

## AGENDA

### Jefferson County Human Services Board

Jefferson County Workforce Development Center, 874 Collins Road, Room 103, Jefferson, WI 53549  
July 8, 2014 at 8:30 a.m.

#### Committee Members:

Jim Mode, *Chair*

John McKenzie, *Secretary*

Dick Jones, *Secretary*

Julie Merritt

Russell Kutz

Jim Schultz

Augie Tietz

1. Call to Order
2. Roll Call/Establishment of Quorum
3. Certification of Compliance with the Open Meetings Law
4. Review of the July 8, 2014 Agenda
5. Citizen Comments
6. Approval of June 10, 2014 Board Minutes
7. Communications
8. Review of May, 2014 Financial Statement
9. Review and Approve June, 2014 Vouchers
10. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging and Disability Resource Center
11. Update on New Professional Contracts
12. Resolution 2014 – 21 Place Health Care Advisory Referendum on the November 4, 2014 Jefferson County Ballot
13. Discuss and approve ADRC new part time positions
14. Director's Report:
  - a) Review of Ch 51 Mandates
  - b) Listening Session
  - c) Monthly summary
15. Appoint Members to the ADRC Advisory Committee
16. Update on Marsh Country Health Alliance Commission
15. Discuss and Plan for 2015 Budget
  - Review Funding Requests from Public Hearing
    - a) Watertown Area Cares Clinic - \$10,000
    - b) People Against Domestic and Sexual Abuse - \$60,000
    - c) Community Dental Clinic - \$7,500
    - d) WCHSA new fees - \$3000
16. Updates from Wisconsin County Human Services Association
17. Set next meeting date and potential agenda items (August 12 at 8:30)
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**  
**June 10, 2014**

**Board Members Present:** Jim Mode, Richard Jones, Augie Tietz, Julie Merritt, John McKenzie, Jim Schultz and Russell Kutz

**Others Present:** Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Child & Family Manager Brent Ruehlow; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; County Administrator Ben Wehmeier, County Board Chairman Jim Schroeder and County Board Supervisor Kirk Lund.

1. **CALL TO ORDER**  
Mr. Mode called the meeting to order at 4:00 p.m.
2. **ROLL CALL/ESTABLISHMENT OF QUORUM**  
Quorum established
3. **CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**  
Ms. Cauley certified that we are in compliance.
4. **REVIEW OF THE JUNE 10, 2014 AGENDA**  
No Changes
5. **CITIZEN COMMENT**  
No Comments
6. **APPROVAL OF THE MAY 12, 2014 BOARD MINUTES**  
Mr. Tietz made a motion to approve the May 12, 2014 board minutes.  
Mr. Schultz seconded.  
*Motion passed unanimously.*
7. **COMMUNICATIONS**  
No communications
8. **REVIEW OF APRIL, 2014 FINANCIAL STATEMENT**  
Ms. Daniel reviewed the April 2014 financial statements (attached) and said that there is a projected positive year-end fund balance of \$781,317. She 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 Commitment/Inpatient costs, Alternate Care Costs and Detox Costs (attached).

**9. REVIEW AND APPROVE MAY, 2014 FINANCIAL VOUCHERS**

Ms. Daniel reviewed the summary sheet of vouchers totaling \$451,491.85 (attached).

Mr. Jones made a motion to approve the May 2014 vouchers totaling \$451,491.85.

Mr. Schultz seconded.

*Motion passed unanimously.*

**10. CONSIDER BADGERCARE RESOLUTION**

County Board Supervisor Lund talked about the resolution that is similar to the one passed last year except this one asks that it be placed on the ballot. After much discussion, Mr. Tietz made a motion to table this until next month.

Mr. McKenzie seconded.

*Motion passed unanimously.*

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

**Child & Family Resources:**

Mr. Ruehlow reported on the following items:

- We were able to hire a new position for the Children's Long Term Support team and she is assessing 16 children who are on currently on the waiting list.
- Katie Schickowski, our new Foster Care Coordinator, is bringing the foster care parents together on a monthly basis to hear speakers and to discuss specific topics. She also held a recognition banquet with certificates and received 100% donations for the total cost.
- We had seven children from two families placed outside of the home, and were able to send one child home.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- We continue to see Emergency Detentions rise for a total of 68 for the year which projects to 163 for the year. We also had 89 suicide calls.
- Regionalization for Comprehensive Community Services continues to move forward and is on tonight's county board agenda.
- We budgeted for two service facilitator positions for the CCS program, but due to the growth of the program, we need to change one of the positions to a CCS supervisor.
- We are following up on the Heroin Summit by doing outreach and meeting with stakeholders.

**Administration:**

Ms. Daniel reported on the following items:

- We have been busy with audits. We already received a positive response back from Social Security for our Protective Payee program.
- We are being audited for Medicare's Recovery Audit Contractor (RAC) program for payments from 2011.
- We implemented collecting co-payments to satisfy Medicaid, Medicare & Third party insurance guidelines.

- We will be working on the 2015 budget.

**Economic Support:**

Ms. Johnson reported on the following items:

- The child care staff received an award from DCF for outstanding achievement in meeting all the 2013 performance standards.
- We had a meeting with the Consortium and are beginning to cross-train among the counties. This will allow a broader team to have the ability to process something versus just one county knowing how to do it. We also have a contest for staff to come up with a logo for the Consortium.
- Fort Health Care contacted us to help at the fair to talk about applying for healthcare.gov and getting information out for the fall.
- Although school is ending, we are planning for the Ready Kids for School program, which was recently certified as a 501(c)3. Distribution will be held on August 16 at the fairgrounds.

**ADRC:**

Ms. Cauley reported for Ms. Torum on the following items:

- We hired Cathy Kehoe as the new Dementia Care Specialist who used to work for the state and is widely recognized as an expert in this area.
- We held an elder abuse meeting and had a great turnout, so it is raising awareness.
- We now have five dementia friendly communities.

**12. UPDATE ON NEW PROFESSIONAL CONTRACTS**

Ms. Cauley reported that we have two new contracts listed on the 2014 Provider Contracts sheet (attached).

Mr. Tietz made a motion to approve the new professional contracts.

Mr. Schultz seconded.

Motion passed unanimously.

**13. UPDATE ON THE SPRING WCHSA CONFERENCE**

Mr. Mode reported that Mr. McKenzie received an award at the conference. Everyone who attended said that it was very good and each talked about the highlights of the conference.

**14. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION**

Mr. Mode reported on the following items:

- Counties voted about the reorganization of WCHSA, specifically voting on if WCHSA should hire an Executive Director and downsize the Executive Committee. This passed 36 – 13. The next vote was regarding the funding for the Director. The option that passed will require that we pay \$3,000 annually.

**15. DISCUSS JUNE PUBLIC HEARING/REVIEW OF BOARD POLICIES**

The board policies were given to all members to review.

**16. PUBLIC HEARING FOR THE HUMAN SERVICES DEPARTMENT 2015 BUDGET**

**Watertown Area Cares Clinic**  
**Carol Mertins, Director**  
**Jill Nadeau, Fund Development**  
**2014 Donation - \$10,000**  
**2015 Request - \$10,000**

Ms. Mertins reported that the free clinic in Watertown has been open since 2008. They serve individuals who do not have insurance and have income less than 200% of the federal poverty guideline. She talked about the services they provide and distributed an annual report and a summary of statistics. (attached) They are requesting a donation of \$10,000.

**People Against Domestic & Sexual Abuse**  
**Amy Venables O'Neil, Director**  
**2014 Donation - \$50,000 + a one-time donation of \$15,000**  
**2015 Request - \$60,000**

Ms. O'Neil thanked the board for its past support and distributed their annual report. (attached) She talked about their program and was happy to report that they are collaborating with FAMHS which has a sexual assault nurse examiner program. They would like to hire a part time individual who would be dedicated to educating in the schools. They are requesting a donation of \$60,000.

**Community Dental Clinic**  
**Barb Gudgeon, Director**  
**2014 Donation - \$7,500**  
**2015 Request - \$7,500**

Ms. Gudgeon reported that the clinic started in May 2007 and that they serve patients with Medicaid or patients without insurance who are 200% or less above the poverty level. She talked about the services they provide and the costs of the clinic. They have two dentists and two hygienists and average between 47 – 53 patients a day. They are requesting a donation of \$7,500.

**17. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS**

The next meeting will be on Tuesday, July 8 at 8:30 a.m. The agenda should include the BadgerCare resolution, and appointments to the ADRC board.

**18. ADJOURN**

Mr. Schultz made a motion to adjourn the meeting.

Mr. Jones seconded.

*Motion passed unanimously.*

Meeting adjourned at 5:35 pm.

**Respectfully submitted by Donna Hollinger**

**NEXT BOARD MEETING**

Tuesday, July 8, 2014 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549

# Financial Statement Summary

## May, 2014

A positive fund balance of \$511,296 is projected for 2014 end of the year.

### Summary of variances:

**Revenue:** Overall Revenues are projected to be unfavorable by \$823,225 from budget.

CLTS additional revenue and expenditures are in budget but revenue/expenditures actual are not in forecast due to clients on waiting list are being assessed. Plans have not been finalized at this time. As clients are moved and actually receiving services in the second half of the year, this projection will change to include these funds. The state hasn't responded to the question of is the CLTS waiting list money an annualized amount? If clients are just going on for the 2<sup>nd</sup> part of 2014 then we won't be able to spend the total allocation if the allotment of funds remains the same for 2015.

**Expenditures:** Favorable by \$1,334,521. \$469,078 favorable expenditures are from Children's Alternate Care.

### Major Classifications impacting the Balance (based on August)

- **Salary under budget by \$266,853:** Positions for CCS are budgeted for the 2<sup>nd</sup> half of the year. Support staff was budgeted under management and then was cleared out by FTE to the Support & Staff Allocation account. When programing, the decision was made to direct charge through payroll to the various salary/benefit lines for work that is related to programs. This saved us time since we wouldn't have to journal these costs.
- **Fringes under budget by \$194,412:** Investigating why the change in May's ledger.
- **Children Alternate Care under budget by \$469,078.** Budget was increased for 2014 based on trends for expenditures of \$200,000 per month. Total budget for 2014 is \$2,225,029. Projection for YTD is \$1,844,485 which averages \$153,707 per month. Actual average for January & April is \$130,747.
- **Children's Waiver under budget by \$484,437.** We received a memo from the state after this projection providing \$500,000 in waiting list funds for 2014 with short term and long-term funding. The memo is not reflected in the projection so it will change. There will be no overage in this area. Currently staff are working on taking children off the waiting list.

- **Hospital/Detox under budget by \$88,645 (Net basis):**

	<b>Budget</b>	<b>Actual</b>	<b>Projection</b>
Revenue	475,000	418,045	668,872
Expenditures	1,392,466	462,231	1,109,353
Net	917,466	44,186	440,481

Insurance Revenue from 2013 Hospital stays is offsetting costs for 2014.

In the projection I increased expenditures for Hospital to provide a conservative estimate. Winnebago/Mendota bill for May on a net basis is 1,742.62. The detail is expenditures of \$67,985 with offsetting credits of \$66,242.38 from insurance.

- **Operating Costs are projected to be over budget by \$374,246**
- **Other Contracted under budget by \$137,043**

**BEHAVIOR HEALTH DIVISION:** This is projected to be favorable by \$178,421 and is based on current year trend for hospitalization. This projection will change. Currently for January/May have a balance of \$44,186 due to being reimbursed for insurance payments that Winnebago/Mendota received in 2014 for 2013/2014 inpatient stays. The expenditure projection is based on January-May actual expenses and I used a conservative projection for insurance collections in this forecast.

**CHILDREN & FAMILY DIVISION:** The projection is favorable by \$444,133 which is based on Child Placements for January & April. May placements actual amounted to \$166,194.06. On a year to date basis we are averaging \$133,621 per month and for the projection I am using \$146,329 per month.

**ECONOMIC SUPPORT DIVISION:** This is projected to be favorable by \$9,494. In 2014, we will receive Food Share Bonus funds and were notified after the 2013 budget was prepared.

**AGING & ARC DIVISION:** Is projected to be unfavorable by \$13,344. This will change prior to year end.

**ADMINISTRATIVE DIVISION:** Is projected to be favorable by \$107,408.

This is a conservative estimate.



# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT

## STATEMENT OF REVENUES & EXPENDITURES

For 5 Months Ended May, 2014

### 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 2013-Balance Sheet Operating Reserve  
**NET SURPLUS (DEFICIT)**

@	Y-T-D Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2014 Budget	Year End Variance
	2,823,042	1,933,326	4,756,368	4,425,261	5,266,573	11,819,589	12,642,814	(823,225)
	8,302,128	(4,842,908)	3,459,220	3,354,712	3,459,220	8,302,128	8,302,128	0
	0	0	0	0	0	0	0	0
	11,125,170	(2,909,582)	8,215,588	7,779,973	8,725,793	20,121,717	20,944,942	(823,225)
	7,585,610	328,443	7,914,052	7,887,791	8,835,590	20,094,608	21,429,129	1,334,521
	3,539,561	(3,238,025)	301,536	(107,819)	(109,797)	27,109	(484,187)	511,296
	484,187		484,187	442,063		484,187	484,187	0
	<b>4,023,748</b>	<b>(3,238,025)</b>	<b>785,723</b>	<b>334,244</b>	<b>(109,797)</b>	<b>511,296</b>	<b>(0)</b>	<b>(511,296)</b>

### REVENUES

#### STATE & FEDERAL FUNDING

MH & AODA Basic County Allocation  
 Children's Basic County Allocation  
 Family Care County Contribution  
 Children's L/T Support Waivers  
 Behavioral Health Programs  
 Community Options Program  
 Aging & Disability Res Center  
 Aging/Transportation Programs  
 Youth Aids  
 IV-E TPR  
 Family Support Program  
 Children & Families  
 ARRA Birth to Three  
 I.M. & W-2 Programs  
 Client Assistance Payments  
 Early Intervention  
**Total State & Federal Funding**

413,384	409,831	823,215	823,468	823,215	1,975,715	1,975,715	0
0	361,872	361,872	361,872	361,872	868,493	868,493	0
0	0	0	0	0	0	0	0
63,928	14,272	78,200	16,752	362,522	406,635	870,052	(463,417)
75,258	23,506	98,764	107,530	108,568	256,363	260,564	(4,201)
13,050	50,331	63,381	63,381	63,381	152,115	152,115	0
250,464	81,891	332,355	335,120	383,560	806,817	920,543	(113,726)
391,738	(112,350)	279,388	240,881	271,472	689,178	651,532	37,646
390,655	(134,151)	256,504	242,302	311,215	746,913	746,915	(202)
0	15,982	15,982	8,875	25,068	38,356	60,163	(21,807)
14,945	12,698	27,643	27,643	27,643	66,343	66,343	0
500	28,452	28,952	53,035	31,357	74,302	75,256	(954)
0	0	0	0	0	0	0	0
9,360	558,664	568,024	66,045	628,245	1,502,358	1,507,787	(5,429)
54,358	42,236	96,593	78,583	104,688	231,824	251,251	(19,427)
82,782	(13,797)	68,985	68,985	68,985	165,564	165,564	0
<b>1,760,421</b>	<b>1,339,436</b>	<b>3,099,858</b>	<b>2,494,472</b>	<b>3,571,789</b>	<b>7,980,776</b>	<b>8,572,293</b>	<b>(591,517)</b>

#### COLLECTIONS & OTHER REVENUE

Provided Services  
 Child Alternate Care  
 Adult Alternate Care  
 Children's L/T Support  
 1915i Program  
 Donations  
 Cost Reimbursements

306,870	457,111	763,981	697,150	993,935	2,145,631	2,388,481	(242,850)
49,287	0	49,287	95,445	87,433	118,289	209,839	(91,550)
75,552	0	75,552	29,223	36,427	181,325	87,424	93,901
98,703	47,972	146,675	319,125	236,673	352,020	568,016	(215,996)
12,078	8,509	20,587	18,224	22,917	49,410	55,000	(5,590)
27,601	0	27,601	35,336	32,667	59,672	78,400	(18,728)
34,066	13,850	47,916	63,913	68,400	114,998	164,159	(49,161)

Other Revenues

**Total Collections & Other****TOTAL REVENUES****EXPENDITURES****WAGES**

Behavioral Health  
 Children's & 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  
 Training

Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2014 Budget	Year End Variance
458,465	66,447	524,912	672,373	216,334	817,468	519,202	298,266
<b>1,062,621</b>	<b>593,890</b>	<b>1,656,511</b>	<b>1,930,789</b>	<b>1,694,785</b>	<b>3,838,813</b>	<b>4,070,521</b>	<b>(231,708)</b>
<b>2,823,042</b>	<b>1,933,326</b>	<b>4,756,368</b>	<b>4,425,261</b>	<b>5,266,573</b>	<b>11,819,589</b>	<b>12,642,814</b>	<b>(823,225)</b>
489,125	0	489,125	485,241	390,564	1,173,899	937,354	236,545
661,132	0	661,132	478,739	656,367	1,586,717	1,572,805	13,912
297,829	0	297,829	309,561	321,635	751,992	771,925	(19,933)
158,691	0	158,691	145,255	184,363	440,857	442,471	(1,614)
426,737	0	426,737	349,801	433,373	1,024,169	1,040,094	(15,925)
169,726	0	169,726	180,132	186,891	407,344	448,539	(41,195)
168,127	0	168,127	313,174	183,938	403,505	441,452	(37,947)
46,342	0	46,342	42,637	64,104	160,969	153,850	7,119
116,679	0	116,679	119,301	118,820	280,029	285,167	(5,138)
322,064	0	322,064	336,751	474,993	772,955	1,139,982	(367,027)
104,039	0	104,039	107,196	112,105	249,693	269,052	(19,359)
84,367	0	84,367	84,282	91,154	202,480	218,770	(16,290)
0	0	0	0	0	0	0	0
<b>3,044,857</b>	<b>0</b>	<b>3,044,857</b>	<b>2,952,070</b>	<b>3,218,307</b>	<b>7,454,608</b>	<b>7,721,461</b>	<b>(266,853)</b>
229,103	0	229,103	221,087	227,908	556,314	580,571	(24,257)
208,147	0	208,147	191,416	222,686	505,553	534,446	(28,893)
906,050	0	906,050	758,962	968,998	2,184,519	2,325,594	(141,075)
1,203	0	1,203	1,142	18,109	43,275	43,461	(186)
<b>1,344,502</b>	<b>0</b>	<b>1,344,502</b>	<b>1,172,607</b>	<b>1,437,700</b>	<b>3,289,660</b>	<b>3,484,072</b>	<b>(194,412)</b>
16,537	0	16,537	19,025	13,157	60,041	32,577	27,464
88,091	0	88,091	87,963	77,990	211,418	187,175	24,243
463,151	0	463,151	343,438	354,380	1,219,734	855,464	364,271
37,449	0	37,449	29,021	37,225	90,057	89,340	717
59,228	0	59,228	66,655	66,788	143,579	160,290	(16,711)
150,878	0	150,878	173,675	180,085	355,499	432,205	(76,706)
109,957	0	109,957	101,498	102,530	263,896	246,072	17,824
674	0	674	241	751	1,617	1,803	(186)
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
7,034	0	7,034	982	10,975	13,184	26,341	(13,156)
(11,601)	0	(11,601)	18,775	1,217	(2,837)	2,920	(5,757)
135,341	0	135,341	59,165	177,660	478,625	426,383	52,242
<b>1,056,737</b>	<b>0</b>	<b>1,056,737</b>	<b>900,438</b>	<b>1,022,757</b>	<b>2,834,815</b>	<b>2,460,569</b>	<b>374,246</b>
2,090	0	2,090	2,640	2,917	5,016	7,000	(1,984)
0	0	0	5	0	0	0	0
1,158	0	1,158	140	313	2,779	750	2,029

Aging Committee

**Total Board Members**

**CLIENT ASSISTANCE**

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

**MEDICAL ASSISTANCE WAIVERS**

Childrens LTS  
**Total Medical Assistance Waivers**

**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**

**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**

**HOSPITALS**

Detoxification Services  
Mental Health Institutes  
Other Inpatient Care  
**Total Hospitals**

Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2014 Budget	Year End Variance
0	0	0	0	0	0	0	0
3,248	0	3,248	2,785	3,229	7,795	7,750	45
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
62,138	0	62,138	44,519	71,102	149,131	170,644	(21,513)
37,150	0	37,150	41,599	33,651	89,159	80,762	8,397
99,288	0	99,288	86,118	104,753	238,290	251,406	(13,116)
218,046	1	218,047	326,465	482,594	860,434	1,344,871	(484,437)
218,046	1	218,047	326,465	482,594	860,434	1,344,871	(484,437)
23,227	0	23,227	26,747	34,625	59,293	83,100	(23,807)
11,812	0	11,812	22,249	10,000	27,228	23,999	3,229
25,000	0	25,000	20,833	25,000	60,000	60,000	0
2,065	0	2,065	510	2,500	4,955	6,000	(1,045)
15,706	0	15,706	20,767	20,624	37,693	49,497	(11,804)
47,665	0	47,665	47,665	47,665	114,396	114,396	0
0	0	0	0	0	0	0	0
100,951	0	100,951	55,379	61,545	296,446	147,707	148,739
24,302	0	24,302	21,212	18,978	55,392	45,548	9,844
35,633	0	35,633	30,042	30,326	80,428	72,782	7,646
5,168	0	5,168	8,461	10,317	12,404	24,760	(12,356)
291,528	0	291,528	253,865	261,579	748,236	627,789	120,447
296,724	0	296,724	165,082	150,000	712,136	360,000	352,136
0	0	0	0	0	0	0	0
342,580	0	342,580	653,798	636,753	922,192	1,528,208	(606,016)
0	0	0	0	0	0	0	0
21,916	0	21,916	51,366	79,473	102,599	190,735	(88,136)
6,710	0	6,710	10,000	39,070	16,104	93,768	(77,664)
0	0	0	0	18,883	0	45,318	(45,318)
175	0	175	258	2,917	2,920	7,000	(4,080)
668,105	0	668,105	880,504	927,095	1,755,951	2,225,029	(469,078)
7,830	0	7,830	19,504	18,333	18,792	44,000	(25,208)
394,246	67,985	462,231	644,089	561,861	1,109,353	1,348,466	(239,113)
0	0	0	0	0	0	0	0
402,076	67,985	470,061	663,593	580,194	1,128,145	1,392,466	(264,321)

**OTHER CONTRACTED**

Adult Alternate Care (Non-MAW)  
Family Care County Contribution  
AODA Halfway Houses  
1915i Program  
IV-E TPR  
Emergency Mental Health  
Work/Day Programs  
Ancillary Medical Costs  
Miscellaneous Services  
Prior Year Costs  
Clearview Commission

**Total Other Contracted****TOTAL EXPENDITURES**

Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2014 Budget	Year End Variance
150,094	0	150,094	124,320	140,100	360,227	336,241	23,986
0	260,457	260,457	260,457	260,457	625,097	625,097	0
0	0	0	0	0	0	0	0
66,710	0	66,710	63,922	64,234	160,103	154,162	5,941
44,393	0	44,393	69,758	62,500	106,543	150,000	(43,457)
3,211	0	3,211	2,875	6,500	15,600	15,600	0
0	0	0	0	0	0	0	0
94,963	0	94,963	108,169	102,583	227,910	246,200	(18,290)
97,852	0	97,852	19,846	121,007	238,193	290,416	(52,223)
0	0	0	0	0	0	0	0
0	0	0	0	40,000	43,000	96,000	(53,000)
<b>457,223</b>	<b>260,457</b>	<b>717,680</b>	<b>649,346</b>	<b>797,382</b>	<b>1,776,673</b>	<b>1,913,716</b>	<b>(137,043)</b>
<b>7,585,610</b>	<b>328,443</b>	<b>7,914,052</b>	<b>7,887,791</b>	<b>8,835,590</b>	<b>20,094,608</b>	<b>21,429,129</b>	<b>(1,334,521)</b>

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Revenue & Expenditures May, 2014

## Summary Sheet

Program	Annual Projection		Tax Levy	Budget		Variance
	Revenue	Expenditure		Revenue	Expenditure	
<b>Behavior Health</b>						
5000 BASIC ALLOCATION	3,485,044	4,168,466	683,423	3,381,038	4,199,823	135,362
5003 LUEDER HAUS	106,328	466,300	359,972	142,000	497,188	(4,784)
5007 EMERGENCY MENTAL HEALTH	49,613	534,320	484,708	61,252	536,485	(9,475)
5011 MENTAL HEALTH BLOCK	26,128	45,802	19,674	26,128	27,267	(1,139)
5025 COMMUNITY SUPPORT PROGRAM	640,658	1,432,287	791,629	671,036	1,445,143	(17,522)
5027 COMP COMM SERVICE	575,000	799,143	224,143	575,000	918,989	119,846
5031 AODA BLOCK GRANT	109,299	125,101	15,802	109,299	109,299	0
5043 CERTIFIED MENTAL HEALTH	37,784	15,600	(37,784)	38,784	15,600	(15,802)
5044 EMERGENCY MENTAL HEALTH	15,600	15,600	0	15,600	15,600	(1,000)
5049 MAPT Funds	0	0	0	3,201	6,402	3,201
5063 1915i PROGRAM	49,410	161,442	112,033	55,000	154,162	(12,871)
<b>Total</b>	<b>5,094,863</b>	<b>7,748,462</b>	<b>2,653,599</b>	<b>5,078,338</b>	<b>7,910,358</b>	<b>2,832,020</b>
<b>Behavior Health</b>						<b>178,421</b>

() Unfavorable

## Children & Families

5001 CHILDREN'S BASIC ALLOCATION	1,132,147	2,914,484	1,782,337	1,069,948	3,215,832	363,547
5002 KINSHIP CARE	82,693	85,548	2,855	80,607	80,607	(2,855)
5005 YOUTH AIDS	729,061	1,347,009	617,948	704,017	1,408,485	86,520
5006 YOUTH AIDS STATE CHARGES	0	0	0	45,318	45,318	0
5008 YOUTH INDEPENDENT LIVING	24,054	86,556	62,502	24,054	88,362	1,806
5009 YA EARLY & INTENSIVE INT	73,639	114,687	41,048	75,600	165,070	48,422
5010 COMM OPTIONS PROG	152,115	331	(151,784)	152,115	0	(331)
5018 FAMILY SUPPORT	66,343	4,955	(61,388)	66,343	6,000	1,045
5020 DOMESTIC ABUSE	63,301	60,000	60,000	60,000	60,000	0
5021 SAFE & STABLE FAMILIES	63,301	370,374	307,073	100,586	413,494	5,835
5036 SACWIS	0	180	180	0	0	(180)
5040 CHILDRENS LTS WAIV-DD	523,156	774,971	251,816	1,100,876	1,271,005	(81,687)
5041 CHILDRENS LTS WAIV-MH	232,825	368,277	135,452	334,692	401,184	(68,960)
5042 CHILDRENS LTS WAIV-PD	2,675	3,112	438	2,500	2,500	(438)
5068 FOSTER PARENT TRAINING	2,000	3,972	1,972	2,000	8,348	4,376
5070 IV-E TPR	38,356	106,714	68,358	60,163	158,324	29,803
5080 YOUTH DELINQUENCY INTAKE	0	633,134	633,134	0	752,354	119,220
5175 EARLY INTERVENTION	195,663	729,023	533,360	205,564	711,069	(27,855)
5188 BUSY BEES PRESCHOOL	6,298	54,483	48,185	6,500	48,829	(5,856)
5189 INCREDIBLE YEARS	(500)	43,277	42,777	0	14,500	(28,277)
Balance Sheet Non Lapsing Funds	71,341	71,341	(71,341)	71,341	(71,341)	0



# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Revenue

## & Expenditures May, 2014

### Summary Sheet

Program	Annual Projection		Tax Levy	Budget		Variance
	Revenue	Expenditure		Revenue	Expenditure	
<b>Children &amp; Families</b>	<b>3,395,164</b>	<b>7,701,088</b>	<b>(4,304,924)</b>	<b>4,102,224</b>	<b>8,851,281</b>	<b>4,749,057</b>
<b>Total</b>						<b>444,133</b>
<b>Economic Support Division</b>						
5050 NURSING HOME M.A. ADMIN.	0	0	0	0	0	0
5051 INCOME MAINTENANCE	1,372,447	1,873,074	500,627	1,377,623	1,855,795	(478,172)
5053 CHILD DAY CARE ADMIN	137,916	155,546	17,630	138,396	155,488	(17,092)
5055 W-2 PROGRAM	26	0	(26)	0	0	26
5057 ENERGY PROGRAM	149,131	149,131	0	170,644	170,644	0
5071 CHILDREN FIRST	0	0	0	3,200	0	(3,200)
5073 FSET	22,270	0	(22,270)	18,200	0	(18,200)
5074 W-2 DAYCARE	720	0	(720)	0	0	720
5100 CLIENT ASSISTANCE	25,200	0	(25,200)	0	0	25,200
5105 KINSHIP ASSESSMENTS	6,848	1,896	(4,952)	6,848	7,568	5,672
5110 Non-W2 Emergency Assistance	0	0	0	0	0	0
<b>Total</b>	<b>1,714,557</b>	<b>2,179,647</b>	<b>465,090</b>	<b>1,714,911</b>	<b>2,189,495</b>	<b>474,584</b>
<b>Economic Support Division</b>						<b>9,494</b>

### Aging Division & ADRC

5012 ALZHEIMERS FAM SUPP	19,009	1,571	(17,438)	18,988	18,988	0	17,438
5048 AGING/DISABIL RESOURCE	806,901	783,904	(22,998)	920,543	787,646	(132,897)	(109,899)
5075 GUARDIANSHIP PROGRAM	0	27,228	27,228	0	23,999	23,999	(3,229)
5076 STATE BENEFIT SERVICES	76,422	99,336	22,914	48,232	126,664	78,432	55,518
5077 ADULT PROTECTIVE SERVICES	56,827	88,340	31,513	56,827	91,997	35,170	3,657
5078 NSIP	20,455	21,028	573	20,455	21,028	573	0
5151 TRANSPORTATION	201,774	216,276	14,502	206,164	245,633	39,469	24,967
5152 IN-HOME SERVICE III-D	4,283	521	(3,762)	4,283	5,494	1,211	4,973
5154 SITE MEALS	147,728	140,774	(6,953)	152,073	160,304	8,231	15,184
5155 DELIVERED MEALS	117,542	143,543	26,001	126,710	147,086	20,376	(5,625)
5157 SCSP	7,986	8,874	888	7,986	8,874	888	0
5158 ELDER ABUSE	35,029	102,986	67,957	25,025	74,642	49,617	(18,340)
5159 III-B SUPPORTIVE SERVICE	65,357	82,287	16,929	64,973	78,160	13,187	(3,742)
5163 TITLE III-E	30,660	46,035	15,375	27,463	48,591	21,128	5,753
Balance Sheet Non Lapsing Funds	12,272		(12,272)	12,272		(12,272)	0
<b>Total</b>	<b>1,602,246</b>	<b>1,762,702</b>	<b>160,456</b>	<b>1,691,994</b>	<b>1,839,106</b>	<b>147,112</b>	<b>(13,344)</b>
<b>Aging &amp; ADRC Center</b>							

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Revenue & Expenditures May, 2014

Summary Sheet	Program	Annual Projection		Tax Levy	Budget		Variance
		Revenue	Expenditure		Revenue	Expenditure	
							() Unfavorable
<b>Administrative Services Division</b>							
5187	UNFUNDED SERVICES						
5190	Management	2,112	53,182	51,070	0	49,726	(1,344)
5190	Management Cleared		0	0		1,437,850	1,437,850
5195	Vehicle Escrow Account		0	0		(1,437,851)	(1,437,851)
5200	Overhead & Tax Levy	19	30,644	30,625	50	30,644	(32)
5200	Overhead Cleared	8,395,370	152,530	(8,242,839)	8,441,038	144,410	(53,789)
5210	CAPITAL OUTLAY		0	0		0	0
	Balance Sheet Non Lapsing Funds	400,574	466,353	466,353	400,574	414,111	(52,242)
			(400,574)	(400,574)		(400,574)	0
<b>Total</b>	<b>Administrative Services Division</b>	<b>8,798,074</b>	<b>702,710</b>	<b>(8,095,364)</b>	<b>8,841,662</b>	<b>638,890</b>	<b>(107,408)</b>
<b>GRAND Total</b>		<b>20,604,904</b>	<b>20,094,608</b>	<b>(9,121,143)</b>	<b>21,429,129</b>	<b>21,429,129</b>	<b>0</b>
Net Balance				<b>511,296</b>			<b>511,296</b>

Note: Variance includes Non-Lapsing from Balance Sheet

<b><u>2014 Provider Contracts (7/02/2014)</u></b>							
Contract Number	Provider	Service	TPA	Target	2013		
	<b>Added for 2014 since last Mtg</b>						
14- 237	Friends of Women in Recovery (Beacon H	Halfway House		AODA	0.00	per Day	130.00 per Day
14- 238	Children's Hospital of WI Community Servi	Foster Care		Child	0.00	per month	3,373.05 per month
14- 239	Mertins Home Care Inc.	Contracted RN		MH	0.00	per hour	75.00 per hour
14- 240	Madison Psychiatric Associates	Psychotherapy		MH	0.00	per hour	134.21 per hour
							#DIV/0!
							n/a
							#DIV/0!
							n/a
							#DIV/0!
							37,050
							n/a

**2014 Provider Contracts (7/02/2014)**



## NEW POSITION COVER FORM

This is a request for a new position.

Department/Facility: Human Services Department

Subdepartment/Unit: Aging and Disability Resource Division

Proposed Job Title: Aging & Disability Resource Specialist (part time)

Requested by: Kathi Cauley

**Please provide a brief summary of the purpose and duties of the new position.**

Aging and Disability Resource Centers (ADRCs) are welcoming and accessible places where older people and people with disabilities go to obtain information, advice, and help in locating services or applying for benefits. Aging & Disability Resource Specialists are responsible for providing reliable and objective information about a broad range of programs and services and help people with long term care needs understand and evaluate the various options available to them. This includes assessing and enrolling people into publicly funded long term care, i.e. Partnership, Family Care and the IRIS Medicaid Waiver Program.

**Please state the position or person previously responsible for the duties being performed by the new position, and the degree of involvement/responsibility this position will still have.**

The ADRC employs 4 Aging & Disability Resource Specialists who all do the same job functions. This position would increase the ADRC's ability to respond to customer inquiries.

**What are the consequences if this position is not approved?**

People will be subject to longer waiting times for services or benefits.

**How would this position be funded?**

This position will be funded via the ADRC state contract and Federal MA dollars under the 100% time reporting mechanism.

## NEW POSITION COVER FORM

This is a request for a new position.

Department/Facility: Human Services Department

Subdepartment/Unit: Aging and Disability Resource Division

Proposed Job Title: Disability Benefit Specialist (part time)

Requested by: Kathi Cauley

**Please provide a brief summary of the purpose and duties of the new position.**

A Disability Benefit Specialist (DBS) assists people 18-59 years of age access a comprehensive array of private and government benefits and programs, including Social Security Disability, SSI, Medicaid, FoodShare and Medicare Subsidies. A DBS can also arrange for legal representation of individuals who are adversely denied benefits to which they are entitled.

**Please state the position or person previously responsible for the duties being performed by the new position, and the degree of involvement/responsibility this position will still have.**

Sandy Free is a full-time DBS with the ADRC. Her caseload is at an all-time high and having a second position will do the same duties, and help even out the workload which has strict deadlines.

**What are the consequences if this position is not approved?**

If deadlines are missed or people cannot be seen in a timely manner, they will not get the help they need to manage their long term care needs related to their disabling condition(s). Human Services clients (the majority of individuals referred) would not have timely access to Medicaid or Social Security Benefits and the Department could incur additional costs for serving these individuals, i.e. counseling, medications, psychiatric services, Lueder Haus.

**How would this position be funded?**

This position will be funded via the ADRC state contract and Federal MA dollars under the 100% time reporting mechanism.

Item # 14a

## Human Services: A Primer

■ Sarah Diedrick-Kasdorf, Deputy Director of Government Affairs,  
Wisconsin Counties Association

### **COUNTIES ARE REQUIRED BY STATE LAW TO PERFORM HUMAN SERVICES FUNCTIONS ON BEHALF OF THE STATE.**

County governments serve as the administrative arm of the state. One of the most prevalent examples is county administration of social/human services programs. County responsibilities are found throughout the Wisconsin State Statutes:

Wis. Stat. Ch. 46: Social Services

Wis. Stat. Ch. 48: Children's Code

Wis. Stat. Ch. 49: Public Assistance and Children and Family Services

Wis. Stat. Ch. 51: State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act

Wis. Stat. Ch. 55: Protective Service System

Wis. Stat. Ch. 938: Juvenile Justice Code

Wisconsin state statute requires counties to create social or human services departments, create oversight committees or human services / social services boards (statutes also specify board membership), and sign contracts with the state for the provision of human services programming. The statutes also assign counties primary responsibility for the care, well-being, and treatment of certain populations. Examples of these statutory mandates include:

- Wis. Stat. § 46.22. County Social Services. (1) COUNTY DEPARTMENT OF SOCIAL SERVICES. (a) *Creation*. Except as provided under s. 46.23 (3)(b), the county board of supervisors of any county with a population of less than 500,000, or the county boards of 2 or more counties, shall establish a county department of social services on a single-county or multi-county basis. The county department of social services shall consist of a county social services board, a county social services director and necessary personnel.

Note: Wis. Stat. § 46.23 allows counties to create departments of human services.

- Wis. Stat. § 51.42 (1)(b). County liability. The county board of supervisors has the primary responsibility for the well-being, treatment and care of the mentally ill, developmentally disabled, alcoholic and other drug dependent citizens residing within its county and for ensuring that those individuals in need of such emergency services found within its county receive immediate emergency services. This primary responsibility is limited to the programs, services and resources that the county board of supervisors is reasonably able to provide within the limits of available state and federal funds and of county funds required to be appropriated to match state funds.

## ■ OPERATIONS

### Human Services

- ❑ Wis. Stat. § 938.06(2)(a). In counties having less than 750,000 population, the county board of supervisors shall authorize the county department or the court, or both, to provide intake services under s. 938.067 and the staff needed to provide intake services under s. 938.069. Intake services shall be provided by employees of the court or the county department and may not be subcontracted to other individuals or agencies, except as provided in par. (am). Intake workers shall be governed in their intake work, including their responsibilities for requesting the filing of a petition and entering into a deferred prosecution agreement, by general written policies established by the circuit judges for the county, subject to the approval of the chief judge of the judicial administrative district.

### **CATEGORIES OF HUMAN SERVICES PROGRAMS PROVIDED AT THE COUNTY LEVEL**

County social / human services departments provide an array of services, ranging from services to children in the Birth to Three program to our aging population in the adult protective services system. County human services programs can be categorized in five broad areas:

- ❑ Children and Families, includes child protective services
- ❑ Behavioral Health, includes mental health and alcohol and other drug abuse services
- ❑ Juvenile Justice
- ❑ Long-Term Support, includes services for children and adults with disabilities, as well as services to the aged
- ❑ Economic Support, includes eligibility determinations for the FoodShare and Medical Assistance programs

### **MAJOR FUNDING SOURCES**

Funding for county social / human services programs comes from a variety of sources, including state and federal funds, as well as county property tax levy.

- ❑ Community Aids
  - A combination of state and federal funds utilized for the provision of human services in two broad areas: (1) social services for low-income persons and children in need of protection and services; (2) services for persons with needs relating to mental illness, substance abuse or developmental disabilities.
  - Distributed from two state departments: Department of Health Services (DHS) and Department of Children and Families (DCF).
  - Counties are required to provide a 9.89% match to receive community aids funding.
  - 2013 Funding Levels:
    - ❖ Community Aids (DHS): \$189,880,831
    - ❖ Children and Family Aids (DCF): \$66,475,500

- Youth Aids
  - An annual allocation of state and federal funds from which a county may pay for juvenile delinquency-related services, including out-of-home placements and non-residential, community-based services for juveniles.
  - Distributed from the Department of Corrections.
  - 2013 Funding Level: \$90,749,774.
- Income Maintenance Administration Allocation
  - A combination of state and federal funds provided to county income maintenance consortia to perform the eligibility determination and management functions associated with several federal and state programs, including Medical Assistance and FoodShare.
  - 2013 Base Funding Level: \$26,463,302.
  - 2013 Increase for ACA Implementation: \$15,531,918.
- County Property Taxes
  - The amount of state and federal funding paid to counties does not cover county costs associated with the provision of the statutorily required services. As a result, counties have a significant financial investment, or “overmatch” in human services programming.
  - Overmatch amounts:
    - Community Aids: \$411.6 million in 2012.
    - Youth Aids: \$116,942,815 in 2010.
    - Income Maintenance: \$28,540,357 in 2011.