



**ROCK COUNTY  
HUMAN SERVICES BOARD MEETING  
Wednesday, February 14, 2024 – 4:30 P.M.**



**Call to Order:** Chair Knudson called the hybrid meeting to order at 4:30 p.m. on Wednesday, February 14, 2024, at the Dr. Daniel Hale Williams Rock County Resource Center, Janesville, WI.

**Committee Members Present:** Brian Knudson, Supervisor; Ron Woodman, Supervisor; Wes Davis, Supervisor; Jeremy Zajac, Supervisor; Phil Boutwell, Citizen Representative; and Kathy Schulz, Supervisor.

Virtual Attendees: Barb Tillman, Supervisor; and Sally Jean Weaver-Landers, Citizen Representative.

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

**Staff Present:** Kate Luster, Director; Tera Oconnor, Deputy Director; Sara Mooren, Administrative Services Manager; Ryan Trautsch, Youth Justice (YJ) Program Manager; Kendra Schiffman, Analyst; Kathleen Wellnitz, Administration Secretary; Barb Bleiler, Data System Management & Support (DSMS) Manager; and Linda Hardie, Nutrition Program.

Virtual Attendees: Anissa Welch, YJ. Shelby Puppe, Child Protective Services (CPS).

**Others Present:** Adam McMiller, Aramark representative. Charles Flynn.

**Approval of Agenda:** Citizen Representative Weaver-Landers moved the agenda to the floor, second by Supervisor Zajac. The agenda was unanimously approved. Approved.

**Approval of Minutes of Human Services Board Meeting on January 24, 2024:** Supervisor Zajac moved the minutes to the floor, second by Supervisor Davis. The minutes were unanimously approved. Approved.

**Public Comment:** None.

**Communications and Announcements from Staff and Board Members:** Ms. Luster advised there will be a community event for the people effected by the recent tornado on Friday at 6pm, there will be representatives from Human Services and other community agencies there.

Supervisor Schulz advised there seems to be interest from other landlords stepping up to buy some properties of which notices went out to recently from a landlord to vacant their homes.

**Approval of Contacts:** Supervisor Zajac moved five contracts to the floor, second by Supervisor Woodman. Ms. Mooren advised there were four renewals and one new contract for a home modification for a Children's Long-Term Support (CLTS) client. The contracts were unanimously approved. Approved.

**Review Bills Paid:** Ms. Mooren advised Ms. Cline was not able to attend. She noted that she distributed a handout for the Board members to reference for account number detail.

### **Review and Approval of Resolutions:**

**Recognizing Anissa Welch** – Citizen Representative Weaver-Landers moved the resolution to the floor, second by Citizen Representative Boutwell. Mr. Trautsch introduced Anissa Welch and presented the resolution. Ms. Welch has served the citizens of Rock County for over thirty-one years as a dedicated and valued employee of Rock County. She began her work in 1993 as an Economic Support Specialist and a W-2 Family Financial Counselor, then to Child Protective Services as a Family Skills Specialist. Later she became a Deferred Prosecution case manager, Group Facilitator. For the past 21 years a Youth Justice Case Manager. Anissa is supportive, reliable, receptive to feedback, competent, dedicated, and personable. She will be missed. The resolution was unanimously approved. Approved.

**Recognizing Jodi Baumann:** Citizen Representative Weaver-Landers moved the resolution to the floor, second by Supervisor Woodman. Ms. Luster introduced Jodi Baumann and presented the resolution. Ms. Baumann has served the citizens of Rock County for over 33 years as a dedicated and valued employee of Rock County. She began her career in 1990 as a Terminal Operator in Human Services, then an Account Clerk for Long Term Support, later promoted to Secretary for Budget and Procurement. In 2011 transitioned to the Secretary to the Human Services Director. She has provided essential daily support to the Human Services Director and the management team and played an integral role in supporting the work of the Human Services Board. She has shown compassion and professionalism with clients coordinating grievances and complaints. The resolution was unanimously approved. Approved.

**Approving Awards of the Opioid Settlement Funds for Sober Living and Treatment Proposals:** Supervisor Davis moved the resolution to the floor, second by Citizen Representative Boutwell. Ms. Luster presented the resolution and explained the Rock County Opioid Settlement funds plan prioritized Sober Living and access to higher level treatment in Rock County. Human Services developed and issued two RFPs to solicit proposals. The RFP review panel, consisting of Human Services staff and other community agencies recommended that all four of the proposals submitted be funded, which she described in detail. There is a little variation from the original amounts which she explained in detail, but the overall amount did not change. She responded to questions. All applicants were awarded funding. The resolution was unanimously approved. Approved.

**Awarding Contract for Nutrition Program Food Preparation and Delivery:** Supervisor Zajac moved the resolution to the floor, second by Citizen Representative Weaver-Landers. Ms. Luster presented the resolution and explained that a couple weeks ago she informed the Board HSD was looking for a new vendor for the ADRC Nutrition program. HSD would like to award Aramark the contract. The proposed contract is within the budget HSD allocated and comparable to what we were expecting to spend. Mr. McMiller and Ms. Hardie were present to answer questions. Mr. McMiller responded to questions regarding where meals would be made, and other agencies they serve which includes school districts. The resolution was unanimously. Approved.

### **Reports and Update:**

**Semi-Annual Report** – Ms. Luster informed the Board of two staff who attended a training or conference which was over \$1,000 within the timeframe of July to December 2023. She provided details and there were no questions.

**Report on Staff Wellbeing Survey Results:** Ms. Luster overviewed the results of the staff wellbeing survey. She recognized Dr. Schiffman for her work on the data analysis and for creating the report. HSD is prioritizing staff wellbeing, and the survey is for HSD to get a clear look at where HSD is, in terms of employee satisfaction. Particularly related to the identified wellbeing pillars – safety, voice, growth, inclusion, trust, and an umbrella of all equity. The survey was developed to learn and measure progress with the wellbeing pillars. Some questions were used from previous surveys to help measure progress over time. We received feedback from the Core Steering Committee and IMT first before it was sent out

to all staff. Ms. Luster advised there was a high response rate of 72%, which is higher than previous years. Ms. Luster explained in more detail the highlights of the report. She explained there will be a workgroup which will meet four times this year, it will be a group of management and non- management staff who will be nominated by peers. Their priority will be reviewing the survey results to produce meaningful and doable actions that are informed directly by the staff survey. The plans and results of that group will be presented to the Board in the future. Ms. Luster responded to questions regarding the physical safety results, time of service, focus of analysis, adding reverse scale questions, trust results, and follow up. Dr. Schiffman received very high praise for her report from multiple Board members. Comments also included the investment and focus on leadership and the undertaking of the survey being helpful for the Board.

**Report on HSD Response to Client Housing Displacements:** Ms. Luster advised that most are probably aware of the landlord who has sent out notices to vacate for many tenants in the City of Janesville. Ms. Luster shared that HSD in response is participating in emergency planning with the City of Janesville and the County's Emergency staff as well. HSD's particular focus is on our clients. HSD cross referenced addresses and about 46 clients were involved. Staff were notified of their clients and instructed to work with clients and help them as much as needed. Friday there is a meeting for this group only, invite only for these tenants only. HSD will have representatives there from ADRC, BH and Connections, and ES to provide resources to help manage situations. The focus is to try to mitigate needs for any tenants receiving any eviction notice.

**Committee Requests:** None.

**Next Meeting:** Wednesday, February 28, 2024, at 4:30 p.m. – will be a hybrid meeting via zoom and in-person at the Dr. Daniel Hale Williams Resource Center, 1717 Center Avenue, Janesville, WI.

**Adjournment:** Supervisor Davis moved to adjourn, second by Supervisor Schulz with unanimous approval at 5:54 p.m.

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Jodi Parson, Secretary

**NOT OFFICIAL UNTIL APPROVED BY THE BOARD**