

Human Services Board Agenda - Jefferson County
Jefferson County Workforce Development Center, 874 Collins Road, Room 103
Jefferson, WI 53549

Date: Tuesday, June 14, 2016 Time: 4:00 p.m.

Committee Members:

Mode, Jim (Chair)
Jones, Dick (Vice Chair)
Kutz, Russell
Tietz, Augie

McKenzie, John (Secretary)
Crouse, Cynthia
Schultz, Jim

PUBLIC HEARING begins at 5:00 p.m. on June 14, 2016 in Room 103, Workforce Development Center.

- 1. Call to Order**
- 2. Roll Call (Establish a Quorum)**
- 3. Certification of Compliance with the Open Meetings Law**
- 4. Approval of the June 14, 2016 Agenda**
- 5. Citizen Comments (Members of the Public who wish to address the Board on specific agenda items must register their request at this time.)**
- 6. Approval of May 10, 2016 Board Minutes**
- 7. Communications**
- 8. Review of April, 2016 Financial Statement**
- 9. Discuss and Approve May, 2016 Vouchers**
- 10. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging & Disability Resource Center**
- 11. Discussion and Possible Action on New Professional Service Contracts for Adult Alternate Care and Psychological Assessments**
- 12. Appoint Ellen Sawyers to the ADRC Advisory Committee and Roxy Granzow to the Nutrition Project Council**
- 13. Review and Approve request for a staff member to attend the 29th Annual National Independent Living Conference in Missouri, to be paid in full by DCF**
- 14. Review and Approve Bids for Concrete Project at Lueder Haus— Hans Bros, Marvin Gleason Contractor, Velocity Concrete**
- 15. Review and Approve Bids for Window Replacements at Hillside – Baker Glass, Jefferson Glass, Lueck's Inc, Softer Lite Window Company**
- 16. Update on ECHO, the Electronic Health Records System**
- 17. Director's Report: Position requests**
- 18. Discuss updates from Wisconsin County Human Services Association.**
- 19. Discuss the Public Hearing & Review Board Policies**
- 20. Public Hearing – Human Services Department 2017 Budget 5:00 p.m.**
- 21. Discuss potential agenda items for July board meeting.**
- 22. Adjourn**

Next Scheduled Meetings: **Tuesday, July 12, 2016 at 8:30 a.m.**
 Tuesday, August 9, 2016 at 8:30 a.m.

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County board of Supervisors, may be present at this meeting.

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
May 10, 2016

Board Members Present: Jim Mode, Richard Jones, Russell Kutz, Augie Tietz, Cynthia Crouse, Jim Schultz and John McKenzie

Others Present: Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Manager Joan Daniel; Aging & Disability Resource Division Manager Sue Torum; Aging & Disability Resource Supervisor Sharon Olson; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; County Administrator Ben Wehmeier; County Corporation Counsel Blair Ward; and Maintenance Supervisor Ryan Mundt.

1. CALL TO ORDER

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

2. ROLL CALL/ESTABLISHMENT OF QUORUM

All present/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. ELECTION OF OFFICERS: CHAIR, VICE CHAIR, SECRETARY

Ms. Cauley asked for nominations for Chair.

Mr. Tietz made a motion to nominate Jim Mode for Chair.

Mr. McKenzie seconded.

Motion passed unanimously

Mr. Mode asked for nominations for Vice Chair.

Mr. Mode made a motion to nominate Richard Jones for Vice Chair.

Mr. Schultz seconded.

Motion passed unanimously

Mr. Mode asked for nominations for Secretary.

Mr. Schultz made a motion to nominate John McKenzie for Secretary.

Mr. Tietz seconded.

Motion passed unanimously

5. REVIEW OF THE MAY 10, 2016 AGENDA

No changes

6. CITIZEN COMMENTS

No comments

7. APPROVAL OF THE APRIL 12, 2016 BOARD MINUTES

Mr. McKenzie made a motion to approve the April 12, 2016 board minutes.

Mr. Tietz seconded.

Motion passed unanimously.

8. COMMUNICATIONS

Mr. Ruehlow reported on two articles that we submitted to the local newspaper. The first one was about Foster Care Appreciation month and the need for Foster Care families. The other was about a young man who is receiving our services who received the 2016 Governor's Foster Care Award.

9. REVIEW OF MARCH, 2016 FINANCIAL STATEMENT

Ms. Daniel reviewed the March 2016 financial statement (attached) and reported that there is a projected positive fund balance of \$305,100 excluding any prepaid reserves that may be adjusted for year-end. She presented the summary 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, Detox and Alternate Care statistics (attached).

10. REVIEW AND APPROVE MARCH, 2016 VOUCHERS

Ms. Daniel reviewed the summary sheet of vouchers totaling \$550,485.82 (attached).

Mr. Tietz made a motion to approve the March 2016 vouchers totaling \$550,485.82.

Mr. Jones seconded.

Motion passed unanimously.

11. REVIEW 2015 ANNUAL REPORT

Each Division Manager discussed their respective areas within the annual report. (attached)

12. UPDATE ON CAPITAL PROJECTS AND 5 YEAR CAPITAL PLAN

Maintenance supervisor Ryan Mundt presented a report on the capital projects and plans for the years 2016 – 2020. (attached)

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

Child & Family Resources:

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

- The Key Outcome Indicators are being met.
- Youngstar came to review the Busy Bee Preschool, who checks on quality of curriculum, room setup, etc. We received five stars again.
- We had a National Trainer come in last month to train our staff in Alternative Response and she sent us a very complimentary email about the dedication of our staff. (attached)

Behavioral Health:

Ms. Cauley reported on the following items:

- The results of the CCS audit came back stating that several claims did not have backup paperwork, resulting in a request to return \$884. We refuted all allegations of the report and resent copies of the paperwork listing in detail where the backup paperwork could be found.
- Our 2016 **Key Outcome Indicators** for April were as follows:
 - **EMH:** We are having a record setting year for emergency mental health calls totaling 2127 through April.
 - We had eight emergency detentions in April.
 - Suicide calls are up.
- We are working on contracting with Waukesha County Hospital to serve adults.

Administration:

Ms. Daniel reported on the following items:

- We have been working with the auditors.
- We are working on the budget for Project YES
- I'm working on the 942 and 943 reports.
- We are still working on the implementation of ECHO.
- The 2017 budget will be under way soon.

Economic Support:

Ms. Johnson reported on the following items:

- Our 2016 **Key Outcome Indicators** for April were as follows:
 - *We have 30 days to get 100% of all applications processed. We processed 99.02% of them timely, and last week we were at 100%. The Consortium Call Center must answer calls timely within 95% of the time. The Center was at 91.47%.*
- We hired a new case manager and she started last week.
- We have moved 10 staff to different offices to accommodate the new Food Share on Demand process.

ADRC:

Ms. Torum reported on the following items:

- In the past 2 months, the ADRC has seen three retirements, three job changes and has hired two new staff with a third to be interviewed shortly.
- In April, three of the Division's four Key Outcome Indicators were met at 100%. People who qualified for home delivered meals got them; the ADRC staff completed all home visits within 7 days and the adult protective services staff met the state standards under which they operate. The transportation goal was not met due to the unexpected absence of the coordinator. Another indicator will be reported at future meetings as a result of the 2016 ADRC contract, compliance and business plan requirements. That indicator is to meet state contract requirements 100%.
- The transportation program surveys are done and so far the driver questions have been rated highest with 91% saying that the drivers always, and 9% that the drivers usually pick them up on time, drop them off at their destination on time, follow road safety rules and are courteous and respectful. The surveys also show a very good response to the questions about

scheduling. A high percentage of respondents (45%) indicated that if they did not have this service they would need to cancel medical appointments. The complete results will be provided at a later meeting.

- The WI Eye “Dealing with Dementia” documentary was released on May 2, 2016. It is a 12-part series and each segment runs from 3 to 8 minutes. Cathy Kehoe, the Jefferson County Dementia Care Specialist, is featured in many of the clips and did an excellent job representing the ADRC.

14. DISCUSSION AND ACTION ON NEW PROFESSIONAL CONTRACTS – FOSTER HOME AND SUPERVISED VISITS

Ms. Cauley reported on the new contracts listed on the 2016 Provider Contract sheet. (attached)

Mr. Jones approved the contracts as listed.

Mr. Kutz seconded.

Motion passed unanimously.

15. DISCUSS AND APPROVE NEW POSITIONS: BEHAVIORAL HEALTH SPECIALIST/PSYCHOTHERAPIST; CCS SERVICE FACILITATOR AND FULL TIME GROUP HOME WORKER

Ms. Cauley reported that the Human Resources committee has reviewed these positions. We have seen a large increase in requests for services from individuals who are addicted to opioids and the first two positions will provide this service. The resolution includes the fiscal note for these positions (attached).

Mr. Jones made a motion to create a Behavioral Health Specialist/Psychotherapist position and a CCS Service Facilitator position and to forward it to the County Board.

Mr. Schultz seconded.

Motion passed unanimously

Ms. Cauley reported that we have an enormous amount of turnover with the part time group home workers, which then creates overtime for other workers. We recently had a part time worker resign, so to help alleviate this problem we would like to eliminate two part time positions and create one full time position. The fiscal note is included with the resolution (attached).

Mr. McKenzie made a motion to eliminate two part time group home worker positions and create a full time group home worker position and to forward it to the County Board.

Ms. Crouse seconded.

Motion passed unanimously

16. UPDATE ON ECHO, THE ELECTRONIC HEALTH RECORDS SYSTEM

Ms. Cauley reported that we are hopeful to get a significant credit back. Their legal department is looking it over now. We expect to hear something soon.

17. UPDATE ON HEROIN INITIATIVES

Ms. Cauley reported that we heard a presentation from the police chief in Greenfield County about how they help access resources for individuals who want to get into treatment quickly. We will be entering into a memorandum of understanding with our county law enforcement for the same purpose.

The State Opioid Authority will be visiting us on May 17 and we hope they will have suggestions for future funding for us.

On May 23, Sauk County will be giving us a presentation about their infrastructure for opioid recovery services.

We met with Opportunities, Inc. who will provide transportation and possibly a job for individuals.

We are looking at the Oxford House for housing options, which becomes a self-sustaining sober living community.

18. CONSIDER PROCLAMATION FOR MAY AS NATIONAL FOSTER CARE MONTH

Mr. McKenzie made a motion to proclaim May as National Foster Care month.

Ms. Crouse seconded.

Motion passed unanimously.

19. DIRECTOR'S REPORT

Ms. Cauley reported that one trail behind Human Services is done.

20. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported on the following items:

- We met with the Secretaries of DHS & DCF last month.
- The WCHSA Spring Conference began today and I will be attending.
- WCHSA will be following up with the OIG audits.

21. DISCUSS POTENTIAL AGENDA ITEMS FOR APRIL BOARD MEETING

- Update on ECHO
- ADRC advisory committee appointment

22. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Tietz seconded.

Motion passed unanimously.

Meeting adjourned at 10:55 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, June 14, 2016 at 4:00 p.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549

Financial Statement Summary

April, 2016

We have a positive fund balance of \$414,057 excluding any prepaid reserves adjustment done at year-end. This is still early in the year and I am sure things will change.

Summary of variances:

Revenue: Overall Revenues are unfavorable by \$1,005,772 from budget. CLTS revenue currently isn't captured by \$410,361 but expenses are underspent at this time by \$611,886. This is based on claims submitted by providers to WPS. CLTS Plans are costed out to spend our total allocation.

Expenditures: Favorable by \$1,419,828, primarily due to underspent of waiver of \$611,886, salary & fringes of \$508,584, and hospitals of \$423,603.

Major Classifications impacting the Balance

- **Salary under budget by \$196,634:** Some of the expenses show up later in the year based on anniversary dates of employees such as step increases. In addition, the budget is allocated based on 1/12 each month, where salary is based on pay periods. So when you have three pay periods in a month, this will absorb some of this variance.
- **Fringes under budget by \$311,950:** When there is a three week pay period in the month, there is no health insurance payment for the third pay period.
- **Children Alternate Care over budget by \$1,754:** This budget includes Alternate Care, Child Caring Institutions, Detentions, and Correctional Facilities as well as Shelter Care. For the month of April we spent \$138,473 and YTD average is \$172,106
- The Non-lapsing funds are reflected in the 2016 alternate care budget.
- **Children's Waiver under budget by \$611,886:** For 2016 we anticipate earning all of the contracts since we are projecting the current CLTS children waiver to receive services for the full year. I don't believe providers have submitted all of their claims to WPS at this time yet for January-April Service. The projection is based on WPS data.
- **Hospital/Detox projection is under budget by \$350,575 (Net basis):**

	<u>Budget</u>	<u>Actual</u>	<u>Projection</u>
Revenue	545,333	100,254	300,762
Expenditures	1,491,186	248,680	896,040
Net	945,853	148,426	595,278

There is a net charge of \$12,854.83 from Winnebago/Mendota

- Operating Costs are projected to be over budget by \$32,742. Supplies and Services projected under budget by \$128,884.
- Other Contracted over budget by \$244,327. Adult Alternate Care is overrunning budget by 215,902 and Clearview Commission \$55,000. Offsetting these costs is Ancillary Medical Costs by \$51,765.
- Community Care under budget \$128,786.

BEHAVIOR HEALTH DIVISION: This is favorable by \$466,265. The projected balance for hospitalizations for January - December amounts to \$595,278 on a net basis.

- In April, we received a charge for Winnebago/Mendota of \$12,854.83.

CHILDREN & FAMILY DIVISION: The actual balance for Children & Family Division is to be under budget by \$69,575.

Placements for April amounted to \$138,473.

ECONOMIC SUPPORT DIVISION: The Economic Support is projected to be favorable by \$196,407. This projection includes the federal dollars projection for 2014 & 2015.

AGING & ADRC DIVISION: The projected balance for Aging & ADRC Division is unfavorable by \$4,503.

ADMINISTRATIVE DIVISION: The administrative division is projected favorable by \$293,686

Books are unaudited at this time. This is early in the year so best guess at this time.

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT

STATEMENT OF REVENUES & EXPENDITURES

Projection based on April - 2016 Financial Statement

SUMMARY

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2015 Budget	Year End Variance
Federal/State Operating Revenues	2,638,291	1,723,757	4,362,048	5,177,214	4,712,862	13,185,422	14,191,194	(1,005,772)
County Funding for Operations (tax levy & transfer in)	3,072,146	0	3,072,146	3,459,220	2,875,420	8,626,261	8,626,261	0
less: Prepaid Expense Transfer	0	0	0	0	0	0	0	0
Total Resources Available	5,710,437	1,723,757	7,434,194	8,636,434	7,588,282	21,811,683	22,817,455	(1,005,772)
Total Adjusted Expenditures	6,627,971	335,953	6,963,924	8,767,730	7,723,792	22,142,398	23,562,227	1,419,828
OPERATING SURPLUS (DEFICIT)	(917,535)	1,387,805	470,270	(131,296)	(135,510)	(330,715)	(744,772)	414,057
Balance Forward from 2013-Balance Sheet Operating Reserve	744,772		744,772	484,187		744,772	744,772	0
NET SURPLUS (DEFICIT)	(172,763)	1,387,805	1,215,042	352,891	(135,510)	414,057	0	(414,057)

REVENUES

STATE & FEDERAL FUNDING

MH & AODA Basic County Allocation	422,529	229,420	651,949	823,215	651,949	1,955,848	1,955,848	0
Children's Basic County Allocation	231,012	67,388	298,400	361,872	290,993	895,200	872,979	22,221
Family Care County Contribution	0	0	0	0	0	0	0	0
Children's L/T Support Waivers	171,264	11,949	183,213	232,498	320,000	549,639	960,000	(410,361)
Behavioral Health Programs	85,594	(6,712)	78,881	98,764	84,812	236,605	254,435	(17,830)
Community Options Program	54,530	18,176	72,706	63,381	50,705	152,115	152,115	0
Aging & Disability Res Center	222,423	76,310	298,733	332,355	332,738	949,297	998,214	(48,917)
Aging/Transportation Programs	132,520	76,134	208,653	279,388	217,147	654,107	651,441	2,666
Project YES!	73,935	47,857	121,792	0	109,438	293,293	328,314	(35,021)
Youth Aids	312,728	(100,868)	211,861	256,504	247,233	659,942	741,698	(81,756)
IV-E TPR	5,942	6,469	12,411	15,982	20,054	60,163	60,163	0
Family Support Program	0	0	0	27,643	22,114	0	66,343	(66,343)
Children & Families	56,066	(32,195)	23,871	28,952	28,555	79,113	85,665	(6,552)
ARRA Birth to Three	0	0	0	0	0	0	0	0
I.M. & W-2 Programs	38,080	451,621	489,701	568,024	501,483	1,497,075	1,504,450	(7,375)
Client Assistance Payments	70,481	27,388	97,868	96,593	96,171	264,756	288,514	(23,758)
Early Intervention	82,782	(27,594)	55,188	68,985	55,188	165,564	165,564	0
Total State & Federal Funding	1,959,885	845,344	2,805,228	3,254,156	3,028,581	8,412,717	9,085,743	(673,026)

COLLECTIONS & OTHER REVENUE

Provided Services	368,656	725,368	1,094,024	763,981	1,070,254	3,282,072	3,213,800	68,272
Child Alternate Care	26,832	0	26,832	49,287	46,605	80,495	139,814	(59,319)
Adult Alternate Care	83,347	0	83,347	75,552	78,087	250,040	234,262	15,778
Children's L/T Support	34,588	106,360	140,947	413,222	203,457	422,841	610,371	(187,530)
1915i Program	0	33,563	33,563	20,587	33,563	203,848	100,688	103,160
Donations	17,241	7,811	25,052	27,601	26,181	72,948	78,544	(5,596)

	Y-T-D	Adjust	Y-T-D	Prior Y-T-D	Prorated	Year End	2015
@ Ledgers		-ments	Projection	Projection	Budget	Projection	Budget
Cost Reimbursements	31,746	5,312	37,058	47,916	38,329	109,076	164,559
Other Revenues	115,997	0	115,997	524,912	187,804	351,385	563,413
Total Collections & Other	678,406	878,414	1,556,820	1,923,058	1,684,281	4,772,705	5,105,451
							(332,746)

TOTAL REVENUES

EXPENDITURES

WAGES

Behavioral Health	465,337	0	465,337	586,534	418,999	1,396,011	1,256,997
Children's & Families	599,851	0	599,851	790,338	595,013	1,842,047	1,781,838
Community Support	249,507	0	249,507	360,517	270,908	748,061	812,725
Comp Comm Services	183,899	0	183,899	189,995	214,828	551,696	647,289
Economic Support	352,566	0	352,566	508,718	363,969	1,057,697	1,091,907
Aging & Disability Res Center	170,172	0	170,172	206,140	159,000	510,516	477,001
Aging/Transportation Programs	149,969	0	149,969	202,603	151,570	449,907	454,710
Childrens L/T Support	54,846	0	54,846	55,972	53,766	164,478	161,297
Early Intervention	100,241	0	100,241	139,620	101,523	300,722	304,568
Management/Overhead	292,530	60,000	352,530	382,389	415,026	1,058,657	1,245,079
Lueder Haus	86,649	0	86,649	124,388	100,868	259,948	302,603
Safe & Stable Families	74,079	0	74,079	100,194	74,199	222,237	222,597
Supported Emplmt	0	0	0	0	0	0	0
Total Wages	2,779,646	60,000	2,839,646	3,647,408	2,919,668	8,561,977	8,758,611
							(196,634)

FRINGE BENEFITS

Social Security	202,620	0	202,620	229,103	204,131	607,889	661,865
Retirement	176,050	0	176,050	208,147	189,042	528,150	567,126
Health Insurance	766,836	0	766,836	906,050	861,104	2,367,038	2,583,312
Other Fringe Benefits	32,996	0	32,996	1,203	18,227	51,988	54,682
Total Fringe Benefits	1,178,501	0	1,178,501	1,344,503	1,272,505	3,555,035	3,866,985
							(311,950)

OPERATING COSTS

Staff Training	24,934	0	24,934	18,547	26,202	69,977	79,606
Space Costs	58,168	0	58,168	102,059	66,626	182,663	199,878
Supplies & Services	288,378	0	288,378	531,416	384,476	1,027,545	1,156,429
Program Expenses	44,298	0	44,298	35,892	59,389	132,894	178,167
Employee Travel	45,006	0	45,006	69,942	58,431	136,661	175,292
Staff Psychiatrists & Nurse	137,422	0	137,422	179,292	147,235	412,267	441,705
Birth to 3 Program Costs	72,690	0	72,690	135,985	82,000	218,071	246,000
Busy Bees Preschool	597	0	597	808	558	1,791	1,675
ARRA Birth to Three	0	0	0	0	0	0	0
Opp. Inc. Payroll Services	0	0	0	0	0	0	0
Other Operating Costs	33,020	0	33,020	1,827	14,229	124,829	42,687
Year End Allocations	(9,313)	0	(9,313)	(11,601)	(6,153)	176,046	(18,458)
Capital Outlay	157,698	0	157,698	135,341	188,654	618,942	565,962
Total Operating Costs	852,899	0	852,899	1,199,509	1,021,648	3,101,685	3,068,943
							32,742

BOARD MEMBERS

Per Diems	1,485	0	1,485	2,585	2,333	4,455	7,000
Travel	0	0	0	0	0	0	0
							(2,545)

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2015 Budget	Year End Variance
Training	0	0	0	1,158	250	0	750	(750)
Aging Committee	0	0	0	0	0	0	0	0
Total Board Members	1,485	0	1,485	3,743	2,583	4,455	7,750	(3,295)
CLIENT ASSISTANCE								
W-2 Benefit Payments	0	0	0	0	0	0	0	0
Funeral & Burial	0	0	0	0	0	0	0	0
Medical Asst. Transportation	0	0	0	0	0	0	0	0
Energy Assistance	38,724	0	38,724	62,138	47,171	116,171	141,514	(25,343)
Kinship & Other Client Assistance	29,293	0	29,293	43,835	28,344	87,878	85,032	2,846
Total Client Assistance	68,016	0	68,016	105,972	75,515	204,049	226,546	(22,497)
MEDICAL ASSISTANCE WAIVERS								
Childrens LTS	223,623	(298)	223,325	63,749	398,028	919,974	1,531,860	(611,886)
Total Medical Assistance Waivers	223,623	(298)	223,325	63,749	398,028	919,974	1,531,860	(611,886)
COMMUNITY CARE								
Supportive Home Care	12,801	0	12,801	29,749	9,294	27,883	27,883	0
Guardianship Services	8,684	0	8,684	14,372	10,700	26,052	32,100	(6,048)
People Ag. Domestic Abuse	20,000	0	20,000	25,000	20,000	60,000	60,000	0
Family Support	0	0	0	11,564	0	0	0	0
Transportation Services	9,713	0	9,713	19,943	16,497	29,138	49,491	(20,353)
Opp. Inc. Delinquency Programs	28,599	(20,591)	8,008	57,198	10,489	24,023	31,467	(7,444)
Opp. Inc. Independent Living	0	0	0	0	0	0	0	0
Other Community Care	67,874	35,626	103,500	151,041	134,972	301,240	404,916	(103,675)
Elderly Nutrition - Congregate	18,685	0	18,685	29,130	14,583	53,894	43,749	10,145
Elderly Nutrition - Home Delivered	30,814	0	30,814	44,159	23,927	76,407	71,781	4,626
Elderly Nutrition - Other Costs	5,155	0	5,155	5,621	7,167	15,464	21,500	(6,036)
Total Community Care	202,324	15,035	217,359	387,777	247,629	614,101	742,887	(128,786)
CHILD ALTERNATE CARE								
Foster Care & Treatment Foster	281,936	0	281,936	296,724	373,565	845,809	1,120,695	(274,886)
Intensive Comm Prog	0	0	0	0	0	0	0	0
Group Home & Placing Agency	177,135	0	177,135	392,740	244,053	531,406	732,158	(200,752)
L.S.S. Child Welfare	0	0	0	0	0	0	0	0
Child Caring Institutions	188,553	0	188,553	39,419	56,359	565,659	169,077	396,582
Detention Centers	2,320	1,360	3,680	6,710	12,667	43,960	38,000	5,960
Correctional Facilities	0	0	0	0	0	0	0	0
Shelter & Other Care	5,009	21,760	26,769	175	21,575	139,575	64,725	74,850
Total Child Alternate Care	654,953	23,120	678,073	735,768	708,218	2,126,409	2,124,655	1,754
HOSPITALS								
Detoxification Services	44,053	9,059	53,112	11,745	50,000	159,335	150,000	9,335
Mental Health Institutes	240,433	0	240,433	462,231	434,745	871,298	1,304,236	(432,938)
Other Inpatient Care	0	0	0	0	0	0	0	0
Total Hospitals	284,485	9,059	293,544	473,976	484,745	1,030,633	1,454,236	(423,603)

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2015 Budget	Year End Variance
OTHER CONTRACTED								
Adult Alternate Care (Non-MAW)	96,626	0	96,626	150,094	82,915	289,879	248,745	41,134
Family Care County Contribution	0	208,366	208,366	260,457	208,366	625,097	625,097	0
AODA Halfway Houses	0	0	0	0	0	0	0	0
1915i Program	150,594	0	150,594	88,478	78,791	451,783	236,372	215,411
IV-E TPR	31,824	0	31,824	48,355	50,000	150,000	150,000	0
Emergency Mental Health	0	0	0	8,892	3,333	0	10,000	(10,000)
Work/Day Programs	0	0	0	0	0	0	0	0
Ancillary Medical Costs	53,570	6,681	60,251	114,948	77,506	180,753	232,518	(51,765)
Miscellaneous Services	49,425	13,990	63,415	134,099	92,341	271,570	277,022	(5,452)
Prior Year Costs	0	0	0	0	0	0	0	0
Clearview Commission	0	0	0	0	0	55,000	0	55,000
Total Other Contracted	382,039	229,037	611,076	805,324	593,251	2,024,081	1,779,754	244,327
TOTAL EXPENDITURES	6,627,971	335,953	6,963,924	8,767,730	7,723,792	22,142,398	23,562,227	(1,419,828)

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

Projection based on April 2016 Revenue & Expenditures Financial Statement

Summary Sheet

Program	Annual Projection		Tax Levy	Budget		Variance
	Revenue	Expenditure		Revenue	Expenditure Tax Levy	
Behavior Health						
5000 BASIC ALLOCATION	3,211,144	4,081,183	870,040	3,409,861	4,515,789	235,888
5003 LUEDER HAUS	178,913	475,207	296,294	112,000	539,905	131,611
5007 EMERGENCY MENTAL HEALTH	109,506	790,167	680,660	75,000	809,433	53,773
5011 MENTAL HEALTH BLOCK	26,128	101,198	75,070	26,128	26,142	(14)
5025 COMMUNITY SUPPORT PROGRAM	623,820	1,403,451	779,631	749,288	1,512,787	(75,056)
5027 COMP COMM SERVICE	1,437,568	1,108,795	(328,772)	1,365,604	(44,803)	283,969
5031 AODA BLOCK GRANT	109,299	160,579	51,280	109,299	121,501	(39,078)
5043 CERTIFIED MENTAL HEALTH	40,236	0	(40,236)	40,236	(40,236)	0
5044 EMERGENCY MENTAL HEALTH	0	0	0	10,000	0	0
5063 1915I PROGRAM	203,848	453,103	249,255	100,688	236,372	(113,571)
5090 YOUTH EMPOWERMENT SOLUTIONS	293,293	299,183	5,889	328,314	319,065	(15,138)
Total	6,233,754	8,872,867	2,639,112	6,326,418	9,411,795	446,265

() Unfavorable

Children & Families

5001 CHILDREN'S BASIC ALLOCATION	1,103,257	2,620,000	1,516,743	1,117,171	3,145,191	511,276
5002 KINSHIP CARE	86,462	86,462	0	84,877	84,877	0
5005 YOUTH AIDS	676,486	1,798,176	1,121,690	785,139	1,440,832	(465,998)
5006 YOUTH AIDS STATE CHARGES	0	0	0	0	0	0
5008 YOUTH INDEPENDENT LIVING	24,027	52,349	28,323	23,963	24,287	(27,999)
5009 YA EARLY & INTENSIVE INT	40,935	144,204	103,269	43,979	171,977	24,729
5010 CHILDRENS COP PROG	152,115	136	(151,979)	152,115	0	(136)
5018 FAMILY SUPPORT	0	0	0	66,343	0	(66,343)
5020 DOMESTIC ABUSE	0	60,000	60,000	60,000	60,000	0
5021 SAFE & STABLE FAMILIES	90,215	392,987	302,772	90,586	415,530	22,171
5036 SACWIS	0	34	34	3,000	10,000	6,966
5040 CHILDRENS LTS WAIV-DD	972,481	1,205,821	233,340	1,570,371	270,399	37,059
5041 CHILDRENS LTS WAIV-MH	0	1,206	1,206	0	0	(1,206)
5042 CHILDRENS LTS WAIV-PD	0	785	785	0	0	(785)
5068 FOSTER PARENT TRAINING	0	1,198	1,198	2,000	8,348	5,150
5070 IV-E TPR	60,163	150,000	89,837	60,163	150,000	0
5080 YOUTH DELINQUENCY INTAKE	0	742,523	742,523	0	747,101	4,578
5175 EARLY INTERVENTION	202,398	685,617	483,220	205,564	728,993	40,209
5105 KINSHIP ASSESSMENTS	1,030	2,991	1,961	6,916	2,373	412
5120 Coordinated Services Team	62,123	86,065	23,942	62,123	86,179	114
5188 BUSY BEES PRESCHOOL	4,110	63,746	59,636	6,500	52,701	(13,435)

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

Projection based on April 2016 Revenue & Expenditures Financial Statement

Summary Sheet	Program	Annual Projection		Tax Levy	Budget		Variance
		Revenue	Expenditure		Revenue	Expenditure	
	5189 INCREDIBLE YEARS	1,354	24,017	22,663	0	15,472	(7,191)
				0		0	0
							() Unfavorable
Total	Children & Families	3,477,154	8,118,315	4,641,161	4,280,810	8,991,546	69,575
Economic Support Division							
5051 INCOME MAINTENANCE		1,390,862	1,935,524	544,662	1,397,187	1,975,057	33,208
5053 CHILD DAY CARE ADMIN		132,027	0	(132,027)	132,027	155,488	155,488
5055 W-2 PROGRAM		0	0	0	0	0	0
5057 ENERGY PROGRAM		116,171	116,171	0	141,514	141,514	0
5071 CHILDREN FIRST		1,931	0	(1,931)	4,800	0	(2,869)
5073 FSET		7,704	0	(7,704)	0	0	7,704
5074 W-2 DAYCARE		300	0	(300)	0	0	300
5100 CLIENT ASSISTANCE		2,575	0	(2,575)	0	0	2,575
Total	Economic Support Division	1,651,571	2,051,696	400,124	1,675,528	2,272,059	196,407
Aging Division & ADRC							
5012 ALZHEIMERS FAM SUPP		21,049	19,354	(1,695)	19,009	19,009	1,695
5048 AGING/DISABIL RESOURCE		949,297	853,281	(96,015)	998,214	865,096	(37,103)
5075 GUARDIANSHIP PROGRAM		0	26,052	26,052	0	32,100	6,048
5076 STATE BENEFIT SERVICES		45,882	126,053	80,171	45,882	129,099	3,046
5077 ADULT PROTECTIVE SERVICES		56,827	94,884	38,057	56,827	103,113	8,229
5078 NSIP		19,998	21,028	1,030	19,998	21,028	0
5151 TRANSPORTATION		220,720	218,747	(1,973)	222,969	248,490	27,494
5152 IN-HOME SERVICE III-D		4,263	9,643	5,380	4,263	7,000	(2,643)
5154 SITE MEALS		144,247	151,224	6,977	144,293	154,317	3,047
5155 DELIVERED MEALS		134,019	146,327	12,308	131,267	148,698	5,123
5157 SCSP		7,986	8,874	888	7,986	8,874	0
5158 ELDER ABUSE		25,025	125,535	100,510	25,025	104,102	(21,433)
5159 IIL-B SUPPORTIVE SERVICE		65,173	70,686	5,513	65,213	75,330	4,604
5163 TITLE III-E		28,431	35,976	7,545	28,582	33,517	(2,610)
				0	0	0	0
Total	Aging & ADRC Center	1,722,916	1,907,665	184,748	1,769,528	1,949,773	(4,503)

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

Projection based on April 2016 Revenue & Expenditures Financial Statement

Summary Sheet		Annual Projection		Tax Levy	Budget		() Unfavorable
Program	Revenue	Expenditure	Revenue		Expenditure	Tax Levy	
Administrative Services Division							
5187 UNFUNDED SERVICES	12,848	1,440	(11,409)	0	49,726	49,726	61,135
5190 Management		321,110	321,110		749,868	749,868	428,758
5190 Management Cleared			0		(748,124)	(748,124)	(748,124)
5195 Vehicle Escrow Account	166	54,942	54,776	0	54,942	54,942	166
5200 Overhead & Tax Levy	8,713,273	195,422	(8,517,850)	8,765,171	264,680	(8,500,491)	17,359
5200 Overhead Cleared		0	0		0	0	0
5210 CAPITAL OUTLAY		618,942	618,942		565,962	565,962	(52,980)
Balance Sheet Non Lapsing Funds	744,772		(744,772)	744,772		(744,772)	0
Total	9,471,059	1,191,856	(8,279,203)	9,509,943	937,054	(8,572,889)	(293,686)
GRAND Total	22,556,455	22,142,398	(414,057)	23,562,227	23,562,227	(0)	414,057
Net Balance							
Note: Variance includes Non-Lapsing from Balance Sheet							

Note: Variance includes Non-Lapsing from Balance Sheet

2016 YTD April

Hospital	Clients	Comments	Total YTD Paid (net)	MONTH YTD	DAYS PAID
Fond du Lac Co. Health Care Center	5	Insurance will not pay because clients are not within the age group for payment. See note below.	\$41,580.00	March	44
All Saints Medical Center					
Mendota Health Institute	1	Only count clients we paid for.	-\$11,263.83	April	7
Rogers Memorial Hospital					
Stoughton Hospital Geriatric Psych Program					
St. Agnes					
St. Marys Hospital, Madison					
Trempealeau Co. Health Care Center					
UW Hospital, Madison					
WATERTOWN REGIONAL MEDICAL CEN					
Winnepago Mental Health Institute	8	Only count clients we paid for.	\$95,183.98	April	151
Grand Total	14		\$125,500.15		202

**Year To Date: Insurance Collected & Client Payments
included in YTD Total**

(\$100,256.85)

Count is based on Unduplicated Clients.

Note: Winnebago and Mendota bills Jefferson County HSD Monthly and if they collect from insurance reimburses us after the fact.

Winnebago, Mendota, and Fund du Lac Co. are IMD facility so between ages 22-64 Insurance won't pay.

Presumptive MA is looked at if client has no insurance to see if the client qualifies.

**INFORMATION ONLY included
in YTD Total**

[illegible]

Alternate Care Costs

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
Foster Care	51	1,509	\$81,830.13	\$54.23	\$1,604.51
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	1	31	\$232.00	\$7.48	\$232.00
Group Home	11	309	\$57,778.90	\$186.99	\$5,252.63
Kinship Care	28	848	\$6,346.32	\$7.48	\$226.65
Subsidized Guardianship	12	372	\$3,060.19	\$8.23	\$255.02
RCC's	6	173	\$58,621.09	\$338.85	\$9,770.18
Total Dec 2015	109	3242	\$207,868.63	\$64.12	\$1,340.34
Unduplicate (101)		YTD Avg. per Month	\$182,051.03		
January-16					
Foster Care & Treatment H.	47	1449	\$82,208.46	\$56.73	\$1,749.12
Foster Home Level - 1	1	31	\$232.00	\$7.48	\$232.00
Group Home	11	269	\$51,033.05	\$189.71	\$4,639.37
Kinship Care	27	819	\$6,129.29	\$7.48	\$227.01
Subsidized Guardianship	12	372	\$3,188.00	\$8.57	\$265.67
RCC's	8	209	\$66,618.04	\$318.75	\$8,327.26
Total January 2016	106	3149	\$209,408.84	\$66.50	\$1,975.56
Unduplicated 105		YTD Avg. per Month	\$209,409		
February-16					
Foster Care	47	1331	\$79,320.15	\$59.59	\$1,687.66
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	1	8	\$64.00	\$8.00	\$64.00
Group Home	6	174	\$49,977.51	\$287.23	\$8,329.59
Kinship Care	31	881	\$7,041.29	\$7.99	\$227.14
Subsidized Guardianship	12	410	4152	\$10.13	\$346.00
CCI's	5	144	\$49,284.16	\$342.25	\$0.00
Total February 2016	102	2948	\$189,839.11	\$64.40	\$1,861.17
Unduplicated Names 100		YTD Avg. per Month	\$199,624		
March-16					
Foster Care & Treatment H.	51	1436	\$78,134.83	\$54.41	\$1,532.06
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	0	0	\$0.00	\$0.00	\$0.00
Group Home	8	136	\$26,310.89	\$193.46	\$3,288.86
Kinship Care	33	978	\$7,319.22	\$7.48	\$221.79
Subsidized Guardianship	12	372	\$3,188.00	\$8.57	\$265.67
RCC	3	93	\$35,751.54	\$384.43	\$11,917.18
Total March 2016	107	3015	\$150,704.48	\$49.98	\$1,408.45
Unduplicated Names 104		YTD Avg. per Month	\$183,317		

Alternate Care Costs

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
April-16					
Foster Care & Treatment H.	52	30	\$76,299	\$2,543.30	\$1,467.29
Foster Care Special	0	0	0	\$0.00	\$0.00
Foster Home Level - 1	0	0	\$0.00	\$0.00	\$0.00
Group Home	2	60	\$14,577.60	\$242.96	\$7,288.80
Kinship Care	32	927	\$7,168.80	\$7.73	\$224.03
Subsidized Guardianship	12	360	\$3,188.00	\$8.86	\$265.67
Main Program	0	0	\$0.00	\$0.00	\$0.00
RCC	3	90	\$37,240.20	\$413.78	\$12,413.40
Total April 2016	101	1467	\$138,473.45	\$94.39	\$1,371.02
Unduplicated Names 97		YTD Avg. per Month	\$172,106		

Detox/AODA CBRF
Jefferson County - HSD
2016 April

Detox Facility	Clients	Comments	Billed YTD	Days
Tellurian Community	14	March	\$9,359.00	21
Genesis Behavior				
Mat Talbot				
Lutheran Social Services	1	February	\$2,550.00	30
Hope Haven - Reb	3	April	\$13,894.00	106
Friends of Women	3	February	\$12,245.00	79
	21		\$38,048.00	236

Count is based on Unduplicated Clients.

PLANT: 920-674-4264
JEFF CELL: 920-723-0203
FAX: 920-674-9464

870 N. Watertown Avenue
Jefferson, WI 53549

Date 4/

PROPOSAL

Page 1 of 1

PROPOSAL SUBMITTED TO <i>Jefferson Co. Human Sew.</i>		JOB NAME <i>Kueder Haus</i>
BILLING ADDRESS		JOB LOCATION
HOME TELEPHONE	CELL PHONE	E-MAIL ADDRESS
DATE OF PLANS	ARCHITECT <i>Att. Ryan</i>	JOB TELEPHONE
<i>Remove stoop cap + replace w/cap, steps, ramp</i>		<i>\$10,425.00</i>

We propose to furnish material and labor complete in accordance with the above specifications for the sum of:

(\$ 10,425.00)

Payment to be made as follows: ☐ _____ down at time of signing proposal.

☐ Remaining balance upon completion of job.

☐ Full payment upon completion of job.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Not responsible for water, cracking, hairline cracks, popping, dusting, or spalling. Any alteration or deviation from above specifications involving extra costs will be executed upon verbal and/or written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized Signature: Will Hans

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature: _____

Date of Acceptance: _____

Authorized Signature: _____

Date of Acceptance: _____

2811 Twin Waters Lane
Franksville, WI 53126

Phone: 262.878.3852
Fax: 262-878-2441
Email: mgleason15@aol.com

#14

MARVIN GLEASON CONTRACTOR, INC.

TO: Jefferson County
Attn: Ryan Mundt
FROM: Marvin E. Gleason, Jr., President
DATE: May 3, 2016
RE: Lueder Haus
1473 Annex Road
Jefferson, WI

PROPOSAL

Supply all labor and material (except as noted) for construction of the following:

- Item #1:** Approximately 110 lin. ft. of reinforced concrete stoop and step replacement.
Item #2: Approximately 130 sq. ft. of reinforced concrete handicap ramp with footing and foundation walls.
Item #3: Provide excavation and removals and disposal of excess material for above work.
Item #4: Provide stone backfill for above work.

Total Amount of Proposal (see conditions and option) -

\$20,500.00

Option #1: Provide 1 each truncated dome handicap ramp tile insert (2' x 4'). **Add \$400.00**

CONDITIONS: 1. Does not include -

Railings

Colored or textured concrete
Epoxy coatings of any type
Bollard sleeves
Insulation
Floor coverings or sealers
Plumbing or electric
Testing
Sign bases

Cold weather construction costs

Erosion control
Bonds of any type
Slabs for utility trenches
Painting
Carpentry or masonry
Inspections
Railings
Asphalt or asphalt patching
Curb and gutter

Any work above first floor
Pumping or dewatering
Prevailing wages/white sheet
Landscaping
Anchor bolts or grouting
Joint sealing or caulking
Guard posts or installation
Light pole bases
Curbs

2. Application of floor coverings or sealers constitutes acceptance of the concrete floors.
3. General Contractor to supply all line and grade stakes necessary for all construction.
4. This proposal becomes an integral part of any subsequent contract.

NOTE: Heated concrete costs and cold weather additive costs for concrete start November 1st. Additional covering and protection costs for concrete and masonry begin as overnight temperatures fall below 38 degrees or December 1st, whichever comes first. These costs will be billed at a negotiated price before construction begins on a time and material basis and must be approved and signed for on a weekly basis (except as noted).

PAYMENT TERMS: Payment due net 30 days. Delinquent accounts are subject to service charges of 18% per year on the unpaid balance calculated per month.

Velocity Concrete and Construction

N2320 Johnson Road
Fort Atkinson, WI 53538
920.988.6372

Estimate

Date	Estimate #
4/13/2016	192

Name / Address
Jefferson County Lueder Haus Stoop Rebuild

Project

Description	Qty
Concrete Remove and Disposal of Stoop	133
Excavation Of Pier 4' x 4' x 16"	4
Concrete Pier 4' x 4' x 16"	4
Concrete Ramp 4" fibermesh	96
Concrete Landing	133
Concrete Steps	3
ADA Plate	
<p>CONCRETE CONDITIONS:</p> <p>-Estimate does not include any joint filler, to be done by other unless listed in estimate.</p> <p>-Estimate does not include pump truck if site is inaccessible, other than pumps included in estimate.</p> <p>-Estimate does not included the cost of gravel, unless stated above, grade to within +/- 1".</p> <p>-Estimate does not include winter changes unless specified in estimate. Winter charges to be applied from Nov.1 to April 15th @\$18.00 per cubic yd. of concrete. This covers all accelerators and winter heat charges.</p> <p>-Estimate does not include any type of warranty for premature cracking in the concrete foundation walls or flatwork; we will follow the specifications for the project as well as the ACI manual. Fixing any type of crack will result in an additional cost to the buyer over and above the contract amount.</p> <p>-Estimate does not include any warranty for desurfacing problems due to extreme winters or salting by either the owner or caretaker of said property!!! VELOCITY CONCRETE AND CONSTRUCTION LLC DOES NOT MAINTAIN CONCRETE AFTER FINAL COMPLETION OF SAID PROJECT AND WE ARE NOT RESPONSIBLE FOR PROPER MAINTENANCE OF CONCRETE AFTER TURNOVER OF SAID PROJECT TO THE BUYER OR OWNER. PER ACI STANDARDS SALTING OF CONCRETE WITHIN THE FIRST YEAR OF INSTALL COULD RESULT IN A SLAB FAILURE TO THE SURFACE WHICH THE OWNER ISN'T VERY HAPPY ABOUT. OUR CONCRETE SHOULD BE TREATED WITH SAND IN LIEU OF SALT AFTER COMPLETION OF PROJECT.</p>	
Total	

Customer Signature _____

Velocity Concrete and Construction

N2320 Johnson Road
Fort Atkinson, WI 53538
920.988.6372

- Page 2 -

#14
Estimate

Date	Estimate #
4/13/2016	192

Name / Address
Jefferson County Lueder Haus Stoop Rebuild

Project

Description	Qty			
<p>-Estimate does not include any warranty for concrete that heaves or settles do to frost in the sub base as we cant control Mother Nature and this will be an additional cost to the buyer or owner if this needs to be fixed as this is an act of God and not the responsibility of VELOCITY CONCRETE AND CONSTRUCTION LLC</p> <p>GENERAL CONDITIONS:</p> <p>-All licenses / permits to be paid by others.</p> <p>- In order to maintain the builders schedule work may be subcontracted out by Velocity Concrete and Construction LLC.</p> <p>- As required by the WI Construction Lien Law, we hereby notify you that when we furnish labor and/or materials, we have lien rights on owner's land and buildings and we will serve"Notice of Lien" on accounts not paid.</p> <p>ESTIMATE MUST BE SIGNED AND RETURNED PRIOR TO THE START OF THE PROJECT.</p>				
<table><tr><td></td><td>Total</td><td>\$5,530.00</td></tr></table>			Total	\$5,530.00
	Total	\$5,530.00		

Customer Signature _____



Baker Glass, LLC
N1806 US Hwy. 12
Fort Atkinson, WI 53538

15

Proposal

Date

5/27/2016

Proposal Submitted To:

Ryan Mundt, Maintenance Supervisor
Jefferson County Human Services
1541 Annex Road
Jefferson, WI 53549

Project/Jobsite Information:

Hillside Office Building

Main Phone	Alternate Phone	Fax #	Email Address	Terms	Rep
920/674-8179			ryanmu@jeffersoncountywi.gov	Net 30	DWM

All material is guaranteed to be as specified. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the Proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. This proposal may be withdrawn by us if not accepted within 30 days.

Signature

Description			Amount
We Propose to Furnish All Labor & Materials Needed to Complete the Following Work:			
FURNISH AND INSTALL ALLIANCE BELMONT WHITE VINYL WINDOWS WITH LOW E ARGON INSULATED GLASS, SCREENS, AND LIFETIME PARTS AND LABOR WARRANTY.			
Qty. (91) Double hung windows Size: 33-1/2" x 53-1/2"			
Qty. (21) Awning windows Size: 33-1/2" x 28"			
Total of 112 windows.			
Work includes removing and disposing of existing window sash, inserting new windows into existing jamb, foam seal insulated the perimeter and weight pockets. Wrap exterior wood trim with white aluminum brake metal, caulk all joints with white silicone sealant. Existing interior trim remains in place.			
Work to be completed before 11/1/2016.			
PROPOSAL TOTAL		Acceptance of Proposal-Signature	46,760.00
Sales Tax		Date	0.00
Phone #	Fax #	E-mail	Total
920-563-5154	920-563-5710	office@bakerglasscompany.com	\$46760.00

PROPOSAL

#15



142 W. Candise Street • Jefferson, WI 53549
(920) 674-3322 • Fax: (920) 674-8950
E-mail: jeffersonglass@att.net

ATTN:
Ryan Mundt

Date 5-28-16

Proposal submitted to Jefferson County Humane Soc. Phone _____

Street _____ Job Name Hillside building

City, State, Zip _____ Job Location 1541 Annex Rd.

We hereby submit specifications and estimates for:

Supply & install

91 - Alliance Belmont Doublehung, 1/2 screen, Low-E Argon

23 - Alliance Awning Windows - Low-E Argon

Lifetime parts & Labor Warranty

Aluminum wrap @ ext. - same trim @ interior

Fill weight pockets with insulation

Wash new windows & dispose of all old

We Propose hereby to furnish material and labor --

complete in accordance with above specifications, for the sum of: \$ 45,800.00

Payment to be made as follows: 60 days

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature _____

Note: This proposal may be
withdrawn by us if not accepted within 90 days.

Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____ Signature _____

LUECK'S, INC.

706 South Main Street • Oshkosh, Wisconsin 54902 • Phone (920) 235-0106 • FAX (920) 235-0145 • (800) 558-3257 WI/MI

luecksinc@att.net ♦ www.luecksinc.com

Window replacement at hillside office building

We agree to supply and install the following:

- A. Remove and dispose of the existing window sash and stops
- B. Quantity 91 double hung and 23 awning style Alliance Belmont vinyl windows
- C. Low-e argon glazing
- D. White vinyl interior and exterior
- E. Existing exterior casing wrapped with white aluminum
- F. Insulate existing weight pockets
- G. Insulation and sealant around new windows

Base bid price \$ 54,180.00

Alternate adds to base bid:

Alternate # 1- paint existing window lintels Add \$ 3445.00 to base bid

Alternate # 2- remove existing windows using lead paint procedures by lueck's

Qualified personnel add \$ 5345.00 to base bid.

Cordially

Jeff Lueck





Softer Lite
Window Company

SHINE THROUGH®

Chicago

5800 N. Northwest Highway
Chicago, Illinois 60631
Phone 773.774.6400
Fax 773.774.6506

Milwaukee

W290 S5298 Ridgefield Road
Waukesha, Wisconsin 53189
Phone 262.853.2130
Fax 262.968.2165

www.softerlite.com

June 1, 2016

Mr. Ryan Mundt
Maintenance Supervisor
Jefferson County Human Services
1541 Annex Road
Jefferson, Wisconsin 53549

Re: Hillside Building Window Replacement

Mr. Mundt:

We propose to furnish and install the new Alliance windows at the Hillside Building per your Invitation to Bid and our field examination of the building as follows:

91—Alliance Belmont double hung windows.
21—Alliance awning windows.
White vinyl interior and exterior.
Insulated glass with low E and argon gas.
Exterior wrapped in white aluminum brake metal.
Exterior one part urethane sealant.
Reuse interior wood trim.
Spray foam insulation at all window pockets and existing weight pockets.
Removal and disposal of the existing windows.
Broom clean up of all work areas.

Total sum of \$53,435.00.

We do not include:

--Moving of furniture and employee personal affects.

POLICY STATEMENT FOR FUNDING REQUESTS MADE TO THE HUMAN SERVICES BOARD

Each year the Jefferson County Human services Board must plan, review and recommend an annual budget to the County Administrator and County Board. As a part of this process a public hearing is held in order for the Board to consider funding requests and other concerns or suggestions.

The Human Services Board has adopted the following guidelines when considering funding requests:

- Organizations requesting funding must make an appearance before the Human Services Board at a Public Hearing or other designated time and provide their funding requests in written form prior to the Board's final Budget deliberations.
- Funding requests must clearly demonstrate that their programs or services offer benefit to the Human Service Department and coincide with the mission and purpose of the Department.
- All individuals served by program proposals must be Jefferson County residents.
- Organizations that are funded must be willing to cooperate and collaborate with the Human Service Department and accept guidance on the use of funds if deemed appropriate by the Human Services Board.
- Organizations that are funded will not rely on a County allocation as their total operational Budget.