

# ROCK COUNTY, WISCONSIN



## EDUCATION, VETERANS & AGING SERVICES COMMITTEE TUESDAY, JANUARY 15, 2019 - 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 18, 2018
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
6. Review of Payments
7. Resolution
  - A. Adoption of Rock County Transit Safety Management Policy
8. Updates and Possible Action
  - A. Semi-Annual Reports
  - B. Update on Possible Council on Aging /ADRC Integration
9. Committee Requests and Motions
10. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail [countyadmin@co.rock.wi.us](mailto:countyadmin@co.rock.wi.us) at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

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.

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF DECEMBER 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
30-3900-0000-63100	OFC SUPP & EXP	P1801770	12/20/2018	US BANK	2.48
<b>SENIOR CITIZEN PROGRAM PROG TOTAL</b>					<b>2.48</b>
30-3901-0000-63100	OFC SUPP & EXP	P1801770	12/20/2018	US BANK	29.20
<b>TITLE III-B PROG TOTAL</b>					<b>29.20</b>
30-3903-0000-62105	FOOD SERVICES	P1800946	12/06/2018	BEST EVENTS	10,767.46
30-3903-0000-62119	OTHER SERVICES	P1800290	12/06/2018	MANPOWER GROUP US INC	4,056.84
		P1800292	12/06/2018	NUTRITION AND HEALTH ASSOCIATE	1,696.44
		P1800296	12/27/2018	PROGUARD SERVICES AND SOLUTION	74.57
30-3903-0000-63100	OFC SUPP & EXP	P1801770	12/20/2018	US BANK	19.40
30-3903-0000-64124	CONSUMABLE SUPPL	P1800946	12/13/2018	BEST EVENTS	261.25
		P1801770	12/20/2018	US BANK	919.17
<b>NUTRITION PROGRAM PROG TOTAL</b>					<b>17,795.13</b>
30-3904-0000-62105	FOOD SERVICES	P1800282	12/27/2018	GREEN COUNTY HUMAN SERVICES	268.08
		P1800946	12/06/2018	BEST EVENTS	17,387.32
		P1802762	12/20/2018	J AND R PACKAGING	384.84
30-3904-0000-62119	OTHER SERVICES	P1800274	12/13/2018	BELOIT MEALS ON WHEELS INC	3,192.00
30-3904-0000-64124	CONSUMABLE SUPPL	P1800946	12/13/2018	BEST EVENTS	71.46
		P1802819	12/13/2018	ECOLAB	20.95
<b>DELIVERED MEALS PROG TOTAL</b>					<b>21,324.65</b>
30-3905-0000-62100	CONTRACTED SERV	P1800290	12/06/2018	MANPOWER GROUP US INC	31,117.73
30-3905-0000-62221	COMMUNICATIONS C	P1800273	12/27/2018	BANDT COMMUNICATIONS INC	36.25
30-3905-0000-62410	R & M-VEHICLES	P1800276	12/27/2018	BUDGET TRUCK AND AUTO BODY INC	595.49
		P1800298	12/06/2018	MENARDS	44.03
		P1802256	12/06/2018	GORDIE BOUCHER FORD LINCOLN ME	1,000.42
30-3905-0000-63100	OFC SUPP & EXP	P1801770	12/20/2018	US BANK	8.91
30-3905-0000-63501	GAS & FUELS	P1800293	12/13/2018	KWIK TRIP EXTENDED NETWORK	5,857.05
30-3905-0000-64629	OTHER TRANSP.EXP	P1800294	12/27/2018	OCCUPATIONAL HEALTH AND WELLNE	330.97
		P1801770	12/20/2018	US BANK	220.00

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FOR THE MONTH OF DECEMBER 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
<b>ELDERLY &amp; HANDCAPPED TRANSP PROG TOTAL</b>					<b>39,210.85</b>
30-3915-0000-64200	TRAINING EXP				
		P1801770	12/20/2018	US BANK	223.80
		P1802343	12/20/2018	BLISS COMMUNICATIONS INC	5,892.92
		P1802802	12/06/2018	BEST EVENTS	150.00
30-3915-0000-64615	CLIENT REL.COSTS				
		P1802893	12/27/2018	BACHOFEN,CAROL	236.50
<b>TITLE III-E FAM CAREGIVER SUPP PROG TOTAL</b>					<b>6,503.22</b>
30-3915-1405-64615	CLIENT REL.COSTS				
		P1800272	12/20/2018	ALTERNATIVE HOME CARE INC	800.00
		P1800275	12/13/2018	BRIGHTSTAR	75.00
		P1800976	12/13/2018	SEVERANCE,LINDA	192.00
		P1801090	12/13/2018	BIRKHOLZ,BOB	20.00
		P1802596	12/20/2018	OCHSMAN INC	150.00
		P1802805	12/13/2018	SCHUMACHER,SCOTT	120.00
		P1802821	12/20/2018	MCCONNELL,CHARLENE	80.00
<b>III-E RESPITE - IN HOME PROG TOTAL</b>					<b>1,437.00</b>
30-3915-1408-64615	CLIENT REL.COSTS				
		P1802821	12/20/2018	MCCONNELL,CHARLENE	59.63
<b>III-E SUPPLEMENTAL SERVICES PROG TOTAL</b>					<b>59.63</b>
30-3916-0000-63100	OFC SUPP & EXP				
		P1801770	12/20/2018	US BANK	77.03
<b>MOBILITY MANAGER GRANT PROG TOTAL</b>					<b>77.03</b>
30-3920-1405-64615	CLIENT REL.COSTS				
		P1800272	12/20/2018	ALTERNATIVE HOME CARE INC	500.00
		P1800275	12/06/2018	BRIGHTSTAR	775.00
		P1801104	12/27/2018	HOME COMPANION REGISTRY	230.25
		P1801223	12/13/2018	OLSON,SUE	144.00
		P1801376	12/27/2018	ALMOST FAMILY	340.00
		P1801752	12/06/2018	AMUNDSON,JULIE	275.00
		P1802557	12/27/2018	DOLL,BOB	48.00
		P1802596	12/20/2018	OCHSMAN INC	525.00
		P1802804	12/13/2018	PROWSE,SHARON	2,031.50
		P1802818	12/13/2018	SWENEY,BARABA	780.00
		P1802835	12/20/2018	MERCY HEALTH SAFE CONNECT	540.00
<b>AFCSP RESPITE - IN HOME PROG TOTAL</b>					<b>6,188.75</b>
30-3920-1408-64615	CLIENT REL.COSTS				
		P1801752	12/06/2018	AMUNDSON,JULIE	1,004.44
		P1802112	12/06/2018	BEGGS,DENNIS M	250.00
		P1802557	12/13/2018	DOLL,BOB	190.13
		P1802891	12/27/2018	CLEMONS,JUDY	67.80

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF DECEMBER 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
<b>AFCSP SUPPLEMENTAL SERVICES PROG TOTAL</b>					<b>1,512.37</b>
30-3921-0000-63100	OFC SUPP & EXP	P1801770	12/20/2018	US BANK	229.92
<b>BENEFIT SPECIALIST GRANT PROG TOTAL</b>					<b>229.92</b>

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF DECEMBER 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of **\$94,370.23**

Date: \_\_\_\_\_ Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF DECEMBER 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
38-3800-0000-64630	VETS OUTREACH	P1802795	12/27/2018	MMPR POWERED BY HALO	306.04
<b>VETERANS SERVICE PROG TOTAL</b>					<b>306.04</b>

I have reviewed the preceding payments in the total amount of **\$306.04**

Date:

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging  
Services Committee  
INITIATED BY



Joyce Lubben  
DRAFTED BY

Education, Veterans & Aging  
Services Committee  
SUBMITTED BY

December 18, 2018  
DATE DRAFTED

**Adoption of Rock County Transit Safety Management Policy**

- 1 **WHEREAS**, the U.S. Department of Transportation's Federal Transit Administration (FTA) has issued
- 2 the Public Transportation Safety Program final rule that establishes procedural rules for FTA to
- 3 administer a comprehensive safety program to improve the safety of public transportation systems that
- 4 receive federal funds; and,
- 5
- 6 **WHEREAS**, The Public Transportation Agency Safety Plan Final Rule requires certain operators of
- 7 public transportation systems that receive federal funds to develop safety plans that include the
- 8 processes and procedures necessary for implementing Safety Management Systems; and,
- 9
- 10 **WHEREAS**, the Rock County Council on Aging receives federal funds in support of Rock County
- 11 Transit operations; and,
- 12
- 13 **WHEREAS**, Rock County is committed to promoting a positive safety culture whereby everyone
- 14 involved in providing transportation to older adults and persons with disabilities is accountable for safety.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 17 this \_\_\_\_\_ day of \_\_\_\_\_, 2019 does hereby adopt the Rock County Safety Management
- 18 Policy and does hereby approve its submission to the Wisconsin Department of Transportation.

Respectfully submitted,

EDUCATION, VETERANS, AND AGING SERVICES  
COMMITTEE

FISCAL NOTE:

No direct fiscal impact.

\_\_\_\_\_  
Rick Richard, Chair

\_\_\_\_\_  
Norvain Pleasant, Vice Chair

\_\_\_\_\_  
Tom Brien

\_\_\_\_\_  
Craig Gramke

\_\_\_\_\_  
Phillip Owens

Sherry Oja  
Finance Director

LEGAL NOTE:

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

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith  
County Administrator

Richard Greenlee  
Corporation Counsel

# Rock County Transit SAFETY MANAGEMENT POLICY

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## *MAP-21 and Safety Management Systems (SMS)*

Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity for FTA to assist transit agencies in moving towards a more holistic, performance-based approach in Safety Management Systems (SMS).

To ensure transit safety and in order to comply with Federal Transit Administration (FTA) requirements, **ROCK COUNTY TRANSIT** has developed and adopted this Safety Management Policy to address FTA regulations established by Section 5329(d) of the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act signed into law by President Barack Obama on July 6, 2012.

**ROCK COUNTY TRANSIT** is committed to Safety Management Systems (SMS) as a systematic and comprehensive approach to identifying safety hazards and risks associated with transit system operations and related maintenance activities. **ROCK COUNTY TRANSIT** has adopted a Safety Management Systems (SMS) framework as an explicit element of the agency's responsibility by establishing a safety policy; identifying hazards and controlling risks; goal setting, planning and measuring performance. Furthermore, **ROCK COUNTY TRANSIT** has adopted SMS as means by which to foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety.

### **Safety Beliefs**

1. Safety is a core business value;
2. Safety excellence is a key component of our mission;
3. Safety is a source of our competitive advantage; our business will be strengthened by making safety excellence an integral part of all our public transportation activities; and
4. Accidents and serious incidents are preventable and do not occur out of the blue; they are preceded by precursors (events, behaviors, and conditions) that can be identified, assessed and mitigated through physical, administrative and behavioral defense strategies.

### **Safety Culture**

**ROCK COUNTY TRANSIT** believes safety promotion is critical to the success of SMS by ensuring that the entire organization fully understands and trusts the SMS policies, procedures, and structure. It involves establishing a culture that recognizes safety as a core value, training employees in safety principles, and allowing open communications of safety issues.

Positive safety culture must be generated from the top-down. The actions, attitudes, and decisions at the policy-making level must demonstrate a genuine commitment to safety. Safety must be recognized as the responsibility of each employee with the ultimate responsibility for safety resting with the Rock County Board of Supervisors and Rock County Administration. Employees must trust that they will have management support for decisions made in the interest of safety while recognizing that intentional breaches of safety will not be tolerated.

### **Safety Reporting**

**ROCK COUNTY TRANSIT** is committed to the safest transit operating standards possible. To achieve this, it is imperative that **ROCK COUNTY TRANSIT** have uninhibited reporting of all incidents and occurrences which may compromise the safe conduct of our operations. To this end, every employee and contract service provider is responsible for the communication of any information that may affect the integrity of transit safety. Such communication must be completely free of any form of reprisal.

Adopted by Rock County Board of Supervisors \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Chair, Rock County Board of Supervisors

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Rock County Council on Aging

\_\_\_\_\_  
Date



## EXECUTIVE SUMMARY

As a provider of transportation for older adults and persons with disabilities, the Rock County Council on Aging/Rock County Transit establishes policies and procedures to ensure safety and mitigate hazards while providing this valuable community service. Those policies cover such areas as new hire driver training, a drug/alcohol testing program, a written preventative maintenance policy, passenger policies and procedures, ongoing driver training, annual driver reviews by Transit Supervisor, daily pre-post trip vehicle inspection forms, incident report forms, and Americans with Disabilities training. Regular auditing of these records is conducted by Council on Aging staff, paratransit contractors and the Federal Transit Authority.

As the recipient of federal 5310 funding for vehicle replacement and Mobility Management, the Rock County Council on Aging is required to submit the Rock County Transit Safety Management Policy to the Wisconsin Department of Transportation which commits Rock County to establishing safety as a core value of the organization.

No county tax levy is required.

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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:** 12/14/2018  
**CC:** JOSH SMITH, 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 \$1,000.00 from July 1 – December 31, 2018.

# Memo

**To:** Education, Veterans and Aging Services Committee  
**CC:** Josh Smith, County Administrator  
**From:** Joyce Lubben  
**Date:** December 17, 2018  
**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 during the time frame of July 1, 2018 through December 31, 2018 there was no Council on Aging staff training that exceeded the cost of \$1,000.