock County Council on Aging Home Delivered Meals Waiting List Policy

Rock County Council on Aging

The Rock County Council on Aging is committed to providing high quality nutrition services to people 60+. The program is funded through participant contributions, and by the federal and state governments.

When the demand for program resources exceeds availability, and a waiting list for services become necessary, program staff shall rely on the following guidelines for removing individuals from the waiting list:

RECIPIENT SELECTION & NOTIFICATION

In general, eligible recipients will be contacted in the order in which their name appears on the waiting list. However, exceptions to the first come-first served basis will be made at the discretion of the Rock County Council on Aging Director and/or Nutrition Program Supervisor and in accordance with the following local priorities:

- Health and safety risk factors have been identified that would likely result in institutional placement and receiving Home Delivered Meal services would prevent or delay institutionalization.
- The individual has been assessed and is found to be in exceptionally high nutritional risk category, i.e. a score at 10 or above.
- The individual has been diagnosed with a terminal condition as certified by a physician as 6-months or less.
- The individual is the subject of an elder or vulnerable adult investigation and requires services to meet his or her safety needs.

When any of exceptions listed above are identified, the individual will be referred for an assessment following the usual procedures.

WAITING LIST NOTIFICATION

Individuals subject to the waiting list shall be provided with information about other food resources, including private delivery options, FoodShare, food pantries, the Share, Farmer's Market vouchers, etc.

Reviewed and approved by:

Education, Veterans and Aging Services Committee

Date

Nutrition Project Council

Date



TO: Rock County Committee on Education, Veterans, and Aging Services

FROM: Kim Kostka, Interim Dean

DATE: August 10, 2011

Re: Activity Report, Summer 2011

I'm sorry that I'm not able to join you for the EVAS Committee meeting this month. I have an exciting meeting that day to begin building our first-ever bachelors' degree for the UW Colleges, and UW-Rock County is one of those campuses in the first phase of implementation.

If you would ever like to have the committee meet on campus, we are happy to host you!

We've had an energizing summer at UW-Rock County, and are looking forward to a great year when students arrive back on campus September 6. These are some highlights of our summer's progress and initial work moving into the fall semester.

- Dean Diane Pillard is off to a great start on a successful retirement, and I've been settling into the Interim Dean's Office while Linda Reinhardt leaped right into work of the Associate Dean. The search for the new Dean continues on schedule, so look forward to on-campus visits with our finalists in September.
- We had a well-enrolled summer session, with courses running on 2-week, 3-week, and 7-week sessions all summer through the first week of August.
- Continuing Education served 67 children during the week-long College for Kids program, providing a variety of "hands-on" innovative courses, including a new "Ballooning 101" hot-air balloon class. Five courses were taught by alumni residing in our community, and two were taught by one of our engineering students, Josiah Stone.
- We received notice that our COBE Grant, "Growing Graduates: A Pre-College Collaborative Program Between Beloit Memorial High School and UW-Rock County" was funded for \$65K with possible continued funding for a second year. This program will expand successful initiatives we've had in place with Beloit Memorial High School over the past few years. This effort is already having an impact: one of our summer 2009 BMHS freshman "Dream Team" participants is enrolled as a High School senior in two courses with us this fall. This brings us up to 17% of these high-risk students enrolling in a college course, even before they graduate high school.
- This fall we are launching our first English Language Learners support course, ENG 099, and we have discussed strategies for early identification and support for those students, as well as for evaluation and growth of that initiative.

- The campus has seen some significant sprucing-up. The art studio skylight alcove has been reconstructed and is receiving the finishing touches. We expect our “tennis court” overflow parking area to be recast as a 100-site parking lot soon, and we’re scheduling exterior painting for Williams Hall and Andrews Hall for late summer. We’ve also done significant (re)landscaping (the small plantings are going in on August 11), and Oak Village has done excellent work with the reseeding. We hope that our new soccer pitch is ready for the Fall season.
- We developed advising materials and marketing tools to serve the Rock County business community’s strategic work to develop a segment of our local economy as a logistics hub. Students can complete their first two years in the business curriculum with us and transfer either to UW-Whitewater or UW-Platteville for a bachelor’s degree in supply chain management. Students in this area have a 100% placement rate.
- Our math department continues to participate in a COBE-funded math reform study that involves the use of Hawkes adaptive software, with the goal of decreasing student time to degree and increasing student retention by improving math completion rates.
- We readied space for short-term hosting of the Academy for International Studies, one of the Janesville Public School’s charter high schools. Dean Jane Thompson and her staff have been busy moving in technology and furniture into their space in lower Williams Hall.
- The County continues to invest in our campus, and for this we are very appreciative. We have been scheduling a series of meetings and tours for the Fall semester for our Master Planning process. We are working with Angus Young and expect to have a Plan developed by the end of the year.
- Student Services and your Associate Dean have been very busy. Once again, we surpassed our enrollment target of 625 FTE. Our enrollments are trending about 3-4% beyond their pace for Fall 2010, so we expect to be enrolling about 1250 students in Fall 2011. We are offering courses through dual credit enrollment for the first time at Craig High School in Janesville. Student interest in Genetics was so high that we had to open a second section.

These accomplishments are possible only from the combined efforts of an effective and dedicated team of faculty and staff. If you have the opportunity to tell any of our staff that you have noticed the good things happening on campus, please do!