



**ROCK COUNTY HUMAN SERVICES BOARD MEETING**  
**Wednesday, June 10, 2015 – 4:30 P.M.**

**Call to Order:** Chair Knudson called the meeting to order at 4:32 p.m. on Wednesday, June 10, 2015, in the 3<sup>rd</sup> Floor Conference room at the Rock County Health Care Center, Janesville, Wisconsin.

**Committee Members Present:** Chair Brian Knudson, Supervisor; Sally Jean Weaver-Landers, Citizen Representative; Kathy Schulz, Supervisor; Shirley Williams, Citizen Representative (in at 4:40 p.m.); Terry Fell, Supervisor; William Grahm, Supervisor; Linda Garrett, Supervisor; and Terry Thomas, Supervisor.

**Committee Members Absent:** Ashley Kleven, Citizen Representative.

**Staff Present:** Charmian Klyve, Director; Phil Boutwell, Deputy Director; Sara Mooren, Administrative Services Division Manager; Tim Zuehlke, Controller; Lance Horozewski, Children Youth and Families (CYF) Division Manager; Cheri Salava, Foster Care Supervisor; Shilo Titus, HSD Support Specialist.

**Others Present:** Lori Thuli, Area Administrator Southern Region, Bureau of Regional Operations (BRO), Wisconsin Department of Children and Families (DCF), and Monica Booe, Child Welfare Coordinator Southern Region, Bureau of Regional Operations (BRO), Wisconsin Department of Children and Families (DCF).

**Approval of Agenda:** Citizen Representative Weaver-Landers moved the agenda to the floor, seconded by Supervisor Thomas. Chair Knudson requested moving agenda item #11 before item #10. The agenda was unanimously approved. APPROVED.

**Approval of Minutes of Human Services Board Meeting of May 27, 2015:** Supervisor Fell moved the minutes to the floor, seconded by Supervisor Grahm. Supervisor Garrett asked for clarification on page 3, as to when in 2015 does the technical support end for the Diversion pilot. Mr. Horozewski advised it will end in December. Mr. Horozewski and Ms. Flanagan will be back to report on the pilot. The minutes were unanimously approved. APPROVED.

**Citizen Participation:** None.

**Submission of Committee Requests:** Supervisor Grahm announced that this evening at the 4-H Fairgrounds Pork Fest was being held. He noted that Rock County 911 has produced a promotional video that has gone national. Supervisor Garrett was involved in making the video.

Chair Knudson advised Dale Hicks will be at the next HSD Board meeting on June 24<sup>th</sup> under citizen comments.

**Approval of Contracts, Transfers, and/or Encumbrances:** Supervisor Fell moved contracts, seconded by Citizen Representative Weaver-Landers. Ms. Mooren advised there were no contracts, encumbrances or transfers.

**Approval of Bills:** Citizen Representative Weaver-Landers moved the bills to the floor, seconded by Supervisor Garrett. Mr. Zuehlke presented the bills for approval and responded to questions.

Ms. Mooren distributed the Chart of Accounts. The Chart of Accounts consists of Revenues and Expenditures. She explained the digits in the account numbers; the first two digits are always 36 for Human Services; the next four digits are the division; the four digits after that are the broader program; and the last five digits are the object code.

Supervisor Garrett asked about the Houck Transit Advertising. Ms. Mooren responded it is the ADRC advertising on the Beloit and Janesville buses. Ms. Mooren will check to see if this is an annual charge. Supervisor Garrett asked what other advertising is done and do departments advertise for themselves. Mr. Boutwell responded that most departments do not budget for advertising. Advertising is not centralized within the County and is used when there is a specific need. Supervisor Thomas noted there is Senior advertisement through Counsel on Aging and suggested calling Joyce Lubben with questions.

ADM	34,400.64
CPS	1,592.97
ADM	2,513.99

The bills were unanimously approved. APPROVED.

**Resolution to Recognize Foster Families:** Supervisor Grahn moved the resolution to the floor, seconded by Supervisor Thomas. Ms. Salava presented the resolution to recognize Rock County foster families as May is Foster Care month. Foster families serve as a primary source of love, learning, self-esteem and nurturing for children. Family is the very foundation of our communities. Foster parents require specialized training. Foster parents have unique qualities which include flexibility, tolerance, patience and humor. There are 60 Rock County foster families, with more than 122 children and youth being provided safe, secure and stable homes. Some foster parents also adopt foster children when the children are unable to return home.

Each year a letter is sent to foster families from the Board. Supervisor Garrett moved to send a letter to foster families, seconded by Supervisor Fell. Sending a letter to foster families was unanimously approved. APPROVED.

The resolution was unanimously approved. APPROVED.

**Fast Feet For Families Announcement:** Mr. Titus distributed a handout on the Fast Feet For Families Statistics and some registration forms. The event has grown steadily each year. This is the 5<sup>th</sup> annual Fast Feet For Families event. The event will be held on Saturday July 25, 2015. Mr. Titus and Jenny Wilson began the event.

Mr. Titus explained every year we start at zero dollars, and contact vendors and sponsors from the community whose donations fund the event. All proceeds are used to provide foster family events.

There are raffle baskets donated by Rock County Staff. Anyone is welcome to buy tickets to win a basket. The baskets should be available to view the first week in July. Mr. Titus invited the Board members to take a look at the baskets the first meeting in July.

**Presentation from Department of Children and Families:** Ms. Thuli and Ms. Booe distributed information on the County/State Child Welfare Relationship and County Child Welfare Practices. Ms. Thuli and Ms. Booe oversee fourteen counties in the Southern Region including Rock County. Ms. Thuli's program areas of oversight are: Child Care, Child Support, Child Welfare (Child Abuse and Neglect, Out-of-Home Care), and W-2.

The Bureau of Regional Operations (BRO) serves as the liaison between county, local and tribal agencies, and the Wisconsin DCF; monitors performance and provides technical assistance to the county, local and tribal agencies; and serves as the Department's primary complaint resolution group. BRO works to be a support to the counties and is a neutral party in assessing areas where there is a need for technical assistance or support.

BRO serves as a liaison between counties and DCF by co-hosting many different regional meetings. BRO area Administrators are responsible for financial dissemination, information dissemination, monitoring, technical assistance and complaints.

DCFS Memo 2002-16 requires counties to have a child welfare complaint process based on HFS 94. BRO is DCF's primary vehicle for responding to complaints about a DCF-funded local county complaints. BRO supports counties first right to resolve the complaint, and will redirect the complainant to work with the local agency. BRO will alert the county to the complaint received. BRO's local contact for complaints is the Children, Youth and Families (CYF) program manager. In the case of a child welfare complaint, BRO will notify the CPS supervisor of the complaint. When necessary, BRO will work with the county supervisor to resolve the complaint. The role of BRO is to act as a neutral party in reviewing child welfare case practices to ensure agencies' compliance with applicable statutes, standards, and administrative reviews. In the event that a county has been found not to be fully compliant with the relevant statutes or procedures, BRO informs the county of this, and identifies strategies the county will need to use to come into full compliance.

Supervisor Schulz asked for the basic timeline for complaint resolution. Ms. Thuli advised BRO has five days to review and process complaints, however, we try to contact the supervisor at the county level the same day we get the complaint but always within in the five days. We have 30 days to work through a complaint. If there is a child safety concern or eminent danger in the home, we contact the county right away. We want the complaint to go to CPS or the Police Department not our office.

Supervisor Schulz asked when there is a more serious complaint and a child is removed, what should a parent do, if they feel the child was wrongfully removed. What are the parent's rights? The parent needs to work with the county worker. Removing a child is a very difficult decision, and the worker and the worker's supervisor make the decision and that decision is reviewed by the court. Ms. Schulz stated there should be more balance. Ms. Thuli advised fundamentally the protection of children's safety comes first, then the rights of the maltreater. The process on substantiated maltreater is standardized for all counties. The policy is posted on the DCF webpage under public policies 2014-16.

Ms. Williams asked once a complaint has gone through the county level and is not resolved then should the grievance be filed through BRO? Ms. Thuli advised they are not a liaison. BRO is the authority to make sure counties follow rules. Part of it is that people don't like the laws. Right now there are a lot of complaints from grandparents, but counties must follow the laws.

Ms. Williams expressed that complaints provide teachable moments for counties and it seems like the counties get the communication, but how do the families get the communication. Ms. Thuli advised the counties are to communicate with the complainant and when appropriate DCF communicates with the complainant. Ms. Schulz asked when an investigation is being done, does a parent have the right for legal consultation? Mr. Horozewski advised yes, they do have the right to legal consultation.

Ms. Thuli touched on the performance measures and explained the dashboard that is posted on the webpage as well. It is a chart that shows how counties are meeting the 60 day deadline to process CPS referrals. Rock County is at 99% which is well above the state percentage of 59%. Clearly, this is very difficult to attain and shows how Rock County CPS is doing a good job. Data also shows that from May 2014 to May 2015, there has been a significant increase in CPS referrals statewide.

**Presentation on the Child Protective Services (CPS) Process:** Mr. Horozewski followed up with the CPS court process at the county level. Every county follows the same process throughout Wisconsin. He distributed the Chapter 48 procedure flow chart. He explained 80% of cases referred are screened out because they do not meet criteria to be screened in. Those cases are referred to community agencies.

If a case is screened in, the worker has 60 days to complete the initial assessment. The worker meets with many people to complete the assessment. If a child is removed then the case goes to

the court for a Judge to decide if the child should remain out of the home. The Judge has 48 hours to hear the case. If the Judge agrees that the child should be out of the home, then the case goes through the court process. Some of these cases go to jury trial, and a jury decides the case. If the Judge does not agree the child should be out of the home, the child is returned home.

Judge Bates oversees Rock County CPS cases. Within 48 hours, the Judge makes the decision to continue or return a child. The Corporation Counsel, Guardian Et Litem, Public Defender, the District Attorney, CASA worker perhaps may be involved in the decision. A case that goes to trial can slow things down.

Mr. Horozewski explained most of the cases where a child is abused, a parent can obtain return of the child, if they complete all the stipulations a court assigns, for example, such as parenting classes, drug treatment etc.

Citizen Representative Williams requested the racial demographic information for the last year on the families provided CPS services and on the staff working with the families. Supervisor Schulz requested demographic data on the 80% who are screened out compared to the 20% of cases opened.

Supervisor Fell asked if Care House is used still. Mr. Horozewski explained Care House is utilized and works well to interview abused children with CPS, District Attorneys and the Police Department.

Supervisor Grahn asked if Rock County referrals have increased following the trend of the state. Mr. Horozewski explained Rock County referrals have been trending higher this last year. Our suspicion is the number of parents addicted to heroin and the number of parents with mental health issues have contributed to this rise. Ms. Klyve explained overall referrals are increasing in Wisconsin as well as severity of cases.

Citizen Representative Williams expressed concerns that this impacts everyone in the state. How is this information getting out to the community? Chair Knudson asked if we can get something out in the media. Ms. Klyve advised we can ask the media if they are interested in the trending, however, this should be balanced with caution. Mr. Boutwell advised we are watching the trending and handling the increase.

Ms. Klyve advised that she will mention it to other counties at the next Director's meeting and to Secretary Anderson. DCF might want to get information out statewide.

**Director's Report:** The public hearing typically is at the Job Center, in Room K after the regular HSD Board Meeting at 6:00 p.m. Supervisor Thomas moved to hold the Rock County Public Hearing on July 22, 2015, seconded by Supervisor Fell. The Rock County HSD Public Hearing will be on July 22<sup>nd</sup> at the Rock County Job Center, in room K, at 6:00 p.m. The motion was unanimously approved. APPROVED.

There is nothing new on the budget. However, there are some allocations recently received that will have an impact on the budget.

Ms. Klyve shared a handout from the Wisconsin Dental Association (WDA) that she will share with the Public Health Department. Ms. Schulz advised the WDA picks an area once a year to conduct a statewide clinic for people who need care.

Chair Knudson advised we will invite General Services to respond to Mr. Hicks comments at a subsequent meeting.

**Next Meeting:** Wednesday, June 24, 2015 at 4:30 p.m., at the Rock County Health Care Center, 3rd Floor Conference Room, Janesville, Wisconsin.

**Adjournment:** Supervisor Grahn motioned to adjourn, seconded by Citizen Representative Weaver-Landers with unanimous approval at 6:35 p.m.

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Jodi Parson, Administrative Secretary

**NOT OFFICIAL UNTIL APPROVED BY THE BOARD**