



ROCK COUNTY HUMAN SERVICES BOARD MEETING
Wednesday, November 9, 2016 – 4:30 P.M.

Call to Order: Chair Knudson called the meeting to order at 4:30 p.m. on Wednesday, November 9, 2016, in the 3rd Floor Conference room at the Rock County Health Care Center, Janesville, Wisconsin.

Committee Members Present: Chair Brian Knudson, Supervisor; Linda Garrett, Supervisor; Kathy Schulz, Supervisor; Shirley Williams, Citizen Representative; Sally Jean Weaver-Landers, Citizen Representative; Karl Dommershausen, Supervisor; and Terry Thomas, Supervisor.

Committee Members Absent: Terry Fell, Supervisor. Ashley Kleven, Citizen Representative.

Staff Present: Kate Luster, Director; Phil Boutwell, Deputy Director; Sara Mooren, Administrative Services Division Manager; Greg Winkler, BH Division Manager.

Others Present: Brent Sutherland, Facilities Management Director. Mr. David Innis, ALEPPO Innovations, LLC.

Approval of Agenda: Citizen Representative Weaver-Landers moved the agenda to the floor, seconded by Supervisor Thomas. The agenda was unanimously approved. APPROVED.

Approval of Minutes of Human Services Board Meeting of October 26, 2016: Citizen Representative Weaver-Landers moved the minutes to the floor, seconded by Supervisor Thomas. The minutes were unanimously approved. APPROVED.

Approval of Minutes of Human Services Department Public Hearing August 10, 2016: Supervisor Thomas moved the minutes to the floor, seconded by Supervisor Garrett. The minutes were unanimously approved. APPROVED.

Citizen Participation: Mr. Innis explained his concerns about what the Syrian refugees are going through. He has information that the Osh Kosh area is receiving funding from the State to accept about 500 refugees. Mr. Innis stated Rock County needs to prepare to accept refugees and provide services to help them. He provided a Letter of Intent that he will be requesting funds for transitional housing for refugees in Janesville. He wants Rock County to be on the front end and welcome refugees into the community to avoid problems. Mr. Innis will submit a budget request with more details later.

Submission of Committee Requests: Supervisor Schulz requested possibly in January inviting the Gifts Men's Shelter to talk about the new facility for the homeless.

Approval of Contracts and Transfers: None.

Review of Bills: No questions.

Review of Budget to Actual Report and 2016 Estimate: Ms. Mooren distributed the Budget to Actual Report and highlighted the areas that are currently trending high. She distributed the 2016 HSD Budget overview. The 2016 HSD Budget without including Family Care is showing a current

estimate of \$179,061 over budget. Ms. Mooren explained in detail the areas of high variability: CYF Out-of-Home Care costs; State Institute 2016 monthly invoices; State Institutes 2016 Ave Daily Census; and the Annual HSD WIMCR revenue. We continually track and monitor these areas. We will know more in December.

Review and Possible Action on 2017 Recommended Budget: Ms. Luster advised she sent out an email to the Board members earlier about the re-class of the Application Support Specialist. We have had two rounds of recruitment for this position with no success in hiring. It is apparent this position is not in a high enough class to attract qualified candidates. The two previous staff who held this position left Rock County and receive higher pay elsewhere. We want to stop the trend of staff leaving this position. The County also has a need for data support in EBDM, which this position will provide as well.

In addition, Human Resources has suggested that we retitle the Program Analysts to HSD Analysts. The working titles will be specific such as Program Analyst or Data Analyst but all will be under one classification of HSD Analyst. The Finance Director is allowing us to use funds for the re-class from State aid for business computing. Citizen Representative Williams asked about funding this position in the future. Ms. Luster advised we will take steps in our 2018 budget to continue this position. Supervisor Thomas moved the re-class of the Application Support Specialist and the title change from Program Analyst to HSD Analyst to the floor, seconded by Supervisor Dommershausen with unanimous approval. APPROVED.

Resolution Authorizing Purchase of Furniture and Amending the 2016 HSD Budget:

Supervisor Thomas moved the resolution to the floor, seconded by Citizen Representative Weaver-Landers. Mr. Winkler advised there is a variety of furniture that we are using in the lobbies of some of our locations that needs to be replaced. The County Administrator has agreed to use \$29,647 of sales tax funds to replace furniture in the Eclipse Center lobby and Franklin Street lobby. Ms. Luster advised we have had some specific issues recently that has brought this to our attention and is why we want to move forward with this request. Supervisor Garrett suggested painting the Eclipse Center. Mr. Sutherland advised the Eclipse Center and Franklin Street are going to be painted and multiple areas are going to have carpet replaced in 2017. Mr. Winkler responded to questions. The resolution was unanimously approved. APPROVED.

Resolution for Approval of Contract with Angus Young and Associates for the Architectural Design Services for Comprehensive Community Services (CCS) Program and Amend the 2016 Facilities Management Capital Budget:

Mr. Boutwell introduced Brent Sutherland, Facilities Management Director. Mr. Boutwell explained we are expanding the CCS program and adding fourteen new positions in 2017. We need the CCS offices to be ready by March. Sales tax funds will be used to hire the architect now to start engineering this project to be able to complete this in time. It is also advantageous to have construction done in the winter months because prices are better. Supervisor Williams asked about a possible surplus in sales tax. Mr. Sutherland advised it is hard to know how much sales tax revenue will come in but there are sales tax funds available. Supervisor Dommershausen stated there is a small definition on what sales tax can be used for, but capital improvement falls under the definition. Mr. Sutherland responded to questions about the Job Center.

Supervisor Schulz asked for an update on the AFH who came to the HSD Board months ago and how they were helped with their bed bug issues. Ms. Boutwell will update the Board on this matter at a future meeting. Citizen Representative Weaver-Landers moved the resolution to the floor, seconded by Supervisor Thomas. The resolution was unanimously approved. APPROVED.

Director's Report:

- **Follow-up Regarding All Staff Meetings** – Ms. Luster advised we had two All Staff meeting sessions on November 3rd. She has heard positive feedback from staff that the meetings were a success. The third session is on November 30th, from 1pm to 4pm. Ms. Luster advised the All Staff meeting presentation will be emailed to the HSD Board members.

Chair Knudson reminded everyone that the next HSD Board meeting is at 9:00 a.m. on Monday, November 21st.

Next Meeting: **Monday, November 21, 2016 at 9:00 a.m.,** at the Rock County Health Care Center, 3rd Floor Conference room, Janesville, Wisconsin.

Adjournment: Citizen Representative Weaver-Landers motioned to adjourn, seconded by Supervisor Schulz with unanimous approval at 5:22 p.m.

Jodi Parson, Administrative Secretary

NOT OFFICIAL UNTIL APPROVED BY THE BOARD