



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, JANUARY 21, 2014 - 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 – December 19, 2013
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
6.
 - A. Bills/Encumbrances
 - B. Pre-Approved Encumbrance Amendments
7. Department Reports
 - A. “Lighten Up” Research Project – Joyce Lubben
8. Semi-Annual Report – Attendance at Conventions/Conference
 - A. Council on Aging
 - B. Veterans Service Office
9. Committee Requests and Motions
 - A. Discussion on Future Meeting Site Visits
 - B. Ideas for Future Discussion
10. 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	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
30-3901-0000-62626	BENEFIT SPECIALI	P1302667	11/05/2013	PROFORMA PRINTWORKS	85.00	
		P1303903	11/20/2013	FIDO	225.00	
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		47,425.00	440.00	0.00	310.00	46,675.00
30-3901-0000-64203	EDUC MAT & SUPPL	P1302667	11/05/2013	PROFORMA PRINTWORKS	85.00	
		P1303903	11/20/2013	FIDO	150.00	
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		1,931.00	2,356.79	155.91	235.00	(816.70)
TITLE III-B PROG TOTAL					545.00	
30-3903-0000-62119	OTHER SERVICES	P1303930	12/29/2013	MANPOWER INC	1,831.06	
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
				86,871.00	72,757.87	9,321.52
30-3903-0000-62625	OUTREACH SERVICE	P1302667	11/05/2013	PROFORMA PRINTWORKS	85.00	
		P1303903	11/20/2013	FIDO	225.00	
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		500.00	296.61	0.00	310.00	(106.61)
30-3903-0000-64124	CONSUMABLE SUPPL	P1303668	11/19/2013	HOFFMASTER GROUP INC	731.15	
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
				9,597.00	4,589.40	5,736.46
30-3903-0000-64904	SUNDRY EXPENSE	P1303555	11/13/2013	DE VERE COMPANY INC	34.28	
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
				1,000.00	1,291.74	168.00
NUTRITION PROGRAM PROG TOTAL					2,906.49	
30-3905-0000-62100	CONTRACTED SERV	P1303930	12/29/2013	MANPOWER INC	7,362.48	
		P1303938	11/17/2013	MANPOWER INC	2,512.81	
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		243,204.00	243,204.00	0.00	9,875.29	(9,875.29)
30-3905-0000-62410	R & M-VEHICLES	P1300862	12/30/2013	DAVIS CITGO SERVICE INC	156.25	
		P1300864	12/17/2013	POMPS TIRE SERVICE INC	557.89	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	60,000.00	34,486.64	8,525.75	714.14	16,273.47
30-3905-0000-62629	CORR.SANCTIONS				
	P1302667	11/05/2013	PROFORMA PRINTWORKS		85.00
	P1303903	11/20/2013	FIDO		225.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	0.00	310.00	(310.00)
30-3905-0000-64629	OTHER TRANSP.EXP				
	P1303807	11/30/2013	JANESVILLE FAMILY HEALTH CENTE		178.00
	P1303835	12/02/2013	WISCONSIN DEPARTMENT OF JUSTIC		14.00
	P1303903	11/20/2013	FIDO		750.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	31,684.00	12,419.82	795.82	942.00	17,526.36
ELDERLY & HANDCAPPED TRANSP PROG TOTAL				11,841.43	
30-3908-0000-62625	OUTREACH SERVICE				
	P1302667	11/05/2013	PROFORMA PRINTWORKS		85.00
	P1303903	11/20/2013	FIDO		225.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,862.00	6,566.39	1,538.75	310.00	446.86
30-3908-0000-64604	PROGRAM EXPENSE				
	P1303810	12/09/2013	SENTRY FOOD STORE		16.56
	P1303895	12/17/2013	LAURA ELLINGSON		225.00
	P1303896	12/17/2013	KEITH GENNUSO		150.00
	P1303897	12/16/2013	KELLI KOLTYN		329.96
	P1303899	12/02/2013	UNIVERSITY OF WISCONSIN MADISO		367.50
	P1303902	12/17/2013	SENTRY FOOD STORE		59.72
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,000.00	4,196.30	0.00	1,148.74	2,654.96
TITLE III-D PROG TOTAL				1,458.74	
30-3914-0000-62625	OUTREACH SERVICE				
	P1302667	11/05/2013	PROFORMA PRINTWORKS		85.00
	P1303903	11/20/2013	FIDO		225.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,000.00	6,109.76	1,040.47	310.00	539.77
NEW FREEDOM PROGRAM GRANT PROG TOTAL				310.00	
30-3915-0000-62624	III-B SD				
	P1303195	12/01/2013	MANPOWER INC		1,464.08

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	38,972.00		4,637.76	0.00	1,464.08	32,870.16
30-3915-0000-63200	PUBL/SUBCR/DUES					
		P1302667	11/05/2013	PROFORMA PRINTWORKS		85.00
		P1303592	11/27/2013	PROFORMA PRINTWORKS		197.00
		P1303736	11/27/2013	JOURNEYWORKS PUBLISHING		1,621.08
		P1303903	11/20/2013	FIDO		225.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	704.00		1,307.70	0.00	2,128.08	(2,731.78)
30-3915-0000-64615	CLIENT REL.COSTS					
		P1300969	12/15/2013	BRIGHTSTAR		462.00
		P1301030	12/24/2013	ALTERNATIVE HOMECARE INC		810.00
		P1301864	12/22/2013	BOSS,CINDY		400.00
		P1303043	08/30/2013	VAN ABLE,SANDRA		528.00
		P1303900	12/01/2013	LITZLER,DEBBIE		540.00
		P1303901	11/29/2013	SHICKLES,CYNTHIA		349.20
		P1303910	12/16/2013	CARTOGRAPHICS CORP CBRF		350.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	25,747.00		21,833.80	645.00	3,439.20	(171.00)
TITLE III-E FAM CAREGIVER SUPP PROG TOTAL					7,031.36	

2013 . . .

Rock County

COMMITTEE APPROVAL REPORT

01/15/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$24,093.02**

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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JAN 21 2014**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
30-3901-0000-62129 ENC	OTHER LEGAL SERV	R1400936	01/01/2014	SENIOR SERVICES OF ROCK COUNTY	14,185.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,185.00	0.00	14,185.00	14,185.00	(14,185.00)
				TITLE III-B PROG TOTAL	14,185.00
30-3916-0000-63200	PUBL/SUBCR/DUES	P1400009	01/01/2014	WAMM	35.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	275.00	0.00	0.00	35.00	240.00
				MOBILITY MANAGER GRANT PROG TOTAL	35.00
30-3963-0000-62119 ENC	OTHER SERVICES	R1400936	01/01/2014	SENIOR SERVICES OF ROCK COUNTY	9,967.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	0.00	9,967.00	(9,967.00)
				STATE PHARMACY ASST PROG 12-13 PROG TOTAL	9,967.00

I have examined the preceding bills and encumbrances in the total amount of **\$24,187.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

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- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JAN 21 2014**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
38-3800-0000-63200	PUBL/SUBCR/DUES				
		P1400757	01/08/2014	VETERANS INFORMATION SERVICE	46.00
		P1400758	01/06/2014	BELOIT DAILY NEWS	172.26
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	335.00	0.00	0.00	218.26	116.74
VETERANS SERVICE PROG TOTAL				218.26	

I have examined the preceding bills and encumbrances in the total amount of **\$218.26**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

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- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JAN 21 2014**

Dept Head _____

Committee Chair _____

Memo

To: Education, Veterans and Aging Services Committee
CC: Craig Knutson, County Administrator
From: Joyce Lubben
Date: January 13, 2014
Re: Semi-Annual Report – Attendance at Conventions/Conferences

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 during the time frame of July 1, 2013 through December 31, 2013 Joyce Lubben attended the International Conference on Active Aging. This was held from November 20-23, 2013 in San Diego, CA. Total costs for this travel were \$1,730.22. These costs were totally paid for through the federal Nutrition Program grant.

**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: 01/07/2014
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 July 1 – December 31, 2013.