



ROCK COUNTY HUMAN SERVICES BOARD MEETING
Wednesday, November 12, 2014 – 4:30 P.M.

Call to Order: Chair Knudson called the meeting to order at 4:33 p.m. on Wednesday, November 12, 2014, in the Conference room at the Eclipse Center, Beloit, Wisconsin.

Committee Members Present: Brian Knudson, Supervisor; Sally Jean Weaver-Landers, Citizen Representative; Terry Fell, Supervisor; Linda Garrett, Supervisor; Shirley Williams, Citizen Representative; Terry Thomas, Supervisor; Ashley Kleven, Citizen Representative; and William Grahn, Supervisor.

Committee Members Absent: Kathy Schulz, Supervisor.

Staff Present: Charmian Klyve, Director; Phil Boutwell, Deputy Director; Sara Mooren, Administrative Services Division Manager; Tim Zuehke, Controller; and Kate Flanagan, MH/AODA Division Manager.

Others Present: Jodi Millis, Rock County Purchasing Manager. Una Williams, daughter of Citizen Representative Williams.

Approval of Agenda: Supervisor Fell moved the agenda to the floor, seconded by Citizen Representative Williams with unanimous approval. APPROVED.

Approval of Minutes of Human Services Board Meeting of October 22, 2014: Citizen Representative Weaver-Landers moved the minutes to the floor, seconded by Citizen Representative Kleven. The minutes were unanimous approved. APPROVED.

Citizen Participation: None.

Submission of Committee Requests: Supervisor Grahn requested Ms. Day to give a report on the Holiday Committee. Ms. Klyve advised Ms. Day is invited to report to the HSD Board at the next meeting.

Approval of Contracts, Transfers, and/or Encumbrances: Supervisor Grahn moved four encumbrances, one contract and one transfer to the floor, seconded by Supervisor Thomas. Ms. Mooren explained the transfer, encumbrances, and contract. She responded to questions. The encumbrances, contract and transfer were unanimously approved. APPROVED.

Approval of Bills: Mr. Zuehke presented the bills for approval and responded to questions.

ADM	2,425.06	AODA	11,546.00
ADM	71,087.46	AODA	18,963.66
CPS	1,825.17	Job Center	18,906.65

Supervisor Fell moved the bills to the floor, seconded by Supervisor Garrett. The bills were unanimously approved. APPROVED.

Report on Rock County Purchasing Ordinance: Ms. Millis has been working for Rock County for 26 years mostly in the Purchasing Department. She has been the Purchasing Manager since 1999.

Al Dransfield is the Senior Buyer. There are only two purchasers other than purchases by the Highway Commissioner. Chair Knudson asked Ms. Millis to explain the RFP process. There are three people who enter Purchase Requisitions for Human Services, and Ms. Millis issues all the purchase orders. We get verbal quotes for capital requests for \$1,000 to \$5,000. Items over \$5,000 require HSD Board approval. Items over \$10,000 requires full County Board approval.

A Request for Proposal (RFP) is mainly used to purchase products and a Request for Qualifications (RFQ) is used to purchase services. We advertise RFPs and RFQs to identify the criteria we are looking for from, so they can submit bids to us. Bids are not awarded solely on price. We evaluate a bid based on price, experience, and staff qualifications. When a bid is received, it is reviewed by everyone on the committee and separately evaluated and graded. The committee is made up of people chosen from the department and Jodi Millis. Thereafter, the committee meets to discuss the proposal. The bid with the most points is awarded the contract. Ms. Millis included the Purchasing Ordinance and Rock County Purchasing Policy and Procedure in the HSD packet. The Purchasing Ordinance is the law she follows for purchasing. The Policy and Procedure is the guideline followed by purchasing, and it is given to staff, Board members, and vendors who submit bids. Ms. Millis advised professional services do not require a bid process but are submitted to the Board for approval. Ms. Millis does talk to and use other Departments or municipalities' information when purchasing.

Ms. Millis advised we do not have a "locality preference" clause in the contracts. She sent out a survey to see who does include a locality preference clause in Wisconsin and found only four municipalities include that clause. "Local" is different to everyone. It is important to realize even though a company is in Janesville, it doesn't mean the money stays in Janesville. When vendors hear there is a "locality preference" clause, we lose outside bids as it is too restrictive and takes away the competition factor between the vendors. There are not enough pros to put a locality clause into our ordinance. However, we try to use local vendors as much as possible for the purchases under \$5,000.

Ms. Millis explained that we bid out projects that we use templates from prior bids, so we are not always reinventing the wheel. She keeps a summary with notes on every file of what didn't work previously and what worked. The ability to use State contracts has helped as well. Mr. Boutwell and Ms. Klyve expressed that Ms. Millis does a wonderful job and has purchased many contracts over \$25,000 which included the YSC recreational yard and the Job Center. She recently created the RFQ for the Shift Staff home and is working on pharmaceutical services as well. Citizen Representative Williams asked for more information on how vendors are found. Ms. Millis advised anything over \$5,000 we advertise in a legal notice in the paper. This year we are advertising in the Janesville Gazette and next year we will advertise in the Beloit paper. We have a website vendors can access to see what products and services we are accepting bids on. We also ask Departments if there is anyone they would like a request sent to.

Ms. Millis explained the "out" clause that we have on every contract. She is always looking at the specifications and continually updating them. She invited Board members to email or call her anytime if they have questions.

Director's Report:

- **Job Center Lobby Furniture** – The 2014 budget for capital items is depleted. We are currently still renting the building. Once we own the building, Mr. Zuehke will work on ordering new furniture which can be wiped off and sanitized. Supervisor Grahn asked for an update on the date of purchase and when the exchange of ownership will take place.
- Ms. Klyve provided follow up to Supervisor Garrett's question from the Diversity meeting. She advised that Kaj Anderson went through our employee reimbursement program to obtain his master's degree. Supervisor Grahn asked if we steer minorities in the direction of Blackhawk Tech College. Ms. Klyve referred him to the Diversity Committee and Dave O'Connell.
- **Joint meeting with Health Department re: Dental Services early in 2015 with HealthNet and Community Health** – Ms. Klyve acknowledged Supervisor Schulz's request and will schedule this early in 2015.

- Ms. Klyve shared the invite to the Trauma Informed Care Kick Off with the Board members and distributed the invitation. Please email Gena McGuigan to register by December 17th for the January 7th event.
- Mr. Boutwell advised the second round of health insurance enrollment is starting. On December 2nd, the Job Center is holding an enrollment fair from 9 a.m. to 1p.m.
- Chair Knudson invited everyone to the Children's Christmas Benefit on Saturday, December 6th at the Orfordville American Legion. He works with Tina Day and the Holiday Committee to ensure there are no duplication of families receiving gifts for this event.
- Supervisor Grahn thanked Ms. Klyve, Mr. Boutwell, and Ms. Mooren for all their work on the 2015 Budget.
- Chair Knudson asked to reschedule the next meeting due to the Thanksgiving holiday, and to ensure client and vendor checks are sent out timely. The next meeting will be held on Monday, November 24th, at 4:30 p.m., at the 3rd Floor Conference room at the Rock County Health Care Center.

Next Meeting: Monday, November 24, 2014 at 4:30 p.m., at the Rock County Health Care Center, in the 3rd Floor Conference room, Janesville, Wisconsin.

Tour of Facility: Ms. Klyve conducted the tour of the Beloit facility at 5:18 p.m.

Adjournment: Supervisor Grahn motioned to adjourn, seconded by Supervisor Thomas with unanimous approval at 5:28 p.m.

Jodi Parson, Administrative Secretary

NOT OFFICIAL UNTIL APPROVED BY THE BOARD