



**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, September 10, 2014 – 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 August 27, 2014 \*
4. Citizen Participation
5. Approval of Contracts, Transfers, and/or Encumbrances – Ms. Mooren
6. Approval of Bills \* – Mr. Zuehlke
7. Report on County and HSD Diversity – Mr. O’Connell
8. Report on TAP Grant and NIATx Project – Ms. Flanagan
9. Director’s Report \*
10. Committee Requests for Future Agenda Items
11. Next Meeting: **Wednesday, September 24, 2014 at 4:30 p.m. at the Youth Services Center, Conference Room, in Janesville, Wisconsin.**
12. 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.

PURCHASE ORDER NUMBER P1401019 PEID 039405

## PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting ([balog@co.rock.wi.us](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) **and** Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto:jodi@co.rock.wi.us)). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 08/28/2014

DEPARTMENT HUMAN SERVICES

COMMITTEE HUMAN SERVICES

VENDOR NAME PACKAGE PRO

ACCOUNT NUMBER 36-3602-0000-62119

FUNDS DESCRIPTION OVERHEAD OTHER SERVICES

AMOUNT OF INCREASE \$ 9,500.00

INCREASE FROM \$ 20,559.00 TO \$ 30,059.00

ACCOUNT BALANCE AVAILABLE \$ 13,610.72 CM 08/29/14

REASON FOR AMENDMENT Additional funding needed for courier services.

## APPROVALS

GOVERNING COMMITTEE \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_

FINANCE COMMITTEE \_\_\_\_\_  
(If over \$10,000) Chair \_\_\_\_\_ Date \_\_\_\_\_

COUNTY BOARD \_\_\_\_\_  
(If over \$10,000) Resolution # \_\_\_\_\_ Adoption Date \_\_\_\_\_

OSS40902

Rock County HSD

COMMITTEE APPROVAL REPORT

09/03/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3600-0000-64200 36-3600-0000	TRAINING EXP		09/02/2014	KLYVE,CHARMIAN	739.51
<b>AGENCY MGT &amp; SUP</b>	Budget 16,220.00		YTD Exp 1,740.02	YTD Enc 5,000.00	Pending 739.51 Closing Balance 8,740.47
36-3602-0000-62119 36-3602-0000 36-3602-0000	OTHER SERVICES	P1400848 P1403014	08/18/2014 07/31/2014	OFFICE PRO PACKAGE PRO EXPRESS DELIVERY I	15.36 593.42
<b>OVERHEAD</b>	Budget 31,249.00		YTD Exp 15,985.21	YTD Enc 1,668.43	Pending 608.78 Closing Balance 12,986.58
36-3603-0000-64605 36-3603-0000 36-3603-0000 36-3603-0000	NON-REIMB EXP		09/02/2014 08/27/2014 08/22/2014	ANSELM,JENNIFER SENTRY FOOD STORE FAMOUS DAVES	14.99 100.56 188.05
<b>SPECIAL HSD</b>	Budget 6,993.00		YTD Exp 1,197.07	YTD Enc 288.61	Pending 303.60 Closing Balance 5,203.72
36-3634-0000-62119 36-3634-0000 36-3634-5013 36-3634-5013	OTHER SERVICES	P1402885 P1402971 P1402972	08/11/2014 07/31/2014 08/01/2014	SAINTA INC HOPE CHILD AND FAMILY COUNSELI CROSSROADS COUNSELING CENTER	140.00 1,947.00 259.00
<b>CPS</b>	Budget 102,400.00		YTD Exp 25,804.94	YTD Enc 2,346.00	Pending 2,346.00 Closing Balance 71,903.06
36-3634-0000-62176 36-3634-0000	LABORATORY	P1400626	07/31/2014	REDWOOD TOXICOLOGY LABORATORY	33.50
<b>CPS</b>	Budget 9,300.00		YTD Exp 5,286.71	YTD Enc 33.50	Pending 33.50 Closing Balance 3,946.29
36-3634-0000-62503 36-3634-0000	INTERPRETER FEES	P1400645	08/13/2014	SWITS LTD	918.00
<b>CPS</b>	Budget 1,500.00		YTD Exp 1,074.00	YTD Enc 918.00	Pending 918.00 Closing Balance (1,410.00) <i>transfer coming</i>
36-3634-0000-64200 36-3634-0000	TRAINING EXP	P1402868	08/14/2014	RADISSON HOTEL	80.00
<b>CPS</b>	Budget 17,736.00		YTD Exp 9,793.48	YTD Enc 3,760.00	Pending 80.00 Closing Balance 4,102.52
36-3634-0000-64604 36-3634-1803 36-3634-1803 36-3634-1814 36-3634-1814	PROGRAM EXPENSE	P1402986 P1402989 P1400665 P1400674	08/27/2014 08/01/2014 07/31/2014 08/08/2014	KWIK TRIP STORES VERLO MATTRESS FACTORY BELOIT DAILY NEWS GREGG INVESTIGATIONS INC	100.00 267.00 80.02 135.00
<b>CPS</b>	Budget 105,922.00		YTD Exp 52,410.63	YTD Enc 15,392.03	Pending 582.02 Closing Balance 37,537.32

36-3636-0000-64604 PROGRAM EXPENSE

COMMITTEE: SS - HUMAN SERVICES

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Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3636-0000		P1402991	08/27/2014	KWIK TRIP STORES	100.00	
<b>INDEPEND LIVING</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	7,969.00		2,140.28	100.00	100.00	5,628.72
36-3638-0000-64604	PROGRAM EXPENSE					
36-3638-2900		P1402897	07/29/2014	SAINTA INC	8,442.71	
<b>CPS SUB CARE</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	3,716,746.00		2,339,290.79	6,442.71	6,442.71	1,364,569.79
36-3646-0000-62119	OTHER SERVICES					
36-3646-5009		P1402990	07/28/2014	FFT LLC	779.54	
<b>JUVENILE JUSTICE</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	176,741.00		114,492.72	26,362.69	779.54	35,106.05
36-3646-0000-62176	LABORATORY					
36-3646-0000		P1400626	07/31/2014	REDWOOD TOXICOLOGY LABORATORY	5,472.98	
<b>JUVENILE JUSTICE</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	7,000.00		4,628.81	5,472.98	5,472.98	(8,574.77)
36-3646-0000-64604	PROGRAM EXPENSE					
36-3646-5016			08/26/2014	DOBSON,BENJAMIN	7.00	
36-3646-5016		P1400669	08/21/2014	SENTRY FOOD STORE	116.03	
36-3646-5016		P1402960	08/14/2014	SENTRY FOOD STORE	31.32	
<b>JUVENILE JUSTICE</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	8,450.00		5,516.28	322.85	154.35	2,456.52
36-3664-0000-61915	CERT/LIC/OTHER					
36-3664-0000		P1400723	08/07/2014	DEAN HEALTH SYSTEMS	144.00	
36-3664-0000		P1402929	07/31/2014	OCCUPATIONAL HEALTH CENTER	45.00	
<b>YOUTH SERVICES</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	2,850.00		1,076.50	189.00	189.00	1,395.50
36-3664-0000-62119	OTHER SERVICES					
36-3664-0000		P1402637	08/15/2014	INTERIM HEALTHCARE OF WISCONSI	1,090.00	
<b>YOUTH SERVICES</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	15,000.00		24,537.25	1,090.00	1,090.00	(11,717.25)
36-3664-0000-63400	OPERATING SUPPLI					
36-3664-0000		P1402232	08/01/2014	S AND S WORLDWIDE	233.36	
<b>YOUTH SERVICES</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	42,080.00		19,910.09	6,395.76	233.36	15,540.79
36-3666-0000-64200	TRAINING EXP					
36-3666-0000		P1402863	08/14/2014	CATHOLIC CHARITIES	135.00	
36-3666-0000		P1402867	08/14/2014	CROSS COUNTRY EDUCATION LLC	417.00	
<b>LTS - ACS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	2,505.00		1,840.99	597.00	552.00	(484.99)

*transfer coming*  
Closing Balance (8,574.77)

*transfer coming*  
Closing Balance (11,717.25)

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3671-0000-64200	TRAINING EXP					
36-3671-0000		P1402862	08/14/2014	UNIVERSITY OF WISCONSIN LACROS	300.00	
36-3671-0000		P1402879	08/18/2014	KALAHARI RESORT CONVENTION CEN	70.00	
36-3671-0000		P1402880	08/18/2014	KALAHARI RESORT CONVENTION CEN	70.00	
<b>ELDER ABUSE/NEG</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	0.00		0.00	600.00	440.00	(1,040.00)
36-3683-0000-64604	PROGRAM EXPENSE					
36-3683-0000		P1402543	08/19/2014	MMPR	2,228.90	
36-3683-0000		P1402687	08/19/2014	MMPR	186.95	
<b>ADRC</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	14,980.00		14,366.04	4,333.07	2,415.85	(6,134.96)
36-3689-0000-62119	OTHER SERVICES					
36-3689-0000		P1403015	07/22/2014	MERITER HOSPITAL INC	6,352.04	
36-3689-0000		P1403016	07/23/2014	MERITER HEALTH SERVICES	762.50	
36-3689-0000		P1403017	08/27/2014	WOODLAND ENHANCED HEALTH SERVI	5,000.00	
<b>CRISIS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	1,522,214.00		803,242.44	668,118.57	12,114.54	38,738.45
36-3689-0000-64604	PROGRAM EXPENSE					
36-3689-0000		P1400657	08/20/2014	JANESVILLE TRANSIT SYSTEM	1,170.00	
36-3689-1226		P1403013	08/01/2014	HEARTWARMING HOUSE	3,624.37	
36-3689-1414		P1402959	08/06/2014	PSYCHOLOGY CLINIC INC,THE	840.00	
36-3689-1614		P1402958	08/25/2014	MARCUS,JEFFREY A	720.00	
<b>CRISIS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	306,325.00		179,154.76	6,354.37	6,354.37	114,461.50
36-3690-0000-62119	OTHER SERVICES					
36-3690-0000		P1400652	08/01/2014	SAFEWAY PEST CONTROL	11.55	
<b>OUTPATIENT SER</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	65,966.00		43,565.95	20,981.75	11.55	1,406.75
36-3690-0000-62503	INTERPRETER FEES					
36-3690-0000		P1400645	08/13/2014	SWITS LTD	232.50	
<b>OUTPATIENT SER</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	9,000.00		8,127.72	232.50	232.50	407.28
36-3690-0000-64200	TRAINING EXP					
36-3690-0000			08/28/2014	GIBBONS,HEIDI	476.52	
36-3690-0000		P1402930	08/18/2014	UNIVERSITY OF WISCONSIN EXTENS	840.00	
36-3690-0000		P1402931	08/20/2014	RADISSON PAPER VALLEY HOTEL	70.00	
36-3690-0000		P1402932	08/20/2014	RADISSON PAPER VALLEY HOTEL	70.00	
<b>OUTPATIENT SER</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	13,170.00		7,857.45	1,050.00	1,456.52	2,806.03
36-3697-0000-64604	PROGRAM EXPENSE					
36-3697-0000			08/11/2014	SINGER,JENNA	63.28	
36-3697-0000		P1402882	08/05/2014	SHOPKO INC #130	62.95	

*Transit coming*  
Closing Balance  
(6,134.96)

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3697-0000		P1402987	08/27/2014	KMART CORP #4255	39.98	
<b>CFIS</b>	Budget 3,750.00		YTD Exp 2,873.87	YTD Enc 102.93	Pending 166.21	Closing Balance 606.99
36-3703-0000-64604	PROGRAM EXPENSE					
36-3703-2014		P1402883	07/14/2014	CORRECTIONAL COUNSELING INC	266.78	
36-3703-2014		P1402884	07/25/2014	CORRECTIONAL COUNSELING INC	201.77	
<b>IDP ENHAN GRANT</b>	Budget 5,205.00		YTD Exp 1,818.49	YTD Enc 468.55	Pending 468.55	Closing Balance 2,449.41
36-3704-0000-62176	LABORATORY					
36-3704-0000		P1400626	07/31/2014	REDWOOD TOXICOLOGY LABORATORY	114.88	
<b>IDP</b>	Budget 21,000.00		YTD Exp 9,035.06	YTD Enc 114.87	Pending 114.88	Closing Balance 11,735.19
36-3706-0000-62119	OTHER SERVICES					
36-3706-0000		P1400652	08/01/2014	SAFEWAY PEST CONTROL	23.45	
<b>CSP</b>	Budget 13,121.00		YTD Exp 6,701.79	YTD Enc 3,159.16	Pending 23.45	Closing Balance 3,236.60
36-3730-0000-62119	OTHER SERVICES					
36-3730-0000		P1400652	08/01/2014	SAFEWAY PEST CONTROL	38.00	
<b>JOB CENTER</b>	Budget 100,738.00		YTD Exp 57,965.25	YTD Enc 45,360.00	Pending 38.00	Closing Balance (2,625.25)

I have examined the preceding bills and encumbrances in the total amount of **\$44,461.77**  
 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 \_\_\_\_\_

OSS40903

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3634-0000-64604	PROGRAM EXPENSE					
36-3634-1724			09/01/2014	CADD,PEG	250.00	
36-3634-1724			09/01/2014	BAUMANN,SARA L	250.00	
36-3634-1724			09/01/2014	VETTER,JOAN	250.00	
36-3634-1822			09/01/2014	CADD,PEG	120.00	
36-3634-1822			09/01/2014	PHEN,HEIDI	120.00	
36-3634-1822			09/01/2014	WILSON,SUZANNE	120.00	
<b>CPS</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	105,922.00		52,992.65	14,469.98	1,110.00	37,349.37
36-3634-0000-68365	CH/FAM.INC.ALLOC					
36-3634-0000		P1400670	09/01/2014	SHOPKO INC #130	197.02	
<b>CPS</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	0.00		187.87	(187.86)	197.02	(197.03)
36-3642-0000-64604	PROGRAM EXPENSE					
36-3642-0000			09/01/2014	JANESVILLE TRANSIT SYSTEM	52.00	
<b>REUN SUPPORT</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	74,200.00		3,702.33	0.00	52.00	70,445.67

I have examined the preceding bills and encumbrances in the total amount of **\$1,359.02**  
 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 HUMAN SERVICES DEPARTMENT  
DIRECTOR'S REPORT  
Wednesday, September 10, 2014**

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**HSD MANAGEMENT TEAM MEETING – August 26, 2014**  
Meeting cancelled.

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