



ROCK COUNTY HUMAN SERVICES BOARD MEETING
Wednesday, September 9, 2015 – 4:30 P.M.

Call to Order: Chair Knudson called the meeting to order at 4:30 p.m. on Wednesday, September 9, 2015, in the 3rd 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; William Grahn, Supervisor; Linda Garrett, Supervisor; Kathy Schulz, Supervisor; Ashley Kleven, Citizen Representative; Shirley Williams, Citizen Representative; Terry Fell, Supervisor; and Terry Thomas, Supervisor.

Committee Members Absent: None.

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; Ted Schwarz, YSC Superintendent; Jennifer Anselmi, LTS Supervisor; Pat Nixon, ES Supervisor; Melissa Meboe, Crisis Program Manager, Amy Cottingham, CPS/CCS Program Manager; Maria Delgado, ES Supervisor; Jenna Singer, CCS Supervisor; Tom Seibert, JJ Specialist.

Others Present: Paula McGuire, AFH Provider. Jill Schultz.

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

Approval of Minutes of Human Services Board Meeting of August 26, 2015: Supervisor Grahn moved the minutes to the floor, seconded by Citizen Representative Weaver-Landers. The minutes were unanimously approved. APPROVED.

Citizen Participation: Paula McGuire introduced herself and stated her address. She previously was an Adult Family Home (AFH) provider in Rock County. She has provided senior care for eight years, and three years in Rock County. She feels she was treated unfairly as her AFH certification was revoked because she did not document on a MAR. She stated she has compassion and integrity in her work. Chair Knudson advised that there is an appeal process and a decision on her appeal will be made soon.

Submission of Committee Requests: Citizen Representative Weaver-Landers requested a report on how many Termination of Parental Rights (TPR) petitions have been filed this year.

Approval of Contracts, Transfers, and/or Encumbrances: Supervisor Thomas moved two contracts and one encumbrance to the floor, seconded by Citizen Representative Kleven. The encumbrances were unanimously approved. APPROVED.

Approval of Bills: Citizen Representative Weaver-Landers moved the bills to the floor, seconded by Supervisor Fell. Supervisor Schulz asked about transfers. Mr. Zuehlke responded to questions.

ADM	28,467.19	AODA	1,107.85
ADM	2,640.56		

The bills were unanimously approved. APPROVED.

Introduction of New Staff: Mr. Horozewski introduced Ted Schwarz, the YSC Superintendent. Mr. Schwarz worked as a supervisor in the Mendota Juvenile Treatment Center (MJTC) for over ten years. The MJTC is a secure mental health facility, and the most challenging youth are placed there. The MJTC is a national model for rehabilitating youth.

Ms. Nixon introduced Maria Delgado, ES Supervisor. Ms. Delgado has been an ES Specialist for four years. She recently accepted the ES Supervisor position on August 17th. She is transitioning to her new position and will be supervising the Call Center staff.

Ms. Meboe introduced Bette Trimble, Crisis Supervisor. Ms. Trimble has been with the County for two months and already is deeply involved with the Unit. She worked as the Crisis Stabilization Coordinator for the school district and also worked privately with Madison Community Health in child welfare.

Ms. Cottingham introduced Jenna Singer, who recently accepted the CCS Supervisor position. She will transition from the Diversion program Supervisor to her new position on September 21st. Ms. Klyve advised Ms. Singer received high praise from the State in working with the PATHS program.

Resolution to Recognize Marylane Kalember: Supervisor Grahn moved the resolution to the floor, seconded by Supervisor Thomas. Ms. Kalember was not able to attend the meeting. Ms. Singer presented the resolution and explained Ms. Kalember has served the citizens of Rock County for 42 years as a dedicated and valued employee of Rock County. Ms. Kalember began her career in 1973 as a Unit Aid in Rock Haven's Intensive Care Unit. She transitioned to the Rock County Hospital and worked several years in various positions on the acute and long term psychiatric, geriatric and detox and substance abuse units. In 1990, she transitioned to CPS where she has been providing family skill building and supporting families in the reunification process. Ms. Kalember excelled at supporting families experiencing significant challenges due to mental health concerns. Ms. Kalember was a real asset to families that were separated due to substance abuse concerns. The resolution was unanimously approved. APPROVED.

Report on New Staff Onboarding: Mr. Boutwell explained we have been working on a new procedure for onboarding new staff. The I.T. Department brought to his attention that we were not giving them enough notice to set up computers and phones for new hires. We also wanted to have better communication with HR when staff start and when staff leave. This procedure will be used for a variety of changes such as lateral moves, new hires, terminations, physical moves and interns. Mr. Boutwell distributed the updated HSD Staff changes Policy and Procedure. Basically with the new Outlook system for email and electronic forms, we are able to electronically notify staff of changes, new hires, and terminations now.

Now, when a new employee starts, we have face to face contact with them and an orientation to walk through phones, keys, and HIPAA. It is important to make sure new staff understand what we do as a Department and our divisional structure. We have five staff who rotate giving the orientation and introducing the new hires to management. We hope this provides them with a better feeling when starting in the agency and a better foundation. We also hope it helps with retention of staff. This was implemented about six weeks ago and it is going well.

Director's Report: Ms. Klyve distributed a handout and explained there will be another ACA signup November 1, 2015 through January 31, 2016 at the Job Center. Two years ago the federal government sent out letters to participants to sign up for benefits. The Southern Consortium will be receiving about 1,200 cases with Rock County receiving approximately 560 cases. We will likely receive a lot of calls. Supervisor Grahn asked if there will be staff to help people who walk into apply. Ms. Klyve explained there will be staff available to determine if someone is eligible for BadgerCare. If they do not qualify for BadgerCare our employees will refer people to the

appropriate location to get assistance. Mr. Boutwell advised there will be a lot of people in the community providing assistance, and we will steer people to the right place. Mr. Grahn asked about someone needing hospitalization immediately for drug or alcohol abuse. Ms. Klyve advised if a person is hospitalized a determination would be completed to see if they are eligible for Badger Care. If not, hospitals and clinics have certified counselors to provide assistance to help clients figure out other options. Supervisor Grahn stated the State Journal implied Obamacare is providing better services. Ms. Klyve stated with the ACA more uninsured have benefits, but there is still a group just above the eligibility cutoff that do not qualify for BadgerCare, with limited income, so it is difficult for those individuals. However, we encourage people to get insurance if they can.

Next Meeting: Wednesday, September 23, 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 Supervisor Fell with unanimous approval at 5:16 p.m.

Jodi Parson, Administrative Secretary

NOT OFFICIAL UNTIL APPROVED BY THE BOARD