

AGENDA

**Jefferson County Human Services Board
Jefferson County Workforce Development Center
874 Collins Road, Room 103, Jefferson, WI 53549
December 10, 2013 at 8:30 a.m.**

Committee Members:

**Jim Mode, *Chair*
Dick Jones, *Secretary*
Julie Merritt
Augie Tietz**

**Pamela Rogers, *Vice Chair*
John McKenzie
Jim Schultz**

- 1. Call to Order**
- 2. Roll Call/Establishment of Quorum**
- 3. Certification of Compliance with the Open Meetings Law**
- 4. Review of the December 10, 2013 Agenda**
- 5. Citizen Comments**
- 6. Approval of November 12, 2013 Board Minutes**
- 7. Communications**
- 8. Review of October, 2013 Financial Statement**
- 9. Review and Approve November, 2013 Vouchers**
- 10. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging and Disability Resource Center**
- 11. Review and Approve the RFP response for the Birth to Three Program**
- 12. Review and Approve Transportation Plan**
- 13. Review and Approve 2 Part time Driver positions**
- 14. Update on Community Care Resources**
- 15. Review and Approve contract with Community Care Programs**
- 16. Updates from Wisconsin County Human Services Association**
- 17. Set next meeting date and potential agenda items (January 14 at 8:30 a.m.)**
- 18. Adjourn**

The Board may discuss and/or take action on any item specifically listed on the Agenda
Special Needs Request - Individuals requiring special accommodations for attendance at the meeting
should contact the County Administrator 24 hours prior to the meeting at 920-674-7101
so appropriate arrangements can be made.

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
November 12, 2013

Board Members Present: Jim Mode, Pam Rogers, Richard Jones, Augie Tietz, Jim Schultz and John McKenzie

Absent: Julie Merritt

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Support Manager Jill Johnson; Office Manager Donna Hollinger; County Administrator Ben Wehmeier, and County Board Chairman John Molinaro.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 8:30 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Merritt absent/Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE NOVEMBER 12, 2013 AGENDA

No Changes

5. CITIZEN COMMENT

No Comments

6. APPROVAL OF THE OCTOBER 8, 2013 BOARD MINUTES

Ms. Rogers made a motion to approve the October 8, 2013 board minutes.

Mr. Jones seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Ms. Cauley reported on the following items:

a) Community Recovery Services

We received a very nice email from the reviewers of our CRS program (attached)

b) Southern Consortia Performance Snapshot (attached)

c) Door County Legislative Committee letter

The letter addresses their concerns regarding enhanced Medicaid funding in order to raise the BadgerCare income limit. (attached)

d) Dementia Care Summit

We received a thank you letter from Secretary Rhoades for participating in the Dementia Care Stakeholder Summit.

8. REVIEW OF SEPTEMBER, 2013 FINANCIAL STATEMENT

Ms. Daniel reviewed the September 2013 financial statements (attached) and said that there is a projected positive year-end fund balance of \$80,379. If we have a balance unclaimed from the IM Accountable Care Act funds, we can carry it over to 2014. We are projecting to carry over \$50,000. She also discussed the capital projects that have been completed and what is left to do this year. Ms. Daniel also presented the summary sheet and financial statements (attached) that detail revenue, expenses, tax levy and variance by program within each Division and discussed the areas that are having the most impact on the budget. She also presented reports showing Alternate Care and Commitment costs (attached).

9. REVIEW AND APPROVE OCTOBER, 2013 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of vouchers totaling \$501,653.50 (attached).

Mr. Jones made a motion to approve the October, 2013 vouchers totaling \$501,653.50.

Ms. Rogers seconded.

Motion passed unanimously.

10. DIVISION UPDATES: CHILD & FAMILY RESOURCES, BEHAVIORAL HEALTH, ADMINISTRATION, ECONOMIC SUPPORT, AND AGING & DISABILITY RESOURCE CENTER

Child & Family Resources:

Ms. Cauley reported for Mr. Ruehlw on the following items:

- The Daily Union had an article regarding how child maltreatment alters the brain circuitry of children who have experienced trauma. This ties into an initiative for next year because we have partnered with Walworth and Rock Counties to have a Trauma Informed Care System. We will work with schools to understand how maltreatment impacts children.
- Delinquency referrals have increased after a 5-year decrease. It appears to be a statewide trend.
- We sent out an RFP for the Birth to Three program and received two responses. This will be put on the December agenda.
- Special prosecutor, Henry Plum, completed five more Termination of Parental Rights and hopes to complete two more this year.
- We met with Judge Wambach during a juvenile roundtable meeting and it went well.

Behavioral Health:

Ms. Cauley reported on the following items:

- Deputy Bill Dandoy gave an excellent active shooter training to everyone at Human Services
- Emergency Detentions are up. We are projecting 153 for the year compared to 123 from last year. We have been seeing serious suicide attempts.
- We continue to meet with Rock and Walworth Counties to discuss regionalizing the CCS program. By the end of the year, counties must submit an "Intent to Provide" form to explain who we will be regionalizing with, what shared services we will have, and how many people we expect to serve. We will be partnering with Walworth & Rock Counties, to share providers, training of providers and staff, employment services, compliance and quality assurance.

Administration:

Ms. Daniel reported on the following items:

- We will be receiving \$82,156 additional revenue for the Early Intervention Program.
- We are preparing for year-end and the auditors will be here the end of December.
- We are working on the 2014 rate settings as well as contracts.

Economic Support:

Ms. Johnson reported on the following items:

- Discussed the Southern Consortia Performance Snapshot (see 7b) compared to the statewide consortiums. We also have a consortium trainer that will be in Jefferson about one day a week.
- A new state letter will be mailed to Badger Care recipients.
- A new employee will begin Monday as a certified application counselor.
- All four new IM workers are trained.

11. REVIEW AND APPROVE STATE/COUNTY CONTRACTS FOR 2014

Ms. Daniel disbursed a resolution authorizing execution of state human services contracts and consortium authorizing the Director or Administrative Services Division Manager to execute contracts as listed.

Mr. Mode made a motion to approve the resolution and to send it to the county board.

Mr. McKenzie seconded.

Motion passed unanimously.

12. REVIEW AND APPROVE UPDATED 2013 CONTRACTS

Ms. Daniel disbursed a 2014 Provider Contract and talked about the new contracts. (attached) The contract with Rehab Resources, Inc should be excluded and will be included on the December agenda.

Ms. Rogers made a motion to approve the updated 2013 contracts excluding Rehab Resources.

Mr. Tietz seconded.

Motion passed unanimously.

13. REVIEW AND APPROVE ADRC COMMITTEE APPOINTMENT FOR ELLEN HAINES

Ms. Rogers made a motion to approve the appointment of Ellen Haines to the ADRC Committee.

Mr. Jones seconded.

Motion passed unanimously.

14. REVIEW TRANSPORTATION PLAN

Ms. Cauley reported that the public hearing regarding the transportation plan is scheduled for December 2. Our full time van driver is retiring. Ms. Torum has been considering other options. We met with cab companies to problem solve. Pending the public hearing, the plan is to have two part time van drivers and to purchase two new vehicles using state funds. We would also contract with Brown Cab to provide taxi rides to people living between Jefferson and Fort Atkinson for medical services. The contract would be \$9,000. Individuals would still

call Human Services to schedule a ride, and there would be \$1 copay to the rider. This does not impact our budget.

15. REVIEW AND APPROVE LEASES AT WDC

Ms. Cauley discussed the Rental-Lease Agreements, (attached) which was discussed at the infrastructure meeting.

Ms. Rogers made a motion to approve the lease agreements as presented.

Mr. Jones seconded.

Motion passed unanimously.

16. REVIEW AND APPROVE CREATING PART TIME GROUP HOME POOL WORKERS

Ms. Cauley reported that currently we have two part time workers who work 19 hours per week at the Lueder Haus group home. They also fill in for others who are sick or on vacation, and thus risk going over the allotted 19 hours. We would like to create pool positions which wouldn't increase the budget and may even save money due to no more overtime. This would then need to go to the Human Resources for final approval.

Mr. McKenzie made a motion to approve creating a pool of part time group home workers.

Ms. Rogers seconded.

Motion passed unanimously.

17. REVIEW AND APPROVE STATE USE RFP

Ms. Cauley reported that Opportunities is applying for a grant (attached) and is asking us to be the fiscal agent. Opp. Inc would provide employment services to children and youth aging out of foster care. They are also approaching Waukesha and Dane counties. Our own youth would be using these services.

Mr. Jones made a motion to approve the State Use RFP with Opportunities Inc.

Mr. Schultz seconded.

Motion passed unanimously.

18. UPDATE ON PATIENT PROTECTION AND AFFORDABLE CARE ACT

Ms. Johnson updated the board on the many changes regarding the Patient Protection and Affordable Care Act.

19. UPDATE ON POST RE-UNIFICATION FUNDING

Ms. Cauley reported that this is a performance contract with the Department of Children & Family. The goal is to reduce re-entry into out of home placements by enhancing post re-unification support services for children and their families after a child returns from an out-of-home care placement to his/her family. The child welfare agency will support children and their families during the initial 12 months after reunification through services and supports that are tailored to meet the child's and the family's unique needs. The Post-Reunification Support Program is intended to help the family remain stable, promote positive outcomes for the child and family, and prevent the recurrence of abuse or neglect. The post-reunification support period is to connect the family to community and natural supports, to the extent possible and appropriate, so that the family can continue to have support and be successful after the 12-month post- reunification period ends. We applied and received the funding, and

will find out today if it is for the 10 children per month that we asked for. We will track the success of these children. The grant funds three children to our funding one.

20. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION; FALL CONFERENCE IS 12/6 AND WE HAVE 4 FREE REGISTRATIONS

- The fall conference is December 6, and we have four free registrations.
- Ms. Cauley discussed the response that WCHSA and WCA wrote to the Mental Health task force.
- The statutes regarding the Redesign is on hold as Kitty Rhoades from the Dept of Health Services is concerned that this isn't necessary. The Redesign Committee will be meeting again on Nov 20 to discuss what steps they will take next.

21. REVIEW AND APPROVE RATES FOR 2014

Ms. Daniel discussed the 2014 Billing/Charges Rates, citing concerns regarding the Protective Payee rates. After much discussion, Ms. Cauley suggested that we could approve the rates, but also send a letter to the CMO that payees would not do Medicaid applications.

Ms. Rogers made a motion to approve the rates for 2014 as presented.

Mr. Tietz seconded.

Motion passed unanimously.

22. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be on Tuesday, December 10 at 8:30 a.m.

Discuss the RFP for the Birth to Three Program

23. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Ms. Rogers seconded.

Motion passed unanimously.

Meeting adjourned at 10:05 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, December 10, 2013 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549

Financial Statement Summary October, 2013

A positive fund balance of \$139,619 is projected for year-end. This factors in for the new Economic Support Staff. If we have a balance unclaimed from the IM Accountable Care Act funds (ACA) we can carry these funds over to 2014. I am projecting a \$50,000 carryover for these funds.

Winnebago/Mendota invoice was \$62,382.00 on a net basis. One of the clients that we spent \$62,000 has Medicare and we haven't received the payment from Medicare yet. For the remaining 2 months I have projected an average of \$79,150 per month on a net basis. Overall expenditures for the hospital are as follows:

October Ledgers	Actual	Budget	Projection
Revenues	\$ 399,035		\$ 478,843
Expenditures	\$ 1,190,543		\$ 1,428,651
Net Balance \$	\$ 791,508	\$829,501	\$ 949,808

Summary of variances:

Revenue: Overall Revenues are favorable by \$525,255. Projection without WPS -TPA \$332,201 favorable. The wild card is how much will we earn for WIMCR. Currently we have \$320,000 in the projection.

Note: Revenues/Expenses need to be booked for WPS-TPA payments/revenue (\$193,054) for Waiver Programs. This is a change from the budget. The State changed the directive on how this has to be recorded.

Expenditures: Unfavorable by \$374,636. See note above concerning WPS-TPA. Projection without WPS is \$181,582 over budget.

Our 2013 budget includes the carryover from 2012, i.e. our non-lapsing expenditures. This tax levy revenue can be found in the "Fund Balance Unreserved" category on our balance sheet.

Major Classifications impacting the Balance (based on August)

- **Salary over budget by \$15,075:** No overtime was budgeted and we did incur \$20,221 of overtime through October. Some of the overtime was in the ADRC area and the state provided additional revenue.
- **Fringes under budget by \$290,893:** Economic support positions factored in total for projections.
- **Children Alternate Care over budget by \$512,189 offset by savings for children waiver of \$298,697:** Seven children were moved out of placement.

- **Children's Waiver under budget by \$298,697 (No WPS-TPA):** The state changed how we need to account for the waiver program versus last year. We are now booking the revenue and the expenditures that are being paid by WPS to the providers for the waiver program. This entry nets out to zero but the revenue and the expenditures in total increases. The budget did not include the WPS payments to providers since the instructions from the state were previously different. For the waiver program, we were approved for 2 children in August and 2 children in October.
- **Hospital/Detox over budget by \$107,219 (Net basis):** For State reporting, hospital revenue received is being applied against the expenditures on the books. Due to new state reporting requirements, last May we began charging this to a separate revenue account.
- **Operating Costs under budget by \$110, 835:** Maintenance is working on some of the non-lapsing/budget projects to finish these prior to year end. Finish projects include remodeling three work regions, purchasing vehicles from the sheriff's department and repairing the roof. In the projection, \$350,812 for capital projects is forecasted versus a budget of \$293,828 to be completed this year. Through October, we have spent \$197,773. That balance of \$153,039 are for projects to be completed. The roof and the three regions were paid in October. The invoices for repairing/replacing sidewalks are still outstanding.

Work approved that needs to be completed prior to year end.:

Flooring in the Lueder Haus \$10,000 - in process

Nine Proximity Door Readers \$18,000 - in process

Bullet Resistant Glass \$30,000 - scheduled

Total \$58,000

- **Other Contracted under budget by \$122,840**

BEHAVIOR HEALTH DIVISION: IS PROJECTED TO BE FAVORABLE BY \$97,914 See above information on Inpatient Services and see separate report on inpatient costs.

CHILDREN & FAMILIES DIVISION: IS PROJECTED TO BE UNFAVORABLE BY \$240,239

- In the projection, all carryover is projected to be spent, however due to timing of each startup; these funds may not all be spent by year end.

ECONOMIC SUPPORT DIVISION: IS PROJECTED TO BE FAVORABLE BY \$100,445

Jefferson's allocation for Fed/State FoodShare Bonus is \$42,489.03. Bonus revenue allocation is due to the State having a low error rate on FoodShare benefits. The budget was revised to include the new positions approved by the board for the Affordable Healthcare Act. For July's forecast, the salary and fringe for the new staff was included. The 2013 Bonus will be applied to 2014/2015.

AGING & ARC DIVISION: IS PROJECTED TO BE FAVORABLE BY \$151,253

A switch in guardianship program has saved \$50,065 in tax levy by having providers collect these funds directly from the client and restructuring rates. We will be receiving an additional \$30,000 to handle additional cases being processed due to change applications for moving clients from ICFMR's.

ADMINISTRATIVE DIVISION: IS PROJECTED TO BE FAVORABLE BY \$41,246

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Revenue & Expenditures October, 2013

Summary Sheet

() Unfavorable

Program		Annual Projection			Budget			
		Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	Variance
Behavior Health								
5000	BASIC ALLOCATION	3,371,185	4,530,696	1,159,511	2,962,821	3,851,139	888,318	(271,193)
5003	LUEDER HAUS	122,245	461,530	339,286	111,825	483,151	371,326	32,041
5007	EMERGENCY MENTAL HEALTH	52,337	470,491	418,154	151,196	614,044	462,848	44,694
5011	MENTAL HEALTH BLOCK	26,128	24,842	(1,286)	26,128	33,081	6,953	8,239
5025	COMMUNITY SUPPORT PROGRAM	765,319	1,403,871	638,552	642,467	1,526,741	884,274	245,722
5027	COMP COMM SERVICE	388,294	653,822	265,529	449,333	660,079	210,746	(54,783)
5031	AODA BLOCK GRANT	109,299	86,845	(22,454)	109,299	109,584	285	22,739
5043	CERTIFIED MENTAL HEALTH	38,784		(38,784)	38,784		(38,784)	0
5044	EMERGENCY MENTAL HEALTH	16,600	17,764	1,164	15,600	15,600	0	(1,164)
5049	MAPT Funds	0	0	0	3,198	6,063	2,865	2,865
5063	1915i PROGRAM	39,604	139,807	100,203	53,496	222,453	168,957	68,754
	Balance Sheet Non Lapsing Funds	7,100		(7,100)	7,100		(7,100)	0
Total	Behavior Health	4,936,894	7,789,669	2,852,775	4,571,247	7,521,936	2,950,689	97,914

Children & Families

5001	CHILDREN'S BASIC ALLOCATION	1,152,666	3,250,592	2,097,926	1,021,612	2,338,000	1,316,388	(781,537)
5002	KINSHIP CARE	67,351	68,828	1,477	82,192	82,327	135	(1,342)
5005	YOUTH AIDS	649,641	1,349,706	700,065	727,113	1,427,777	700,664	599
5006	YOUTH AIDS STATE CHARGES	11,445	0	(11,445)	11,445	60,000	48,555	60,000
5008	YOUTH INDEPENDENT LIVING	24,054	85,851	61,797	24,054	85,900	61,846	49
5009	YA EARLY & INTENSIVE INT	69,926	146,333	76,407	72,796	157,461	84,665	8,258
5010	COMM OPTIONS PROG	152,115	308	(151,807)	152,115	3,631	(148,484)	3,323
5018	FAMILY SUPPORT	66,343	8,000	(58,343)	66,343	6,000	(60,343)	(2,000)
5020	DOMESTIC ABUSE		55,000	55,000		50,000	50,000	(5,000)
5021	SAFE & STABLE FAMILIES	74,313	397,590	323,277	75,000	407,693	332,693	9,415
5036	SACWIS	2,787	10,995	8,209	0	0	0	(8,209)
5040	CHILDRENS LTS WAIV-DD	467,778	545,360	77,582	211,486	357,482	145,996	68,414
5041	CHILDRENS LTS WAIV-MH	237,229	306,432	69,203	251,207	546,014	294,807	225,304
5042	CHILDRENS LTS WAIV-PD	4,879	4,921	42	7,633	12,353	4,720	4,678
5068	FOSTER PARENT TRAINING	0	5,235	5,235	7,224	17,440	10,216	4,981
5070	IV-E TPR	54,554	170,130	115,576	67,079	195,456	128,377	12,801
5080	YOUTH DELINQUENCY INTAKE	0	549,733	549,733	0	599,158	599,158	49,426
5175	EARLY INTERVENTION	214,102	682,452	468,350	197,510	764,298	566,788	98,437
5188	BUSY BEES PRESCHOOL	4,500	39,235	34,735	8,670	55,168	46,498	11,763
5189	INCREDIBLE YEARS	(100)	14,500	14,400	0	14,500	14,500	100

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Revenue & Expenditures October, 2013

Summary Sheet

() Unfavorable

	Program	Annual Projection			Budget			Variance
		Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	
	Balance Sheet Non Lapsing Funds	306,747		(306,747)	306,747		(306,747)	0
	Non- Lapsing to 2014 LSS Contract			75,000			75,000	0
Total	Children & Families	3,560,331	7,691,203	4,205,672	3,290,226	7,180,659	3,890,433	(240,239)

Economic Support Division

5050	NURSING HOME M.A. ADMIN.	0	0	0	0	0	0	0
5051	INCOME MAINTENANCE	1,146,153	1,708,187	562,034	1,225,208	1,655,717	430,509	(131,525)
5053	CHILD DAY CARE ADMIN	127,788	325	(127,463)	135,113	144,750	9,637	137,100
5054	W-2 Administration	0	0	0				0
5055	W-2 PROGRAM	0	0	0	0	0	0	0
5057	ENERGY PROGRAM	105,898	105,898	0	133,000	133,000	0	0
5071	CHILDREN FIRST	2,800	0	(2,800)	2,800	2,800	0	2,800
5073	FSET	17,860	0	(17,860)	49,672	81,528	31,856	49,716
5074	W-2 DAYCARE	192	0	(192)	0	0	0	192
5100	CLIENT ASSISTANCE	24,441	0	(24,441)	0	0	0	24,441
5105	KINSHIP ASSESSMENTS	0	2,768	2,768	7,164	8,137	973	(1,795)
5110	Non-W2 Emergency Assistance	0	0	0	19,639	39,154	19,515	19,515
Total	Economic Support Division	1,425,132	1,817,178	392,045	1,572,596	2,065,086	492,490	100,445

Aging Division & ADRC

5012	ALZHEIMERS FAM SUPP	18,000	18,444	444	12,906	12,906	0	(444)
5048	AGING/DISABIL RESOURCE	835,100	792,078	(43,022)	824,428	822,743	(1,685)	41,337
5075	GUARDIANSHIP PROGRAM	9,246	32,453	23,207	104,000	165,568	61,568	38,361
5076	STATE BENEFIT SERVICES	97,781	100,515	2,734	48,955	58,996	10,041	7,307
5077	ADULT PROTECTIVE SERVICES	56,827	78,591	21,764	56,827	95,479	38,652	16,888
5078	NSIP	(20,455)	23,218	43,673	21,028	21,028	0	(43,673)
5151	TRANSPORTATION	199,952	225,426	25,474	188,776	231,559	42,783	17,309
5152	IN-HOME SERVICE III-D	4,873	259	(4,614)	3,819	5,494	1,675	6,289
5154	SITE MEALS	191,007	154,474	(36,533)	163,319	188,143	24,824	61,357
5155	DELIVERED MEALS	109,173	147,424	38,251	103,241	154,503	51,262	13,011
5157	SCSP	7,986	(1)	(7,987)	7,986	10,190	2,204	10,191
5158	ELDER ABUSE	25,025	105,486	80,461	25,025	95,075	70,050	(10,410)
5159	ADVOCACY PROGRAM	68,733	85,445	16,712	61,896	70,245	8,349	(8,363)
5163	TITLE III-E	24,763	34,497	9,734	27,463	39,291	11,828	2,094
	Balance Sheet Non Lapsing Funds	2,100		(2,100)	2,100		(2,100)	0

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Revenue & Expenditures October, 2013

Summary Sheet

() Unfavorable

	Program	Annual Projection			Budget			Variance
		Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	
Total	Aging & ADRC Center	1,630,110	1,798,309	168,199	1,651,769	1,971,221	319,452	151,253
Administrative Services Division								
	5187 UNFUNDED SERVICES	2,307	79,999	77,692	0	69,571	69,571	(8,121)
	5190 Management		(16,088)	(16,088)		867,891	867,891	883,980
	5190 Management Cleared		(2,511)	(2,511)		(865,394)	(865,394)	(862,883)
	5195 Vehicle Escrow Account	24	14,602	14,578	54	20,602	20,548	5,970
	5200 Overhead & Tax Levy	8,212,001	155,324	(8,056,677)	8,155,853	1,238,883	(6,916,969)	1,139,708
	5200 Overhead Cleared		0	0		(1,060,424)	(1,060,424)	(1,060,424)
	5210 CAPITAL OUTLAY		350,812	350,812		293,828	293,828	(56,984)
	Balance Sheet Non Lapsing Funds	126,116		(126,116)	126,116		(126,116)	0
Total	Administrative Services Division	8,340,448	582,138	(7,758,310)	8,282,023	564,958	(7,717,065)	41,246
GRAND Total		19,892,915	19,678,496	(139,619)	19,367,860	19,303,860	(64,000)	150,619

Note: Variance includes Non-Lapsing from Balance Sheet

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT
STATEMENT OF REVENUES & EXPENDITURES
For 10 Months Ended October, 2013

SUMMARY

Federal/State Operating Revenues
County Funding for Operations (tax levy & transfer in)
less: Prepaid Expense Transfer
Total Resources Available
Total Adjusted Expenditures
OPERATING SURPLUS (DEFICIT)
Balance Forward from 2012-Balance Sheet Operating Reserve
Sub Total NET SURPLUS (DEFICIT)
Approved Non Lapsing to 2014
NET SURPLUS (DEFICIT)

Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2013 Budget	Year End Variance
8,648,177	572,019	9,220,197	8,760,162	9,077,462	11,371,205	10,892,955	478,250
8,032,843	(1,336,609)	6,696,234	6,372,527	6,694,035	8,079,848	8,032,843	47,005
0	0	0	0	0	0	0	0
16,681,020	(764,589)	15,916,430	15,132,689	15,771,498	19,451,052	18,925,797	525,255
15,637,656	222,787	15,860,443	15,062,385	16,013,622	19,678,496	19,303,860	(374,636)
1,043,364	(987,376)	55,987	70,304	(242,124)	(227,444)	(378,063)	150,619
442,063		442,063	197,661		442,063	442,063	(0)
1,485,427	(987,376)	498,050	267,965	(242,124)	214,619	64,000	(150,618)
					(75,000)		
					139,619		

REVENUES

STATE & FEDERAL FUNDING

MH & AODA Basic County Allocation	1,975,715	(328,778)	1,646,937	1,646,937	1,646,937	1,976,324	1,976,324	0
Childrens Basic County Allocation	865,845	(142,101)	723,744	723,744	723,744	868,493	868,493	0
Family Care County Contribution	0	0	0	0	0	0	0	0
Childrens L/T Support Waivers	27,400	19,801	47,201	59,013	99,728	86,641	119,674	(33,033)
Behavioral Health Programs	186,771	7,642	194,413	248,354	209,746	253,638	251,695	1,943
Community Options Program	111,575	15,188	126,763	125,313	126,763	152,115	152,115	0
Aging & Disability Res Center	617,708	96,162	713,870	660,624	687,023	835,100	824,428	10,672
Aging/Transportation Programs	597,255	(67,948)	529,307	516,189	509,991	669,419	611,989	57,430
Youth Aids	570,286	(27,808)	542,478	490,535	596,295	662,419	715,554	(53,135)
IV-E TPR	46,146	(684)	45,462	3,779	55,899	54,554	67,079	(12,525)
Family Support Program	56,647	(1,361)	55,286	56,516	55,286	66,343	66,343	0
Children & Families	93,378	(3,809)	89,569	63,569	70,472	99,377	84,566	14,811
ARRA Birth to Three	0	0	0	0	0	0	0	0
I.M. & W-2 Programs	107,374	19,249	126,624	123,396	154,608	151,948	185,530	(33,582)
Client Assistance Payments	134,354	10,020	144,374	194,347	195,573	173,249	234,687	(61,438)
Early Intervention	165,564	(27,594)	137,970	137,970	138,758	166,510	166,510	0
Total State & Federal Funding	5,556,018	(432,022)	5,123,996	5,050,286	5,270,823	6,216,130	6,324,987	(108,857)

COLLECTIONS & OTHER REVENUE

Provided Services	1,065,778	492,768	1,558,546	1,820,308	1,853,103	2,179,979	2,223,723	(43,744)
Child Alternate Care	152,036	0	152,036	141,767	160,699	181,266	192,839	(11,573)
Adult Alternate Care	101,266	4,564	105,830	99,375	126,155	126,997	151,386	(24,389)
Childrens L/T Support	399,738	119,633	519,371	507,215	292,210	623,245	350,652	272,593
1915i Program	21,404	11,600	33,003	42,182	44,580	39,604	53,496	(13,892)
Donations	74,773	2,864	77,637	77,585	72,667	93,208	87,200	6,008

Cost Reimbursements
Other Revenues
Total Collections & Other

TOTAL REVENUES

EXPENDITURES

WAGES

Behavioral Health
Childrens & Families
Community Support
Comp Comm Services
Economic Support
Aging & Disability Res Center
Aging/Transportation Programs
Childrens L/T Support
Early Intervention
Management/Overhead
Lueder Haus
Safe & Stable Families
Supported Emplmt
Total Wages

FRINGE BENEFITS

Social Security
Retirement
Health Insurance
Other Fringe Benefits
Total Fringe Benefits

OPERATING COSTS

Staff Training
Space Costs
Supplies & Services
Program Expenses
Employee Travel
Staff Psychiatrists & Nurse
Birth to 3 Program Costs
Busy Bees Preschool
ARRA Birth to Three
Opp. Inc. Payroll Services
Other Operating Costs
Year End Allocations
Capital Outlay
Total Operating Costs

BOARD MEMBERS

Per Diems
Travel

Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2013 Budget	Year End Variance
105,939	5,091	111,030	191,185	204,525	166,135	245,430	(79,295)
1,171,227	367,522	1,538,749	830,259	1,052,701	1,744,641	1,263,242	481,399
3,092,159	1,004,041	4,096,201	3,709,876	3,806,640	5,155,075	4,567,968	587,107
8,648,177	572,019	9,220,197	8,760,162	9,077,462	11,371,205	10,892,955	478,250
979,377	0	979,377	980,208	994,396	1,178,044	1,193,275	(15,231)
1,269,489	0	1,269,489	906,789	1,169,080	1,526,311	1,402,629	123,682
626,113	0	626,113	598,198	661,524	752,641	793,828	(41,188)
292,084	0	292,084	277,830	269,490	350,501	323,388	27,113
728,881	0	728,881	701,175	792,693	910,821	951,232	(40,411)
365,654	0	365,654	361,780	391,303	440,494	469,564	(29,070)
353,121	0	353,121	580,757	321,300	425,603	385,560	40,044
87,367	0	87,367	90,207	88,388	104,994	106,066	(1,072)
236,612	0	236,612	239,557	249,412	284,545	299,295	(14,749)
678,169	0	678,169	683,637	687,171	796,000	824,605	(28,605)
215,488	0	215,488	216,291	217,555	258,586	261,066	(2,481)
170,592	0	170,592	170,520	173,600	205,362	208,320	(2,958)
0	0	0	0	0	0	0	0
6,002,948	0	6,002,948	5,806,949	6,015,912	7,233,902	7,218,827	15,075
449,813	0	449,813	433,841	440,259	541,775	553,092	(11,317)
390,031	0	390,031	335,828	396,248	468,037	475,498	(7,461)
1,541,692	0	1,541,692	1,469,462	1,784,906	1,871,030	2,141,887	(270,857)
2,664	0	2,664	10,640	28,671	33,147	34,405	(1,258)
2,384,199	0	2,384,199	2,249,771	2,650,084	2,913,989	3,204,882	(290,893)
18,189	0	18,189	13,303	24,918	21,825	29,902	(8,077)
156,317	0	156,317	170,331	159,091	194,192	190,909	3,283
666,681	0	666,681	674,764	705,307	887,435	846,368	41,067
93,915	0	93,915	97,038	92,979	116,668	111,575	5,093
134,383	0	134,383	148,206	186,802	181,194	224,162	(42,968)
346,372	0	346,372	332,961	340,814	420,427	408,977	11,450
187,629	0	187,629	189,065	232,817	225,091	279,380	(54,289)
707	0	707	1,193	2,558	848	3,070	(2,222)
0	0	0	0	0	0	0	0
0	0	0	506	0	0	0	0
3,216	0	3,216	1,978	157,289	250,167	188,747	61,421
(19,348)	0	(19,348)	(31,824)	64,592	(23,218)	77,510	(100,728)
220,953	0	220,953	6,491	244,857	350,812	293,828	56,984
1,809,014	0	1,809,014	1,604,012	2,212,023	2,625,443	2,654,428	(28,986)
5,060	0	5,060	5,500	5,833	6,072	7,000	(928)
8	0	8	32	0	10	0	10

Training
Aging Committee
Total Board Members

Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2013 Budget	Year End Variance
140	0	140	509	833	168	1,000	(832)
0	0	0	0	0	0	0	0
5,208	0	5,208	6,041	6,667	6,250	8,000	(1,750)

CLIENT ASSISTANCE

W-2 Benefit Payments
Funeral & Burial
Medical Asst. Transportation
Energy Assistance
Kinship & Other Client Assistance
Total Client Assistance

0	0	0	12,962	4,167	0	5,000	(5,000)
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
88,248	0	88,248	98,103	110,833	105,898	133,000	(27,102)
74,534	0	74,534	94,694	115,106	91,200	138,127	(46,927)
162,782	0	162,782	205,759	230,106	197,098	276,127	(79,029)

MEDICAL ASSISTANCE WAIVERS

Childrens LTS
Total Medical Assistance Waivers

521,354	38,724	560,077	664,046	553,966	672,093	727,759	(55,666)
521,354	38,724	560,077	664,046	553,966	672,093	727,759	(55,666)

COMMUNITY CARE

Supportive Home Care
Guardianship Services
People Ag. Domestic Abuse
Family Support
Transportation Services
Opp. Inc. Delinquency Programs
Opp. Inc. Independent Living
Other Community Care
Elderly Nutrition - Congregate
Elderly Nutrition - Home Delivered
Elderly Nutrition - Other Costs
Total Community Care

52,899	0	52,899	58,833	60,755	68,583	72,906	(4,323)
32,453	0	32,453	137,851	137,973	32,453	165,568	(133,115)
41,667	4,167	45,834	37,500	41,667	55,000	50,000	5,000
1,690	462	2,152	3,245	5,000	8,000	6,000	2,000
42,201	0	42,201	45,237	53,295	50,641	63,954	(13,313)
95,330	0	95,330	95,330	109,103	114,396	130,924	(16,528)
0	0	0	0	0	0	0	0
115,557	5,250	120,807	179,433	143,831	165,407	172,597	(7,190)
50,092	0	50,092	36,530	42,418	60,111	50,902	9,209
70,501	0	70,501	54,353	61,291	84,601	73,549	11,052
13,936	0	13,936	11,665	17,602	18,075	21,122	(3,047)
516,326	9,879	526,205	659,977	672,935	657,267	807,522	(150,255)

CHILD ALTERNATE CARE

Foster Care & Treatment Foster
Intensive Comm Prog
Group Home & Placing Agency
L.S.S. Child Welfare
Child Caring Institutions
Detention Centers
Correctional Facilities
Shelter & Other Care
Total Child Alternate Care

340,070	0	340,070	341,881	272,890	408,084	327,468	80,616
0	0	0	0	0	0	0	0
1,261,971	0	1,261,971	1,103,120	801,490	1,514,365	961,788	552,577
0	0	0	0	0	0	0	0
118,415	0	118,415	130,295	151,891	142,098	182,269	(40,171)
38,425	0	38,425	37,301	69,425	61,696	83,310	(21,614)
0	0	0	22,152	50,000	0	60,000	(60,000)
1,320	0	1,320	5,323	7,167	9,381	8,600	781
1,760,201	0	1,760,201	1,640,072	1,352,863	2,135,624	1,623,435	512,189

HOSPITALS

Detoxification Services
Mental Health Institutes
Other Inpatient Care
Total Hospitals

35,932	0	35,932	30,270	49,167	43,119	59,000	(15,881)
1,122,869	70,002	1,192,871	617,024	691,251	1,431,445	829,501	601,944
0	0	0	0	0	0	0	0
1,158,801	70,002	1,228,803	647,294	740,418	1,474,563	888,501	586,062

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2013 Budget	Year End Variance
<u>OTHER CONTRACTED</u>								
Adult Alternate Care (Non-MAW)	259,637	0	259,637	321,938	378,124	331,564	453,749	(122,185)
Family Care County Contribution	416,732	104,182	520,914	715,612	520,914	625,097	625,097	0
AODA Halfway Houses	0	0	0	0	0	0	0	0
1915i Program	116,506	0	116,506	132,269	165,833	139,807	199,000	(59,193)
IV-E TPR	141,477	0	141,477	74,673	72,500	169,772	87,000	82,772
Emergency Mental Health	10,188	0	10,188	17,549	13,000	17,764	15,600	2,164
Work/Day Programs	0	0	0	0	0	0	0	0
Ancillary Medical Costs	215,261	0	215,261	213,691	218,974	258,313	262,769	(4,456)
Miscellaneous Services	53,793	0	53,793	42,471	129,303	128,563	155,164	(26,601)
Prior Year Costs	6,713	0	6,713	698	0	8,056	0	8,056
Clearview Commission	96,517	0	96,517	59,564	80,000	83,332	96,000	(12,668)
Total Other Contracted	1,316,824	104,182	1,421,006	1,578,465	1,578,649	1,762,268	1,894,379	(132,111)
 TOTAL EXPENDITURES	 15,637,656	 222,787	 15,860,443	 15,062,385	 16,013,622	 19,678,496	 19,303,860	 374,636

Jefferson County Human Services
Birth to Three Request for Proposal Rubric

CATEGORY	6	5	4	3	2	1
	(Excellent)		(Fair)		(Poor)	
Proposal Summary	<ul style="list-style-type: none"> Provides a complete synopsis that includes all the key elements of the proposal Provides highlights and cost summary of the proposal Includes a statement about the agency's mission Includes a description of agency's experiences with target population and program Provides explanation for why the agency should be considered as a provider 		<ul style="list-style-type: none"> Provides a synopsis of the proposal that includes some of the elements of the proposal Includes agency background and experience Provides an explanation for why the agency should be considered as a provider. 		<ul style="list-style-type: none"> Provides an synopsis of the proposal Includes agency background or experience 	
Agency History and Experience	<ul style="list-style-type: none"> Provides background information that supports the agency's mission and philosophy, creditability as a provider of quality services and sound business practices. Includes evidence of experience providing services in Birth to Three Programs that is above expectation for a potential provider. Provides resumes of key personnel and their potential roles in the program. Identifies project manager. Provides detailed information regarding the prior year's audit/financial statements. 		<ul style="list-style-type: none"> Provides background information that describes the agency's philosophy, history of services provided and general business practices. Describes experiences providing services in Birth to Three programs. Provides resumes of key personnel and their potential roles in the program. Identifies project manager. Provides information regarding the prior year's audit/financial statements. 		<ul style="list-style-type: none"> Provides a brief background of the agency's business practices. Describes experiences providing services in a pediatric setting. Provides resume of the project manager. Provides limited audit/financial information from the prior year. 	

Jefferson County Human Services
Birth to Three Request for Proposal Rubric

Approach to Performing Services	<ul style="list-style-type: none"> • Provides a detailed outline of the services the agency will potentially be contracted to provide. • Outline provides detailed descriptions of how each of the potentially contracted services will be provided. • Provides detailed descriptions of the formal and informal arrangements needed to establish services. • The Birth to Three mission and philosophy are reflected in the agency's approach to perform services. • Includes a description of how timelines, teaming and state initiatives will be approached. 	<ul style="list-style-type: none"> • Provides an outline of the services the agency will potentially be contracted to provide. • Outline provides descriptions of how each of the potentially contracted services will be provided. • Provides descriptions of formal and informal arrangements needed to establish services. • Agency's approach to performing services complements the Birth to Three mission and philosophy. • Includes a description of how timelines, teaming and state initiatives will be approached. 	<ul style="list-style-type: none"> • Provides an overview of services that the agency will potentially be contracted to provide. • Provides an overview of how each of the potentially contracted services will be provided.
Demonstrates understanding of program and requirements	<ul style="list-style-type: none"> • Provides detailed descriptions of the program's activities in relationship to the services the agency will potentially provide. • Provides evidence of a proficient understanding of the Birth to Three philosophy and mission. • Provides evidence of a proficient understanding of Birth to Three standards and requirements including those outlined by DHS 90 and the Federal Indicators. • Demonstrates a proficient understanding timelines, teaming and state initiatives. 	<ul style="list-style-type: none"> • Outlines program activities in relationship to the services the agency will potentially provide. • Understanding of the Birth to Three philosophy and mission is evident. • Understanding of Birth to Three standards and requirements is evident. • Understanding of timelines, teaming and state initiatives is evident. 	<ul style="list-style-type: none"> • Outlines program activities. • References Birth to Three standards and requirements.

Jefferson County Human Services
Birth to Three Request for Proposal Rubric

Assurance of services proposed	<ul style="list-style-type: none"> • Describes how the agency will assure potentially contracted services will be provided in accordance with Birth to Three standards and requirements. • Describes how the agency will assure potentially contracted services will be provided in accordance to Birth to Three timelines, teaming expectations and state initiatives. • Provides evidence of participating in activities that promote quality services and practices in Birth to Three. • Provides evidence of promoting professional development in Birth to Three practices and services. 	<ul style="list-style-type: none"> • Describes how the agency will assure potentially contracted services will be provided in accordance with Birth to Three standards and requirements. • Describes how the agency will assure potentially contracted services will be provided in accordance to Birth to Three timelines, teaming expectations and state initiatives. • Describes how the agency will promote the delivery of quality services and practices by. 	<ul style="list-style-type: none"> • Describes how the agency will assure potentially contracted services will be provided in accordance with Birth to Three standards and requirements.
Personnel qualifications	<ul style="list-style-type: none"> • Provides a profile of the agency's personnel qualifications. • Provides evidence that personnel are qualified to administer evaluations for children age birth to three. • Provides evidence that agency personnel meet qualification and licensure requirements per DHS 90. • Describes how agency personnel will maintain training and licensure requirements for DHS 90. • Provides a resume for the project manager. 	<ul style="list-style-type: none"> • Provides evidence that personnel are qualified to administer evaluations for children age birth to three. • Provides evidence that agency personnel meet qualification and licensure requirements per DHS 90. • Provides a resume for the project manager. 	<ul style="list-style-type: none"> • Provides a description of personnel qualifications and licensure requirements as it pertains to agency personnel. • Provides a resume for the project manager.

Rehab ResourcesHealth Reach**Pros:**

- Provides Birth to Three services in 14 counties.
- Has 17 years prior experience working in Jefferson County.
- Agency's focus is on pediatric care, children ages birth to three in an in home setting.
- Demonstrates knowledge, experience and understanding of state initiatives by:
 - acknowledging the family centered approach to services.
 - showing knowledge, understanding and experience of evidence based practices.
 - acknowledging the importance of strength based practices
 - documenting training in the Coaching Approach to services.
 - referencing the states initiative for 2014 to move to the Primary Service Provider model of service delivery.
 - outlines agencies perspective responsibilities in accordance with Guiding Principles and Federal Indicators.
- Provides an detailed description of how the agency will implement collaboration and quality practices by:
 - giving detailed information staff background, experience and potential assignments.
 - outlining the use of teaming meetings and staffing.
 - offering an onsite office manager.
 - offers the use of equipment.
 - offers cost saving measures
 - offers to share agency information to ensure the continuing quality of programming.
- Provides an explanation of billing implementation including:
 - a list of billing responsibilities.
 - a list of rates
 - a detailed description of the agencies prior year's audit/financial statement.
- There would be no disruption in services while transitioning to a new program.
- Agency was found in 1993. The agency administrator has established herself as

Pros:

- Shows knowledge of state initiatives by:
 - acknowledging the guidelines in HFS 90.
 - acknowledging the family centered approach to services.
- Shows knowledge of the of program implementation by outlining the steps in the process.
- Provides an explanation of billing implementation including:
 - a list of billing responsibilities.
 - a list of rates
- Listed rates for evaluations and visits are less than the other agency.
- Rates breakout travel time and mileage.

Cons:

- Experience in the Birth to Three field is not clearly defined.
- Experience with collaborating partners is not addressed.
- Does not outline how agency will implement collaboration and quality practices.
 - Does not address the possibility of where travel of staff might be to and from or how team meetings would be addressed.
- Does not address current state initiatives
- Will not disclose financial information
- Simply did not answer some of the questions and were silent on portions of other questions as well.
- Could not tell what the program would cost the county to operate if we chose to contract with Health Reach. Not enough information about mileage cost and if we would have to pay for staff travel time.
- No annual report provided and Health Reach was willing to share this information so could not tell the financial history of the company.



part of the Birth to Three State System. She attends state meetings and regional meetings.

Cons:

- Rates per visit and per evaluation are higher than the other proposal.(but we don't pay mileage on top of the rate-all inclusive)
- Rates don't break out travel time and mileage.
- Staff turnover within the agency has been expressed as a concern in family surveys in the last year.

2013 Provider Contracts (11/09/2012)													
Contract Number	Provider	Service	TPA	Target	2012			2013					
13-123.1	Community Care Programs, Inc.	Mental Health		Child	450-1200	per	month	450-1200	per	month	0.0%	50,000	

Item # 15

2014 Provider Contracts (11/09/2012)													
Contract Number	Provider	Service	TPA	Target	2013			2014					
Added for 2014 since last Mtg													
14- 122.1	Community Care Programs, Inc.	Mental Health		Child	450-1200	per	month	450-1200	per	month	0.0%	50,000	