



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, July 22, 2015 – 4:30 p.m.**  
**Job Center, Room D/E, Janesville**

**AGENDA**

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of July 8, 2015 \*
4. Citizen Participation
5. Submission of Committee Requests
6. Approval of Contracts, Transfers, and/or Encumbrance – Ms. Mooren
7. Approval of Bills \* – Mr. Zuehlke
8. Vacant Nursing Home Building - General Services – Mr. Leu
9. Authorization to Purchase YSC Furniture \* – Mr. Horozewski
10. 2014 Annual Report – Economic Support – Ms. Heim
11. Director's Report \*
  - Budget Updates
12. Next Meeting: Wednesday, **August 12, 2015 at 4:30 p.m.** at the **Rock County Health Care Center, 3<sup>rd</sup> Floor Conference Room**, in Janesville, Wisconsin.
13. Adjourn

**Location**  
**Change**

**Public Hearing at 6:00 p.m., Rock County Job Center, Room K**

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.

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Rock County HSD

COMMITTEE APPROVAL REPORT

07/15/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3700-0000-62119	OTHER SERVICES					
36-3700-0000		P1500551	06/30/2015	KEALEY PHARMACY	1,258.65	
36-3700-1331		P1500549	06/30/2015	JANESVILLE PSYCHIATRIC CLINIC	3,010.00	
36-3700-1331		P1500554	06/30/2015	LUTHERAN SOCIAL SERVICES	1,476.25	
36-3700-1331		P1500631	06/30/2015	CROSSROADS COUNSELING CENTER	620.00	
<b>AODA BLOCK GRANT</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	224,912.00		193,303.67	3,015.00	6,364.90	22,228.43
36-3704-0000-62119	OTHER SERVICES					
36-3704-1331		P1500554	06/30/2015	LUTHERAN SOCIAL SERVICES	245.00	
<b>IDP</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	151,700.00		2,622.50	0.00	245.00	148,832.50
36-3707-0000-64604	PROGRAM EXPENSE					
36-3707-0000		P1501354	06/30/2015	MOVING ON LLC	472.50	
<b>CCS</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	48,935.00		3,313.83	0.00	472.50	45,148.67

I have examined the preceding bills and encumbrances in the total amount of **\$7,082.40**  
 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 Finance Committee and County Board.  
 B. Bills under \$10,000 to be paid.  
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: \_\_\_\_\_ Dept Head \_\_\_\_\_  
 \_\_\_\_\_ Committee Chair \_\_\_\_\_

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Rock County HSD

COMMITTEE APPROVAL REPORT

07/15/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3603-0000-64908 36-3603-3015	CONTRIBUTIONS		07/13/2015	ROCK COUNTY HUMAN SERVICES DEP	150.00	
<b>SPECIAL HSD</b>	Budget 8,000.00		YTD Exp 2,631.16	YTD Enc 374.75	Pending 150.00	Closing Balance 4,844.09
36-3634-0000-64604 36-3634-1803 36-3634-1814	PROGRAM EXPENSE		07/13/2015 07/13/2015	ROCK COUNTY HUMAN SERVICES DEP ROCK COUNTY HUMAN SERVICES DEP	200.00 20.00	
<b>CPS</b>	Budget 107,748.00		YTD Exp 85,052.42	YTD Enc 9,545.71	Pending 220.00	Closing Balance 12,929.87
36-3686-0000-44176 36-3686-0000	TAX INTERCEPT		07/13/2015	ROCK COUNTY HUMAN SERVICES DEP	299.65	
<b>DETOX SERVICES</b>	Budget 12,500.00		YTD Exp (1,574.30)	YTD Enc 0.00	Pending 299.65	Closing Balance 13,774.65
36-3699-0000-64604 36-3699-0000	PROGRAM EXPENSE		07/13/2015	ROCK COUNTY HUMAN SERVICES DEP	300.00	
<b>FAMILY SUPPORT P</b>	Budget 117,853.00		YTD Exp 25,924.64	YTD Enc 424.98	Pending 300.00	Closing Balance 91,203.38
36-3713-0000-64604 36-3713-2015 36-3713-2016	PROGRAM EXPENSE		07/13/2015 07/13/2015	ROCK COUNTY HUMAN SERVICES DEP ROCK COUNTY HUMAN SERVICES DEP	85.00 85.00	
<b>SHELTER PLUS</b>	Budget 14,220.00		YTD Exp 4,506.50	YTD Enc 4,181.01	Pending 170.00	Closing Balance 5,362.49

I have examined the preceding bills and encumbrances in the total amount of **\$1,139.65**  
 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 Finance Committee and County Board.  
 B. Bills under \$10,000 to be paid.  
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: \_\_\_\_\_ Dept Head \_\_\_\_\_  
 Committee Chair \_\_\_\_\_

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Rock County HSD

COMMITTEE APPROVAL REPORT

07/15/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3700-0000-62119	OTHER SERVICES					
36-3700-0000		P1500551	06/30/2015	KEALEY PHARMACY	1,358.75	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
AODA BLOCK GRANT	224,912.00		198,309.82	3,015.00	1,358.75	22,228.43

I have examined the preceding bills and encumbrances in the total amount of **\$1,358.75**  
 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 Finance Committee and County Board.  
 B. Bills under \$10,000 to be paid.  
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: \_\_\_\_\_ Dept Head \_\_\_\_\_  
 \_\_\_\_\_ Committee Chair \_\_\_\_\_

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Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3602-0000-62119 36-3602-0000	OTHER SERVICES	P1500670	06/25/2015	OFFICE PRO	277.59
<b>OVERHEAD</b>	Budget 32,037.00		YTD Exp 4,766.15	YTD Enc 2,045.44	Pending 277.59 Closing Balance 24,947.82
36-3602-0000-63100 36-3602-0000	OFC SUPP & EXP	P1500540	05/28/2015	E AND D WATER WORKS INC	40.25
<b>OVERHEAD</b>	Budget 74,288.00		YTD Exp 20,748.38	YTD Enc 40.25	Pending 40.25 Closing Balance 53,459.12
36-3603-0000-64605 36-3603-0000	NON-REIMB EXP	P1502183	07/01/2015	AMERICAN AWARDS AND PROMOTIONS	34.95
<b>SPECIAL HSD</b>	Budget 6,500.00		YTD Exp 1,716.85	YTD Enc 0.00	Pending 34.95 Closing Balance 4,748.20
36-3603-0000-64908 36-3603-3001 36-3603-3011 36-3603-3012	CONTRIBUTIONS	P1502464 P1502512 P1502512	06/29/2015 07/09/2015 07/09/2015	WISCONSIN FAMILY TIES SCHAFFER,ERICA SCHAFFER,ERICA	192.00 89.33 93.42
<b>SPECIAL HSD</b>	Budget 8,000.00		YTD Exp 2,781.16	YTD Enc 0.00	Pending 374.75 Closing Balance 4,844.09
36-3634-0000-62119 36-3634-5014 36-3634-5014	OTHER SERVICES	P1502513 P1502514	06/26/2015 06/26/2015	META HOUSE META HOUSE	3,600.00 3,600.00
<b>CPS</b>	Budget 109,990.00		YTD Exp 182,935.81	YTD Enc 17,000.00	Pending 7,200.00 Closing Balance (97,145.81) <i>transfer coming</i>
36-3634-0000-63300 36-3634-0000	TRAVEL		07/10/2015	MAGRATH,LAUREN	156.98
<b>CPS</b>	Budget 185,000.00		YTD Exp 100,900.10	YTD Enc 0.00	Pending 156.98 Closing Balance 83,942.92
36-3634-0000-64604 36-3634-1731	PROGRAM EXPENSE		06/30/2015	GOEDE,RICHARD H	4.55
<b>CPS</b>	Budget 107,748.00		YTD Exp 85,272.42	YTD Enc 9,545.71	Pending 4.55 Closing Balance 12,925.32
36-3646-0000-62119 36-3646-5015	OTHER SERVICES	P1500542	06/30/2015	FOUNDATIONS COUNSELING CENTER	835.61
<b>JUVENILE JUSTICE</b>	Budget 185,613.00		YTD Exp 71,248.03	YTD Enc 20,104.16	Pending 835.61 Closing Balance 93,425.20
36-3659-0000-62119 36-3659-0000	OTHER SERVICES	P1502515	06/26/2015	MARTYNA,BRYN L	2,979.00
<b>DMC</b>	Budget 0.00		YTD Exp 15,420.57	YTD Enc 0.00	Pending 2,979.00 Closing Balance (18,399.57) <i>transfer coming</i>

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3664-0000-63400 36-3664-0000	OPERATING SUPPLI		06/29/2015	GERBER,CARRIE	24.25	
<b>YOUTH SERVICES</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	44,734.00		21,968.29	10,440.47	24.25	12,300.99
36-3683-0000-64604	PROGRAM EXPENSE					
36-3683-0000		P1500540	07/01/2015	E AND D WATER WORKS INC	41.25	
36-3683-0000		P1502516	07/09/2015	ROCK COUNTY SENIOR FAIR	91.00	
<b>ADRC</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	30,000.00		10,407.55	3,740.13	132.25	15,720.07
36-3689-0000-64804	PROGRAM EXPENSE					
36-3689-0002		P1500561	08/02/2015	NORTHERN TOWN MOTEL	350.00	
36-3689-0004		P1500551	08/11/2015	KEALEY PHARMACY	23.95	
36-3689-1221		P1502463	07/02/2015	CUNNINGHAM,LORI D	1,231.00	
<b>CRISIS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	421,300.00		135,930.05	373.95	1,604.95	283,391.05
36-3690-0000-64200	TRAINING EXP					
36-3690-0000		P1502348	06/18/2015	PESI	379.98	
36-3690-5033		P1502461	06/30/2015	WILGOCKI MS SC,JENNIFER	375.00	
<b>OUTPATIENT SER</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	48,170.00		15,738.25	50.00	754.98	31,626.77
36-3694-0000-62119	OTHER SERVICES					
36-3694-0000		P1502542	05/31/2015	COMMUNITY ACTION INC OF ROCK &	8,384.20	
<b>AODA INNER CITY</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	46,500.00		16,478.38	0.00	8,384.20	21,637.42
36-3696-0000-62176	LABORATORY					
36-3696-0000		P1500572	06/15/2015	REDWOOD BIOTECH	204.28	
<b>TAP</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	24,000.00		0.00	204.27	204.28	23,591.45
36-3700-0000-62119	OTHER SERVICES					
36-3700-1326		P1500585	06/30/2015	TELLURIAN UCAN INC	4,785.00	
<b>AODA BLOCK GRANT</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	224,912.00		199,668.57	7,800.00	4,785.00	12,658.43
36-3701-0000-64604	PROGRAM EXPENSE					
36-3701-0000		P1500551	06/10/2015	KEALEY PHARMACY	254.55	
36-3701-0000		P1500640	06/30/2015	SRB PROPERTY MANAGEMENT LLC	600.00	
<b>JUSTICE&amp;MH COLLA</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	0.00		1,156.55	2,011.06	854.55	(4,022.16)
36-3702-0000-62176	LABORATORY					
36-3702-0000		P1500572	06/15/2015	REDWOOD BIOTECH	600.83	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>DRUG COURT</b>	64,000.00		13,884.02	600.83	600.83	48,914.32
36-3702-0000-64604	PROGRAM EXPENSE					
36-3702-0000		P1500540	07/01/2015	E AND D WATER WORKS INC		24.00
36-3702-0000		P1500551	06/30/2015	KEALEY PHARMACY		67.95
36-3702-0000		P1501286	06/25/2015	CHARTER COMMUNICATIONS		84.40
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>DRUG COURT</b>	31,223.00		16,064.54	5,617.85	176.35	9,364.26
36-3703-0000-64604	PROGRAM EXPENSE					
36-3703-2015		P1502438	06/30/2015	SUBWAY		500.00
36-3703-2015		P1502439	06/30/2015	DAIRY QUEEN		500.00
36-3703-2015		P1502447	06/19/2015	CORRECTIONAL COUNSELING INC		15.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>IDP ENHAN GRANT</b>	24,090.00		12,819.30	2,172.79	1,015.00	8,082.91
36-3704-0000-62176	LABORATORY					
36-3704-0000		P1500572	06/15/2015	REDWOOD BIOTECH		396.55
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>IDP</b>	40,000.00		17,949.64	18,096.17	396.55	3,557.64
36-3730-0000-62400	R & M SERV					
36-3730-1000		P1500524	06/08/2015	AARONS LOCK AND SAFE INC		49.75
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
<b>JOB CENTER</b>	137,291.00		9,242.41	2,847.78	49.75	125,151.08

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$30,886.62**  
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 Finance Committee and County Board.  
B. Bills under \$10,000 to be paid.  
C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

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

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



OSS 50706

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3634-0000-64604	PROGRAM EXPENSE					
36-3634-1802			07/13/2015	DABSON,AMANDA	1,140.00	
36-3634-1803			07/13/2015	MOTEL 6	207.96	
36-3634-1803		P1500561	07/13/2015	NORTHERN TOWN MOTEL	1,470.00	
36-3634-1803		P1500639	07/13/2015	SHOPKO INC #130	25.00	
<b>CPS</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	107,748.00		82,429.46	9,545.71	2,842.96	12,929.87
36-3646-0000-64604	PROGRAM EXPENSE					
36-3646-5016		P1500577	07/13/2015	SENTRY FOOD STORE	150.00	
36-3646-5016		P1501647	07/13/2015	ALLIANT ENERGY	369.00	
<b>JUVENILE JUSTICE</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	12,245.00		2,345.92	26.45	519.00	9,353.63

I have examined the preceding bills and encumbrances in the total amount of **\$3,361.96**  
 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 Finance Committee and County Board.  
 B. Bills under \$10,000 to be paid.  
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: \_\_\_\_\_ Dept Head \_\_\_\_\_  
 \_\_\_\_\_ Committee Chair \_\_\_\_\_

## **Request for Authorization to Purchase Youth Services Center Furniture**

The Human Services Department is requesting to purchase 17 open chests for Shelter Care at the Youth Services Center. These are free standing floor mounted chests with an open shelf design that will be used in Shelter Care for youth to store clothes and other personal items. Norix specializes in providing high-quality correctional furniture that is manufactured and engineered for the security and extreme durability that is required in institutional environments. Norix is the sole source for this furniture. This order will consist of 17 open chests for \$449.10 each plus shipping and handling of \$325.00. The total amount of this order is \$7,959.70. Funds are already included in the 2015 budget for this purpose.

**ROCK COUNTY HUMAN SERVICES DEPARTMENT  
DIRECTOR'S REPORT  
Wednesday, July 22, 2015**

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**HSD MANAGEMENT TEAM MEETING – June 30, 2015**  
Meeting Cancelled.

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**HSD MANAGEMENT TEAM MEETING – July 14, 2015**

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **Employee's Legal Names for Payroll**
- **Wisconsin Promise**
- **Bed Bug Policy**
- **Tracking Performance Evals**
- **CIP Projects**
- **Rock Stat**

INFORMATION ITEMS

**HSD Board Agenda**

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