

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

**Date: Tuesday, July 12, 2016 Time: 8:30 a.m.**

**Committee Members:**

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

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

- 1. Call to Order**
- 2. Roll Call (Establish a Quorum)**
- 3. Certification of Compliance with the Open Meetings Law**
- 4. Approval of the July 12, 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 June 14, 2016 Board Minutes**
- 7. Communications**
- 8. Review of May, 2016 Financial Statement**
- 9. Discuss and Approve June, 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 (Child Alt Care, Parenting Class, Respite, and AODA Responsibilities Service)**
- 12. Review of Capital Projects**
- 13. Update on Video Security Cameras**
- 14. Review and Approve Bids for the roof for Lueder Haus (Carpentry by Chris, Pioneer Roofing, Wedl Roofing)**
- 15. Update on ECHO, the Electronic Health Records System**
- 16. Review and Possibly Approve Funding Requests from Public Hearing**
  - a) Community Dental Clinic - \$7,500**
  - b) People Against Domestic and Sexual Abuse - \$60,000**
  - c) Watertown Area Cares Clinic - \$10,000**
- 17. Director's Report**
- 18. Discuss updates from Wisconsin County Human Services Association**
- 19. Discuss potential agenda items for August board meeting.**
- 20. Adjourn**

**Next Scheduled Meetings:**

**Tuesday, August 9, 2016 at 8:30 a.m.**  
**Tuesday, September 13, 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**  
**June 14, 2016**

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

**Others Present:** Director Kathi Cauley; Administrative Services Manager Joan Daniel; Aging & Disability Resource Division Manager Sharon Olson; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; County Administrator Ben Wehmeier; County Board Chair Jim Schroeder; and Maintenance Supervisor Ryan Mundt.

1. **CALL TO ORDER**  
Mr. Mode called the meeting to order at 4:00 p.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. **REVIEW OF THE JUNE 14, 2016 AGENDA**  
No changes
5. **CITIZEN COMMENTS**  
No comments
6. **APPROVAL OF THE MAY 10, 2016 BOARD MINUTES**  
Mr. Tietz made a motion to approve the May 10, 2016 board minutes.  
Mr. Schultz seconded.  
Motion passed unanimously.
7. **COMMUNICATIONS**  
No Communications
8. **REVIEW OF APRIL, 2016 FINANCIAL STATEMENT**  
Ms. Daniel reviewed the April 2016 financial statement (attached) and reported that there is a projected positive fund balance of \$414,057 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).

**9. REVIEW AND APPROVE MAY, 2016 VOUCHERS**

Ms. Daniel reviewed the summary sheet of vouchers totaling \$527,128.72 (attached).

Mr. Jones made a motion to approve the May 2016 vouchers totaling \$527,128.72.

Mr. McKenzie 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. Ruehlow on the following items:

- The cases in our Child Protective Services (CPS) have gone down, in large part due to the extra work being done in the intake assessment area. After looking at the numbers and recognizing this large shift, we would like to eliminate one position from the CPS team and create a position on the intake team, which are equal pay grade.

Mr. McKenzie made a motion to eliminate one CPS position and create an intake position, and to send it on to the Human Resources Committee and then to the County Board in July.

Ms. Crouse seconded.

Motion passed unanimously

- All Key Outcome Indicators are being met.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- We went to the Human Resources Committee to request a new Project Yes position, which is fully funded.

Mr. Jones made a motion to approve the creation of the new Project Yes position.

Mr. Schultz seconded.

Motion passed unanimously

- Our 2016 **Key Outcome Indicators** for May were as follows:
  - **EMH:** We had 50 emergency detentions year to date.
  - We had 131 suicide calls to date which are up compared to 102 last year at this time.
  - All Key Outcome Indicators are being met.
- We signed a MOU with law enforcement ensuring that if they encounter someone who is in need of opioid treatment, we will facilitate the person's rapid entry into treatment.
- Our clinicians have been using Dialectical Behavioral Therapy (DBT) with clients who are suicidal or have a heroin addiction. This intensive training is coming to Wisconsin, so we would like to send two teams of eight to this training. Half of the cost will be paid with CCS, Project Yes, and the crisis grant funds. The other half will be paid with funds remaining from last year due to hospital savings and a budgeted, but still vacant compliance officer.

Mr. Jones made a motion to approve this training.

Ms. Crouse seconded.

Motion passed unanimously.

**Administration:**

Ms. Daniel reported on the following items:

- We did a budget transfer to combine the COP and Family Support funds into a new business unit called COP for children. (attached)
- We are working on the budget
- Cathy Swenson, our advanced accountant, has taken over the WIMCR report.
- The audit was fine

**Economic Support:**

Ms. Johnson reported on the following items:

- Our 2016 **Key Outcome Indicators** for May were as follows:
  - *We have 30 days to get 100% of all applications processed. We processed 98.52% of them timely. The Consortium Call Center must answer calls timely within 95% of the time. The Center was at 92.41%.*
- We are transitioning staff from ongoing to the new Food Share "On Demand" teams which will be effective July 1<sup>st</sup>
- Staff had additional customer service training
- We are preparing for the "Ready Kids for School" program

**ADRC:**

Ms. Olson reported on the following items:

- All Key Outcome Indicators for Adult Protective Services, Senior Dining, and Transportation were 100%. We were did not reach 100% for home visits in the ADRC due to a shortage of staff, however we will be fully staffed on Monday. The goal has been met to get Jefferson County employees and Board members trained by June 30 in "Dementia-Friendly."
- On June 9, Kitty Rhoades, DHS Secretary, withdrew her concept paper regarding Family Care Iris 2.0.

**11. DISCUSSION AND ACTION ON NEW PROFESSIONAL CONTRACTS – ADULT ALTERNATE CARE AND PSYCHOLOGICAL ASSESSMENTS**

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

Mr. Jones approved the contracts as listed.

Mr. Tietz seconded.

Motion passed unanimously.

**12. APPOINT ELLEN SAWYERS TO THE ADRC ADVISORY COMMITTEE AND ROXY GRANZOW TO THE NUTRITION PROJECT COUNCIL**

Mr. Mode made a motion to approve these appointments.

Mr. Kutz seconded.

Motion passed unanimously

- 13. REVIEW AND APPROVE REQUEST FOR A STAFF MEMBER TO ATTEND THE 29<sup>TH</sup> ANNUAL NATIONAL INDEPENDENT LIVING CONFERENCE IN MISSOURI, TO BE PAID IN FULL BY DCF**  
Ms. Cauley reported that we would like to send a staff to this conference which will be fully paid by the Department of Child and Family, and has been approved by the Finance Committee.  
Mr. Jones made a motion to approve this staff attending the conference.  
Mr. Kutz seconded.  
Motion passed unanimously.
- 14. REVIEW AND APPROVE BIDS FOR CONCRETE PROJECT AT LUEDER HAUS – HANS BROS, MARVIN GLEASON CONTRACTOR, VELOCITY CONCRETE**  
Mr. Mundt reported that he received three bids to remove the existing stoop at Lueder Haus and replace it with an ADA compliance ramp and stairs. He recommended Velocity Concrete. Mr. Tietz made a motion to approve Velocity Concrete to do this work.  
Mr. Schultz seconded.  
Motion passed unanimously.
- 15. REVIEW AND APPROVE BIDS FOR WINDOW REPLACEMENTS AT HILLSIDE – BAKER GLASS, JEFFERSON GLASS, LUECK'S INC., SOFTER LITE WINDOW COMPANY**  
Mr. Mundt reported that we received four bids to replace 91 double hung windows and 23 awning windows. He recommended Jefferson Glass.  
Mr. McKenzie made a motion to approve Jefferson Glass for the window replacements at Hillside.  
Mr. Kutz seconded.  
Motion passed unanimously.
- 16. UPDATE ON ECHO, THE ELECTRONIC HEALTH RECORDS SYSTEM**  
Ms. Cauley reported that we are going to give notice to ECHO on the present contract. We will renegotiate a new contract for next year for only 90 users at the cost of \$12,000 compared to our current cost of \$70,000. We are also expecting about a \$40,000 credit for training and implementation. It is important to note that what we are currently using is working.
- 17. DIRECTOR'S REPORT**  
Position changes as discussed earlier.
- 18. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION**  
Ms. Cauley reported on the following items:
- DHS is preparing for the budget and are proposing to use the excess of 16515 funds to establish a "Center of Excellence." WCHSA supports this idea for several reasons.
  - WCHSA is working on Dementia Friendly facilities and I am on the committee. The next meeting will be June 22.
  - I am a tri-chair of the Behavioral Health Policy Advisory Committee, which will be meeting next Friday.

**19. DISCUSS THE PUBLIC HEARING & REVIEW BOARD POLICIES**

Ms. Cauley referred to guidelines on the Policy Statement for Funding Requests (attached) for the upcoming public hearing.

**20. PUBLIC HEARING FOR THE HUMAN SERVICES DEPARTMENT 2017 BUDGET**

**Watertown Area Cares Clinic**  
**Carol Mertins, Executive Director**  
**JeauNETta Westenberg, Fund Development**  
**2016 Donation - \$10,000**  
**2017 Request - \$10,000**

Ms. Mertins and Ms. Nadeau presented the annual report (attached). They serve individuals who do not have insurance and have an income less than 200% of the federal poverty guideline. They discussed their services and are requesting a donation of \$10,000.

**People Against Domestic & Sexual Abuse**  
**Elizabeth Champion, Director**  
**2016 Donation - \$60,000**  
**2017 Request - \$60,000**

Ms. Prescott thanked the board for its past support and distributed their annual report. (attached) She discussed their programs and services. She is requesting a donation of \$60,000.

**Community Dental Clinic**  
**Barb Gudgeon, Director**  
**2016 Donation - \$7,500**  
**2017 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 are requesting a donation of \$7,500.

**21. DISCUSS POTENTIAL AGENDA ITEMS FOR JULY BOARD MEETING**

- Position Changes
- ECHO
- Capital Projects

**22. ADJOURN**

Mr. McKenzie made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 6:30 p.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**

Tuesday, July 12, 2016 at 8:30 a.m.  
Workforce Development Center, Room 103  
874 Collins Road, Jefferson, WI 53549

# Financial Statement Summary

## May, 2016

We have a positive fund balance of \$365,735 excluding any prepaid reserves adjustment done at year-end.

### Summary of variances:

**Revenue:** Overall Revenues are unfavorable by \$1,115,179 from budget. CLTS revenue currently isn't projected to be captured by \$376,973 but expenses are projected to be underspent at this time by \$432,572. This is based on claims submitted by providers to WPS. CLTS Plans are costed out to spend our total allocation.

**Expenditures:** Favorable by \$1,520,914, primarily due to underspent of waiver of \$432,572, salary & fringes of \$425,082, and hospitals of \$432,829.

### Major Classifications impacting the Balance

- **Salary under budget by \$119,501:** 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 \$305,581:** 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 under budget by \$116,273:** This budget includes Alternate Care, Child Caring Institutions, Detentions, and Correctional Facilities as well as Shelter Care. For the month of May we spent \$144,060 and YTD average is \$166,497
- The Non-lapsing funds are reflected in the 2016 alternate care budget.
- **Children's Waiver under budget by \$397,919:** 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-May Service the projection is based on WPS data.
- **Hospital/Detox projection is under budget by \$161,077 (Net basis):**

	<u>Budget</u>	<u>Actual</u>	<u>Projection</u>
Revenue	545,333	101,435	243,444
Expenditures	1,354,236	371,362	891,270
Net	808,903	269,927	647,826

Month of May net from Winnebago/Mendota is a charge of \$108,525.



- Operating Costs are projected to be under budget by \$305,855. Supplies and Services projected under budget by \$223,116.
- Other Contracted over budget by \$295,444. Adult Alternate Care is projected to overrun budget by 239,820.
- Community Care under budget \$110,373.

**BEHAVIOR HEALTH DIVISION:** The projected balance is favorable by \$161,077. The projected balance for hospitalizations for January - December amounts \$647,826 on a net basis.

- In May, we received a charge for Winnebago/Mendota bill of \$108,525.

**CHILDREN & FAMILY DIVISION:** The projected balance for Children & Family Division is to be under budget by \$306,939.

Placements for May amounted to \$144,060.

**ECONOMIC SUPPORT DIVISION:** The Economic Support is projected to be favorable by \$134,893. This projection includes the federal dollars projection for 2014 & 2015.

**AGING & ADRC DIVISION:** The projected balance for Aging & ADRC Division is unfavorable by \$66,624.

**ADMINISTRATIVE DIVISION:** The administrative division is projected favorable by \$74,376

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 May - 2016 Financial Statement

### 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	2015 Budget	Year End Variance
	3,127,672	2,140,490	5,268,162	5,177,214	5,965,045	13,213,538	14,368,717	(1,155,179)
	3,766,410	0	3,766,410	3,459,220	3,594,275	8,626,261	8,626,261	0
	0	0	0	0	0	0	0	0
	6,894,082	2,140,490	9,034,572	8,636,434	9,559,320	21,839,799	22,994,978	(1,155,179)
	8,370,063	431,879	8,801,941	8,767,730	9,728,373	22,218,835	23,739,750	1,520,914
	(1,475,980)	1,708,611	232,631	(131,296)	(169,053)	(379,037)	(744,772)	365,735
	744,772		744,772	484,187		744,772	744,772	0
	<b>(731,208)</b>	<b>1,708,611</b>	<b>977,403</b>	<b>352,891</b>	<b>(169,053)</b>	<b>365,735</b>	<b>0</b>	<b>(365,735)</b>

### REVENUES

#### STATE & FEDERAL FUNDING

MH & AODA Basic County Allocation	422,529	392,408	814,937	823,215	814,937	1,955,848	1,955,848	0
Children's Basic County Allocation	231,012	141,988	373,000	361,872	363,741	895,200	872,979	22,221
Family Care County Contribution	0	0	0	0	0	0	0	0
Children's L/T Support Waivers	191,279	15,822	207,101	232,498	400,000	760,659	960,000	(199,341)
Behavioral Health Programs	86,397	12,707	99,104	98,764	106,015	237,899	254,435	(16,536)
Community Options Program	54,530	0	54,530	63,381	91,024	130,872	218,458	(87,586)
Aging & Disability Res Center	222,423	162,560	384,983	332,355	415,923	976,277	998,214	(21,937)
Aging/Transportation Programs	320,026	(59,269)	260,757	279,388	271,434	662,771	651,441	11,330
Project YES!	73,935	56,147	130,082	0	204,471	303,839	490,730	(186,891)
Youth Aids	321,898	(48,789)	273,108	256,504	309,041	679,819	741,698	(61,879)
IV-E TPR	9,318	5,297	14,615	15,982	25,068	60,163	60,163	0
Family Support Program	0	0	0	27,643	0	0	0	(0)
Children & Families	62,409	(29,407)	33,003	28,952	35,694	79,110	85,665	(6,555)
ARRA Birth to Three	0	0	0	0	0	0	0	0
I.M. & W-2 Programs	45,344	564,526	609,870	568,024	626,854	1,501,740	1,504,450	(2,710)
Client Assistance Payments	90,700	23,031	113,731	96,593	120,214	262,300	288,514	(26,214)
Early Intervention	82,782	(13,797)	68,985	68,985	68,985	165,564	165,564	0
<b>Total State &amp; Federal Funding</b>	<b>2,214,582</b>	<b>1,223,224</b>	<b>3,437,806</b>	<b>3,254,156</b>	<b>3,853,400</b>	<b>8,672,060</b>	<b>9,248,159</b>	<b>(576,099)</b>

#### COLLECTIONS & OTHER REVENUE

Provided Services	494,186	712,667	1,206,852	763,981	1,344,112	2,896,446	3,228,907	(332,461)
Child Alternate Care	36,734	0	36,734	49,287	58,256	88,162	139,814	(51,652)
Adult Alternate Care	101,098	0	101,098	75,552	97,609	242,636	234,262	8,374
Children's L/T Support	95,060	85,248	180,308	413,222	254,321	432,739	610,371	(177,632)
1915i Program	0	103,310	103,310	20,587	41,953	351,103	100,688	250,415

	Y-T-D	Adjust	Y-T-D	Prior Y-T-D	Prorated	Year End	2015
@ Ledgers		-ments	Projection	Projection	Budget	Projection	Budget
Donations	28,065	2,623	30,688	27,601	32,727	75,742	78,544
Cost Reimbursements	33,909	12,238	46,147	47,916	47,912	159,439	164,559
Other Revenues	124,038	1,181	125,219	524,912	234,755	295,211	563,413
<b>Total Collections &amp; Other</b>	<b>913,091</b>	<b>917,265</b>	<b>1,830,356</b>	<b>1,923,058</b>	<b>2,111,645</b>	<b>4,541,478</b>	<b>5,120,558</b>
							<b>(579,080)</b>

## TOTAL REVENUES

### EXPENDITURES

#### WAGES

Behavioral Health	575,798	0	575,798	586,534	545,374	1,381,916	1,308,897	73,019
Children's & Families	770,255	0	770,255	790,338	743,432	1,891,104	1,781,838	109,266
Community Support	315,206	0	315,206	360,517	338,635	756,173	812,725	(56,552)
Comp Comm Services	230,048	0	230,048	189,995	268,535	552,116	647,289	(95,173)
Economic Support	456,789	0	456,789	508,718	454,961	1,096,293	1,091,907	4,386
Aging & Disability Res Center	220,712	0	220,712	206,140	198,750	529,708	477,001	52,707
Aging/Transportation Programs	212,041	0	212,041	202,603	189,463	508,899	454,710	54,189
Childrens L/T Support	65,348	0	65,348	55,972	67,207	156,793	161,297	(4,504)
Early Intervention	126,043	0	126,043	139,620	126,903	302,502	304,568	(2,066)
Management/Overhead	368,856	60,000	428,856	382,389	518,783	1,030,321	1,245,079	(214,758)
Lueder Haus	108,996	0	108,996	124,388	126,085	261,589	302,603	(41,014)
Safe & Stable Families	93,165	0	93,165	100,194	92,749	223,597	222,597	1,000
Supported Employmt	0	0	0	0	0	0	0	0
<b>Total Wages</b>	<b>3,543,256</b>	<b>60,000</b>	<b>3,603,256</b>	<b>3,647,408</b>	<b>3,670,876</b>	<b>8,691,010</b>	<b>8,810,511</b>	<b>(119,501)</b>

#### FRINGE BENEFITS

Social Security	259,179	0	259,179	229,103	256,818	622,028	665,835	(43,807)
Retirement	221,774	0	221,774	208,147	237,557	532,257	570,136	(37,879)
Health Insurance	992,124	0	992,124	906,050	1,084,305	2,381,098	2,602,332	(221,234)
Other Fringe Benefits	33,258	0	33,258	1,203	22,784	52,020	54,682	(2,662)
<b>Total Fringe Benefits</b>	<b>1,506,335</b>	<b>0</b>	<b>1,506,335</b>	<b>1,344,503</b>	<b>1,601,464</b>	<b>3,587,404</b>	<b>3,892,985</b>	<b>(305,581)</b>

#### OPERATING COSTS

Staff Training	25,752	0	25,752	18,547	32,961	58,875	80,106	(21,231)
Space Costs	73,246	0	73,246	102,059	83,283	182,691	199,878	(17,187)
Supplies & Services	361,396	0	361,396	531,416	520,716	1,029,603	1,252,719	(223,116)
Program Expenses	65,206	0	65,206	35,892	74,236	156,484	178,167	(21,673)
Employee Travel	56,926	0	56,926	69,942	74,219	138,435	178,125	(39,690)
Staff Psychiatrists & Nurse	169,402	0	169,402	179,292	184,044	406,565	441,705	(35,140)
Birth to 3 Program Costs	96,500	0	96,500	135,985	102,500	231,601	246,000	(14,399)
Busy Bees Preschool	1,019	0	1,019	808	698	2,446	1,675	771
ARRA Birth to Three	0	0	0	0	0	0	0	0
Opp. Inc. Payroll Services	0	0	0	0	0	0	0	0
Other Operating Costs	35,220	0	35,220	1,827	17,786	60,990	42,687	18,302
Year End Allocations	(11,631)	0	(11,631)	(11,601)	(7,691)	(23,929)	(18,458)	(5,471)
Capital Outlay	177,372	0	177,372	135,341	235,818	618,942	565,962	52,980
<b>Total Operating Costs</b>	<b>1,050,408</b>	<b>0</b>	<b>1,050,408</b>	<b>1,199,509</b>	<b>1,318,569</b>	<b>2,862,711</b>	<b>3,168,566</b>	<b>(305,855)</b>

**BOARD MEMBERS**

Per Diems  
Travel  
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	2015 Budget	Year End Variance
	1,870	0	1,870	2,585	2,917	4,488	7,000	(2,512)
	0	0	0	0	0	0	0	0
	0	0	0	1,158	313	0	750	(750)
	0	0	0	0	0	0	0	0
	<b>1,870</b>	<b>0</b>	<b>1,870</b>	<b>3,743</b>	<b>3,229</b>	<b>4,488</b>	<b>7,750</b>	<b>(3,262)</b>

**CLIENT ASSISTANCE**

W-2 Benefit Payments  
Funeral & Burial

Medical Asst. Transportation

Energy Assistance

Kinship & Other Client Assistance

**Total Client Assistance**

	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
	47,222	0	47,222	62,138	58,964	113,334	141,514	(28,180)
	36,853	0	36,853	43,835	35,430	88,447	85,032	3,415
	<b>84,075</b>	<b>0</b>	<b>84,075</b>	<b>105,972</b>	<b>94,394</b>	<b>201,781</b>	<b>226,546</b>	<b>(24,765)</b>

**MEDICAL ASSISTANCE WAIVERS**

Childrens LTS

**Total Medical Assistance Waivers**

258,469	(0)	258,469	63,749	497,535	1,133,941	1,531,860	(397,919)
<b>258,469</b>	<b>(0)</b>	<b>258,469</b>	<b>63,749</b>	<b>497,535</b>	<b>1,133,941</b>	<b>1,531,860</b>	<b>(397,919)</b>

**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**

14,495	0	14,495	29,749	11,618	27,883	27,883	0
10,844	0	10,844	14,372	13,375	26,026	32,100	(6,074)
25,000	0	25,000	25,000	25,000	60,000	60,000	0
0	0	0	11,564	0	0	0	0
12,138	0	12,138	19,943	20,621	29,131	49,491	(20,360)
28,599	(20,591)	8,008	57,198	13,111	19,219	31,467	(12,248)
0	0	0	0	0	0	0	0
104,228	35,626	139,855	151,041	168,715	322,892	404,916	(82,023)
23,681	0	23,681	29,130	18,229	54,510	43,749	10,761
38,517	0	38,517	44,159	29,909	76,582	71,781	4,801
6,780	0	6,780	5,621	8,958	16,271	21,500	(5,229)
<b>264,282</b>	<b>15,035</b>	<b>279,317</b>	<b>387,777</b>	<b>309,536</b>	<b>632,513</b>	<b>742,887</b>	<b>(110,373)</b>

**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**

347,588	0	347,588	296,724	466,956	834,212	1,120,695	(286,483)
0	0	0	0	0	0	0	0
188,074	0	188,074	392,740	305,066	451,377	732,158	(280,781)
0	0	0	0	0	0	0	0
227,035	0	227,035	39,419	70,449	544,883	169,077	375,806
6,440	0	6,440	6,710	15,833	49,192	38,000	11,192
0	0	0	0	0	0	0	0
28,857	0	28,857	175	26,969	128,718	64,725	63,993
<b>797,994</b>	<b>0</b>	<b>797,994</b>	<b>735,768</b>	<b>885,273</b>	<b>2,008,382</b>	<b>2,124,655</b>	<b>(116,273)</b>

### HOSPITALS

Detoxification Services  
Mental Health Institutes  
Other Inpatient Care

#### **Total Hospitals**

### 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**

<b>@</b>	<b>Y-T-D</b>	<b>Adjust</b>	<b>Y-T-D</b>	<b>Prior Y-T-D</b>	<b>Prorated</b>	<b>Year End</b>	<b>2015</b>
<b>Ledgers</b>		<b>-ments</b>	<b>Projection</b>	<b>Projection</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
	62,472	0	62,472	11,745	62,500	149,932	150,000
	273,409	89,706	363,115	462,231	543,432	871,476	1,304,236
	0	0	0	0	0	0	0
	<b>335,880</b>	<b>89,706</b>	<b>425,586</b>	<b>473,976</b>	<b>605,932</b>	<b>1,021,407</b>	<b>1,454,236</b>
							<b>(432,829)</b>
	100,067	0	100,067	150,094	103,644	240,161	248,745
	0	260,457	260,457	260,457	260,457	625,097	625,097
	0	0	0	0	0	0	0
	198,414	0	198,414	88,478	98,488	476,192	236,372
	37,434	0	37,434	48,355	62,500	150,000	150,000
	0	0	0	8,892	4,167	0	10,000
	0	0	0	0	0	0	0
	95,705	6,681	102,386	114,948	96,883	245,727	232,518
	83,192	0	83,192	134,099	115,426	298,020	277,022
	0	0	0	0	0	0	0
	12,680	0	12,680	0	0	40,000	0
	<b>527,492</b>	<b>267,138</b>	<b>794,630</b>	<b>805,324</b>	<b>741,564</b>	<b>2,075,198</b>	<b>1,779,754</b>
							<b>295,444</b>
	<b>8,370,063</b>	<b>431,879</b>	<b>8,801,941</b>	<b>8,767,730</b>	<b>9,728,373</b>	<b>22,218,835</b>	<b>23,739,750</b>
							<b>(1,520,914)</b>

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

## Projection based on May 2016 Revenue & Expenditures Financial Statement

### Summary Sheet

Program	Annual Projection		Tax Levy	Budget		Variance
	Revenue	Expenditure		Revenue	Expenditure	
<b>Behavior Health</b>						
5000 BASIC ALLOCATION	3,145,351	3,880,158	734,807	3,409,861	4,567,689	423,021
5003 LUEDER HAUS	182,325	487,737	305,412	112,000	565,905	148,493
5007 EMERGENCY MENTAL HEALTH	104,865	806,082	701,217	75,000	809,433	33,216
5011 MENTAL HEALTH BLOCK	26,128	30,809	4,681	26,128	26,142	14
5025 COMMUNITY SUPPORT PROGRAM	700,969	1,421,313	720,343	749,288	1,512,787	43,156
5027 COMP COMM SERVICE	985,898	1,172,209	186,310	1,380,711	1,320,801	(59,910)
5031 AODA BLOCK GRANT	109,299	208,676	99,377	109,299	121,501	(12,202)
5043 CERTIFIED MENTAL HEALTH	40,236	0	(40,236)	40,236	(40,236)	0
5044 EMERGENCY MENTAL HEALTH	0	477,249	0	10,000	10,000	0
5063 1915i PROGRAM	351,103	477,249	126,146	100,688	236,372	9,538
5090 YOUTH EMPOWERMENT SOLUTIONS	303,839	267,798	(36,041)	490,730	418,688	(72,042)
<b>Total</b>	<b>5,950,013</b>	<b>8,752,029</b>	<b>2,802,016</b>	<b>6,503,941</b>	<b>9,589,318</b>	<b>3,085,377</b>
<b>Behavior Health</b>						<b>283,361</b>

() Unfavorable

### Children & Families

5001 CHILDREN'S BASIC ALLOCATION	1,103,882	2,656,854	1,552,973	1,117,171	3,145,191	475,047
5002 KINSHIP CARE	86,843	86,843	0	84,877	84,877	0
5005 YOUTH AIDS	696,416	1,723,457	1,027,041	785,139	1,440,832	(371,348)
5006 YOUTH AIDS STATE CHARGES	0	0	0	0	0	0
5008 YOUTH INDEPENDENT LIVING	23,995	52,748	28,753	23,963	24,287	(324)
5009 YA EARLY & INTENSIVE INT	40,880	147,390	106,510	43,979	171,977	21,488
5121 CHILDRENS COP PROG	130,872	116	(130,756)	0	0	130,756
5018 FAMILY SUPPORT	0	0	0	0	0	(0)
5020 DOMESTIC ABUSE	90,127	60,000	60,000	60,000	60,000	0
5021 SAFE & STABLE FAMILIES	29	395,853	305,726	90,586	415,530	19,218
5036 SACWIS	1,193,398	33	4	3,000	10,000	6,996
5040 CHILDRENS LTS WAIV-DD	0	1,408,198	214,800	1,570,371	1,840,770	55,599
5041 CHILDRENS LTS WAIV-MH	0	1,242	1,242	0	0	(1,242)
5042 CHILDRENS LTS WAIV-PD	0	1,648	1,648	0	0	(1,648)
5068 FOSTER PARENT TRAINING	0	1,341	1,341	2,000	8,348	5,007
5070 IV-E TPR	60,163	150,096	89,933	60,163	150,000	(96)
5080 YOUTH DELINQUENCY INTAKE	0	752,379	752,379	0	747,101	(5,278)
5175 EARLY INTERVENTION	202,623	705,653	503,030	205,564	728,993	20,399
5105 KINSHIP ASSESSMENTS	2,309	2,746	437	6,916	9,289	1,936
5120 Coordinated Services Team	62,123	86,988	24,865	62,123	86,179	(809)
5188 BUSY BEES PRESCHOOL	3,828	61,934	58,106	6,500	52,701	(11,905)

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

## Projection based on May 2016 Revenue & Expenditures Financial Statement

### Summary Sheet

Program	Annual Projection		Tax Levy	Budget		Variance
	Revenue	Expenditure		Revenue	Expenditure	
5189 INCREDIBLE YEARS	1,203	25,426	24,222	0	15,472	(8,750)
			0		0	0
<b>Total</b>	<b>3,698,691</b>	<b>8,320,946</b>	<b>4,622,255</b>	<b>4,062,352</b>	<b>8,991,546</b>	<b>306,939</b>
<b>Economic Support Division</b>						
5051 INCOME MAINTENANCE	1,390,862	2,002,364	611,502	1,397,187	1,975,057	(33,632)
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	113,334	113,334	0	141,514	141,514	0
5071 CHILDREN FIRST	2,112	0	(2,112)	4,800	0	(2,688)
5073 FSET	10,910	0	(10,910)	0	0	10,910
5074 W-2 DAYCARE	240	0	(240)	0	0	240
5100 CLIENT ASSISTANCE	4,575	0	(4,575)	0	0	4,575
<b>Total</b>	<b>1,654,060</b>	<b>2,115,697</b>	<b>461,638</b>	<b>1,675,528</b>	<b>2,272,059</b>	<b>134,893</b>
<b>Aging Division &amp; ADRC</b>						
5012 ALZHEIMERS FAM SUPP	21,049	19,285	(1,764)	19,009	19,009	1,764
5048 AGING/DISABIL RESOURCE	976,277	881,040	(95,237)	998,214	865,096	(37,881)
5075 GUARDIANSHIP PROGRAM	0	26,026	26,026	0	32,100	6,074
5076 STATE BENEFIT SERVICES	45,882	121,319	75,437	45,882	129,099	7,780
5077 ADULT PROTECTIVE SERVICES	56,827	103,887	47,060	56,827	103,113	(774)
5078 NSIP	19,998	21,028	1,030	19,998	21,028	0
5151 TRANSPORTATION	221,947	243,859	21,912	222,969	248,490	3,609
5152 IN-HOME SERVICE III-D	4,263	10,869	6,606	4,263	7,000	(3,869)
5154 SITE MEALS	146,894	152,928	6,034	144,293	154,317	3,990
5155 DELIVERED MEALS	137,119	146,505	9,386	131,267	148,698	8,045
5157 SCSP	7,986	8,874	888	7,986	8,874	0
5158 ELDER ABUSE	25,025	131,493	106,468	25,025	104,102	(27,391)
5159 III-B SUPPORTIVE SERVICE	66,678	104,356	37,678	65,213	75,330	(27,561)
5163 TITLE III-E	29,940	35,284	5,344	28,582	33,517	(409)
		0	0		0	0
<b>Total</b>	<b>1,759,885</b>	<b>2,006,754</b>	<b>246,869</b>	<b>1,769,528</b>	<b>1,949,773</b>	<b>(66,624)</b>

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

## Projection based on May 2016 Revenue & Expenditures Financial Statement

Summary Sheet		Annual Projection		Budget		() Unfavorable	
Program	Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	Variance
Administrative Services Division							
5187 UNFUNDED SERVICES	13,577	1,629	(11,949)	0	49,726	49,726	61,675
5190 Management		143,999	143,999		749,868	749,868	605,869
5190 Management Cleared			0		(748,124)	(748,124)	(748,124)
5195 Vehicle Escrow Account	133	54,942	54,809	0	54,942	54,942	133
5200 Overhead & Tax Levy	8,763,440	203,898	(8,559,542)	8,765,171	264,680	(8,500,491)	59,051
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	9,521,923	1,023,409	(8,498,513)	9,509,943	937,054	(8,572,889)	(74,376)
GRAND Total							
Net Balance	22,584,571	22,218,835	(365,735)	23,521,292	23,739,750	218,458	584,193
Note: Variance includes Non-Lapsing from Balance Sheet							

Note: Variance includes Non-Lapsing from Balance Sheet

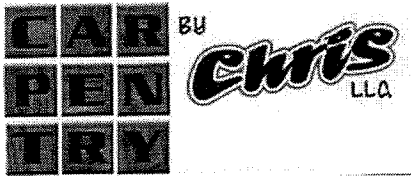


LETTER 11

## 2016 Provider Contracts (7/05/2016)

Contract Number	Provider	Service	Target	2015		2016			
16-281	Positive Alternatives, Inc.	Child Alt Care	Child		per day	190.00	per day	#DIV/0!	69,350
16-282	The Parenting Network	Parenting Class	Parent			45.00	per month		500
16-283	The Richardson School, LLC	Respite	Child			110.00	per day	#DIV/0!	5,000
16-284	Meta House, Inc.	AODA Res Service	Adult		per day	250-175	per day	#DIV/0!	??

Item #14a



# Estimate

Date	Estimate #
9/2/2015	361

**123 S. High Ave**  
**Jefferson WI 53549** 920-988-1936

Name / Address
Ryan Mundt_ Work force development Center Collins rd Jefferson, WI 53549

Project

Description	Qty	Cost	Total
Re- roof house to include; removal of one layer of shingles, dumpster, clean up, apply 2 rows of snow and ice guard along all the eaves, 15# felt the rest of the roof for underlayment, Owens Corning Duration shingles (color to be determined) with smart strip technology and new continuous ridge vent(price does not include any plywood the needs to be replaced will be an additional \$60 per hour if needs any work done, will inform owner and have change order form signed before work starts) Half down required to start and the rest upon completion and satisfaction of work. All work will be done in a professional manner, with safety and quality in mind. Estimated time of completion is 1 week. If you would like to go with this estimate will have a contract written up and signed before work starts.	1	10,125.00	10,125.00
		<b>Total</b>	<b>\$10,125.00</b>

Customer Signature \_\_\_\_\_



151 Maple Street, P.O. Box 277 - Johnson Creek, WI 53038-0277

Phone (920) 699-2731  
Fax (920) 699-2733

June 9, 2016

Jefferson County  
Administration  
311 S. Center Ave, Room 111  
Jefferson, WI 53549

RE: Roof Replacement Project – Lueder House Approximately 5,000 Square Feet

Dear Sir:

Thank you for giving us the opportunity to present you with our quotation for the roofing and sheet metal work at the above referenced project, to be completed according to the following conditions and specifications.

- 1) Set-up safety to meet or exceed OSHA regulations.
- 2) Remove the existing shingle roof and associated flashing.
- 3) Install new 15# felt and thirty-year architectural shingle.
- 4) Reuse the existing gutters and downspouts.
- 5) Wet and damaged plywood to be replaced on a T&M basis.
- 6) Provide manufacturer's thirty-year shingle warranty.

PRICE FOR THE PROPOSED WORK: → → → → → \$23,644.00

Sincerely,

Doug Lamers  
Project Manager

## ***Wedl Roofing LLC***

Keegan @ 920-650-1075  
Scott @ 920-723-1734

219 N. Midway Ave. Jefferson WI 53549

WedlRoofing@gmail.com

**Lueder Haus  
1473 Anex Rd.  
Jefferson, WI 53549**

This is an educated estimate on the buildings roof replacement by measuring from the ground and assuming only one layer tare off.

- 50 Square of 35 year architectural shingles
- 4 Bundles of hip and ridge for the cap
- 5 Rolls of Perma Felt underlayment
- 1 Box vent
- 4 Rolls of water and ice shield
- 3 Vent pipe boots
- 2 Packages of Tan Drip edge
- 2 Packages of Tan Gutter apron
- 3 Boxes of roofing nails
- 5 Rolls of ridge vent
- 7 Rolls of starter strip
- 1 20 Yard dumpster

This bid includes:

- Complete tear off and clean up of one layer asphalt shingles
- Guaranteed installation of the new architectural shingles

Approximate Total Cost:

\$10,500.00