



Rock County Human Services Department
P. O. Box 1649, 3530 N. County Trunk F
Janesville, Wisconsin 53547-1649
Phone: 608/757-5271
Fax: 608/757-5374

ROCK COUNTY HUMAN SERVICES BOARD
Wednesday, April 13, 2011 – 4:30 p.m.

Rock County Health Care Center – 3rd Floor Conference Room, Janesville

AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of March 23, 2011 *
4. Citizen Participation
5. Resolution to Recognize Administrative Support Staff * – Mr. Singer
6. Resolution to Recognize Pam Casiday * – Mr. Hare
7. Resolution to Recognize Cindy Sutton * – Ms. Klyve
8. Update on Mental Health/AODA Division – Ms. Flanagan
9. Report on Capitol Visit – Mr. Boutwell
10. Approval of Contracts, Transfers, and/or Encumbrances * – Mr. Zuehlke
11. Approval of Bills – Mr. Zuehlke
12. Director's Report
 - W2 / ES Caseload
 - Update on State Budget
13. Committee Requests for Future Agenda Items
14. Next Meeting: Wednesday, April 27, 2011 at 4:30 p.m. at the Rock County Health Care Center, **3rd Floor Conference Room**, Janesville, Wisconsin.
15. Adjourn

NOTE TO COMMITTEE MEMBERS: To ensure a quorum, please call the Administrative Secretary at 757-5271 if you are unable to attend the meeting.

* Attachment ** These items may be handed out at the meeting if not available for the mailing.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve
INITIATED BY

Patrick Singer
DRAFTED BY



Human Services Board
SUBMITTED BY

March 15, 2011
DATE DRAFTED

RESOLUTION TO RECOGNIZE ADMINISTRATIVE SUPPORT STAFF

- 1 **WHEREAS**, April 24-30, 2011 is observed as Administrative Professionals Week and April 27, 2011
2 is declared Administrative Professionals Day; and,
3
4 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wish
5 to commend the Administrative Professionals and Paraprofessionals in the Rock County Human
6 Services Department for their excellence in administering services to the citizens of Rock County;
7 and,
8
9 **WHEREAS**, the Human Services Department has a great number of administrative professionals and
10 paraprofessionals in the Administrative Services, Accounting, Technology, Records and Quality
11 Management and Economic Support Services Divisions serving in a wide variety of positions and
12 assisting every Rock County Human Services program area, and,
13
14 **WHEREAS**, the Accountant, Account Clerk, Administrative Assistant, Application Support
15 Specialist, Clerk, Clerk-Typist, Data Processing Operator, Information Processing Operator, Job
16 Center Support Specialist, Legal Stenographer, Medical Record Technician, Release of Information
17 Coordinator, Secretary, and Word Processing Operator perform a wide variety of duties which
18 include, but are not limited to, taking meeting minutes, transcribing reports, managing records, setting
19 up databases, supporting applications, data entry, producing statistics, completing mandated state
20 reports, issuing statements, paying bills, greeting visitors, answering telephones, inventorying forms,
21 supplies and equipment, troubleshooting equipment problems, scheduling therapy appointments,
22 collecting information, writing reports, and covering many other administrative functions for the
23 Human Services Department.
24
25 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
26 assembled this _____ of _____, 2011 commends all Rock County Human Services
27 Administrative Professionals for their diligent efforts which make possible the delivery of services to
28 the citizens of Rock County.
29
30 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy
31 of this resolution to the Rock County Human Services Department.

Respectfully Submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Robert Fizzell

Jennifer Bishop, Vice-Chair

Kathy Kelm

Sally Jean Weaver-Landers

Minnie Murry

Terry Thomas

Phillip Owens

Marvin Wopat

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve
INITIATED BY



Jennifer Thompson
DRAFTED BY

Human Service Board
SUBMITTED BY

March 21, 2011
DATE DRAFTED

RECOGNIZING PAM CASIDAY

1 **WHEREAS**, Pamela Casiday has served the citizens of Rock County for over thirty-nine (39)
2 years as a dedicated and valued employee of Rock County; and,
3

4 **WHEREAS**, Pamela Casiday began her career on February 21, 1972 as a Social Worker in
5 the General Relief Intake unit under the Rock County Department of Social Services. While
6 there, she assisted single individuals to obtain rent assistance and commodities such as meat,
7 milk, and rice. Later, Ms. Casiday joined the Family Services Unit where she supported
8 families with children by obtaining homemakers to help with cooking, budgeting, and bill
9 paying. Ms. Casiday then moved to the Single Parent Unit where she maintained a caseload
10 of approximately 25-35 single-unwed mothers. Ms. Casiday would help these young mothers,
11 who were still trying to get an education, with good parenting skills and childcare while they
12 attended school. In 1991, when the Single Parent unit closed, Ms. Casiday moved to the
13 Child Protective Services (CPS) unit where she continued to case manage children and
14 families but also assisted in child abuse/neglect investigations. After a brief time in CPS, Ms.
15 Casiday moved to the Long Term Support Division in 1992 working as a Social Worker for
16 elderly and disabled adults by connecting these individuals to services, which helped maintain
17 their independence and prevented institutionalization. Her dedication to provide quality
18 services to Rock County's elderly and physically disabled adults is recognized through the
19 positive outcomes of her clients. Ms. Casidays' strong sense of what true social work is and
20 her diligent ways have benefited many Rock County citizens throughout her thirty-nine (39)
21 year career. Ms. Casiday will be retiring from Rock County Department of Human Services
22 on April 15, 2011; and,
23

24 **WHEREAS**, Pamela Casiday has proven herself to be a compassionate, caring, and
25 committed employee, always advocating on behalf of the program participants; and,
26

27 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock
28 County, wishes to recognize Pamela Casiday for her achievements and significant
29 contributions to the citizens of Rock County and her lifelong and faithful service.
30

31 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,
32 duly assembled this _____ day of _____, 2011, does hereby recognize Pamela
33 Casiday for her thirty-nine (39) years of service and extend best wishes to her in her future
34 endeavors; and,
35

36 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish
37 a copy of this resolution to Pamela Casiday.

Respectfully Submitted,

RECOGNIZING PAM CASIDAY

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Rock County Human Services Board

Brian Knudson, Chair

Jennifer Bishop, Vice Chair

Robert Fizzell

Phillip Owens

Terry Thoams

Marv Wopat

Kathy Kelm

Minnie Murry

Sally Jean Weaver-Landers

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Ivan Collins

Marilynn Jensen

Louis Peer

Kurtis L. Yankee

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve
INITIATED BY

Charmian Klyve
DRAFTED BY



Human Service Board
SUBMITTED BY

March 16, 2011
DATE DRAFTED

RESOLUTION TO RECOGNIZE CINDY SUTTON

1 **WHEREAS**, Cindy Sutton has served the citizens of Rock County for over thirty-three and a
2 half years (33 ½) as a dedicated and valued employee of Rock County; and,
3

4 **WHEREAS**, Cindy Sutton began her career on September 19, 1977, in Accounting, tracking
5 Economic Support reviews for the Rock County Department of Social Services. She then
6 worked with General Relief, Work Experience, and Estate Recovery for five years in the
7 Processing Department. Subsequently, Ms. Sutton accepted a position in the Economic
8 Support Division as an Economic Support worker, which she held for five years. Ms. Sutton
9 was promoted to Economic Support Supervisor, then to Economic Support Lead Supervisor in
10 1997. Finally, in the fall of 2001, after being selected as Acting Interim Division Manager,
11 Ms. Sutton became the permanent Economic Support Division Manager; and,
12

13 **WHEREAS**, Cindy Sutton has proven herself to be a compassionate, caring, and committed
14 manager, always advocating for staff, Economic Support clients and the Economic Support
15 program participants; and,
16

17 **WHEREAS**, Cindy Sutton will be retiring from Rock County Department of Human Services
18 on April 15, 2011, after 33 ½ years, and will be missed by all who have had the pleasure of
19 working with her; and,
20

21 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock
22 County, wishes to recognize Cindy Sutton for her achievements and significant contributions
23 to the Human Services Department and citizens of Rock County.
24

25 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,
26 duly assembled this _____day of _____, 2011, does hereby recognize Cindy
27 Sutton for her 33 ½ years of service and extend best wishes to her in her future endeavors.
28

29 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish
30 a copy of this resolution to Cindy Sutton.

Respectfully Submitted,

Rock County Human Services Board

Brian Knudson, Chair

Robert Fizzell

Jennifer Bishop, Vice Chair

Kathy Kelm

Minnie Murry

Sally Jean Weaver-Landers

Phillip Owens

Marvin Wopat

Terry Thomas

RESOLUTION TO RECOGNIZE CINDY SUTTON

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COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Ivan Collins

Marilynn Jensen

Louis Peer

Kurtis L. Yankee

ENCUMBRANCE

Rock County - Production

03/30/11

COMMITTEE APPROVAL REPORT

Page 1

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3636590000-64604	PROGRAM EXPENSE	33,235.00 18.3%	5,101.7	0.00	27,133.30		
ENC 3636593010	R1101690-PO# 03/16/11 -VN#037603			ORBIS PARTNERS INC		11,100.00	11,100.00
			CLOSING BALANCE		16,033.30		
	DMC		PROG-TOTAL-PO			11,100.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$11,100.00 INCURRED BY DISPROPORTIONATE MINORITY CON. 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.

HUMAN SERVICES

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____

DEPT-HEAD

DATE _____

CHAIR

**ROCK COUNTY HUMAN SERVICES DEPARTMENT
DIRECTOR'S REPORT
WEDNESDAY, APRIL 13, 2011**

HSD MANAGEMENT TEAM MEETING – March 22, 2011

Meeting cancelled.

HSD MANAGEMENT TEAM MEETING – March 29, 2011

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Praise and Recognition**
- **Diversity & Sexual Harassment**
- **Follow Up date for Jeff Russell**
- **Can Rock County Help DCF Pilot Performance Based Contracting**
- **Volunteers – Employee Recognition Event May 5th**
- **Criminal Background Checks**
- **Guardianship/Protective Placements**
- **Itinerary for LaCrosse County Visit**
- **Annual Protective Placement Review P&P**
- **Unit Staff Meetings With Charmian and Phil**

INFORMATION ITEMS

- **HSD Board Agenda**
- MEETING WRAP-UP**
-

HSD MANAGEMENT TEAM MEETING – April 5, 2011

Meeting cancelled.
