



**ROCK COUNTY  
HUMAN SERVICES BOARD MEETING  
Wednesday, September 10, 2025, at 4:30 PM**



**Call to Order:** Chair Knudson called the meeting to order at 4:30 p.m. on Wednesday, September 10, 2025, in the Boardroom, at the Dr. Daniel Hale Williams Rock County Resource Center, Janesville, WI.

**Committee Members Present:** Supervisor Brian Knudson, (Chair); Supervisor Ron Woodman (Vice Chair); Supervisor Kathy Schulz; Supervisor April Whitledge; Citizen Representative Lori Stottler; YIG Representative Emma Kinzelman

**Virtual Committee Members:** Citizen Representative Ashley Hoffman; Supervisor Barb Tillman

**Committee Members Absent:** Citizen Representative Phil Boutwell; Supervisor Genia Stevens

**Staff Present:** Kate Luster, Director; Greg Winkler, Deputy Director; Sara Mooren, Administrative Services Manager; Jillian Bauer, Business Supervisor.

**Virtual attendees:** Chuck Flynn

**Approval of Agenda:** Supervisor Woodman moved the agenda to the floor, second by Supervisor Schulz. The agenda was unanimously approved by voice vote. Approved.

**Approval of Minutes of Human Services Board Meeting August 27, 2025:** Supervisor Whitledge moved the minutes to the floor, second by Supervisor Schulz. The minutes were unanimously approved by voice vote. Approved.

**Public Comment:** None

**Communication and Announcements from Staff and Board Members:** Ms. Luster reviewed several upcoming community events and highlighted the Senior Fair that will be at the DWRC this Friday, 9/12/2025. There will also be a Transportation Summit & Community Event on 9/19/2025 sponsored by the ADRC in which the public is invited to.

**Approval of Contracts:** None

**Review of Bills:** Ms. Bauer presented the bills paid. No questions from the HSD Board.

**Review and Approval of Resolutions:**

**Recognizing Shawna Mills** - Supervisor Tillman moved the resolution to the floor, second by Supervisor Woodman. Mr. Winkler recognized Ms. Mills for her 11 years as a valued employee with Rock County. Throughout her years with Rock County, she was committed to helping those with severe and ongoing mental illness. Through her strong

person-centered approach her clients felt heard. The resolution was unanimously approved by voice vote. Approved.

## **Reports and Update:**

### **Director's Report:**

**2025 HSD Budget to Actual** – Ms. Luster introduced Ms. Mooren to give us an overview of the documents previously emailed to all board members. We are currently estimating that we will be about \$484,000 under budget in tax levy in 2025. Ms. Mooren went over the highlights and gave explanations on areas that were both under and over budget and then responded to questions.

**Update Regarding the CORE Wellbeing Action Team (CWAT)** – Ms. Luster gave an update on CWAT. This is an HSD team that combines both leadership and non-leadership members to plan action steps related to organizational culture and employee wellbeing. They have met three times so far this year to work on action steps to prioritize positive work culture. There has also been more in-depth discussion about overtime after 8 hours/40 hours policy and taking steps to make sure staff have accurate information. The final CWAT meeting will be in November. Ms. Luster responded to questions.

**Committee Requests:** Supervisor Woodman requested a future agenda item to review staffing levels and where the HSD currently is regarding vacancies.

**Next Meeting:** Wednesday, September 24, 2025, at 4:30 p.m. – will be a hybrid meeting via Zoom and in-person at the DWRC, in the **Boardroom**, 1717 Center Avenue, Janesville, WI. If you cannot make the meeting, please email Chrissy Arambula ([Christina.Arambula@co.rock.wi.us](mailto:Christina.Arambula@co.rock.wi.us)) to ensure a quorum is present.

**Adjournment:** Supervisor Whitledge motioned to adjourn, second by Supervisor Schulz with unanimous approval at 4:56 PM.

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Chrissy Arambula, Administrative Professional III

**NOT OFFICIAL UNTIL APPROVED BY THE BOARD**