

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

**Date: Tuesday, March 14, 2017 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 March 14, 2017 Agenda
5. Public 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 February 14, 2017 Board Minutes
7. Communications
8. Review of the final December, 2016 Financial Statement
9. Discuss and Approve February, 2017 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 (guardianship)
12. Discussion and Possible Action on Final Carry Over Requests
13. Review and Approve Billing/Charge Rates for 2017
14. Discuss and Possible Action on Request for Proposal for the Fire Alarm System
15. Director's Report
16. Discuss Updates from Wisconsin County Human Services Association
17. Discuss Potential Agenda Items for April Board Meeting.
18. Adjourn

**Next Scheduled Meetings:**

Tuesday, April 11, 2017 at 8:30 a.m.  
Tuesday, May 9, 2017 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  
February 14, 2017**

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

**Absent:** Augie Tietz and John McKenzie

**Others Present:** Director Kathi Cauley; Deputy Director Brent Ruehlw; Administrative Services Division Manager Brian Bellford; Economic Support Manager Jill Johnson; Aging & Disability Resource Division Manager Sharon Olson; Office Manager Donna Hollinger; and County Administrator Ben Wehmeier.

**1. CALL TO ORDER**

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

**2. ROLL CALL/ESTABLISHMENT OF QUORUM**

McKenzie and Tietz absent/Quorum established.

**3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**

Ms. Cauley certified that we are in compliance.

**4. REVIEW OF THE FEBRUARY 14, 2017 AGENDA**

No changes

**5. PUBLIC COMMENTS**

Ms. Cauley introduced Brian Bellford as the new Administrative Services Division Manager.

**6. APPROVAL OF THE JANUARY 10, 2017 BOARD MINUTES**

Mr. Jones made a motion to approve the January 10, 2017 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

Ms. Cauley reported that our Project YES! team is educating youth to increase their awareness of mental health services. They had an activity where they disbursed over 500 Kona ice cups that had the mental health hotline phone number imprinted on them. This innovative and effective outreach effort will be reported to Congress.

**8. REVIEW OF DECEMBER, 2016 FINANCIAL STATEMENT**

Ms. Cauley reviewed the December 2016 financial statement (attached) and reported that there is a positive fund balance of \$368,036 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. The reports showing Commitment/Inpatient, Detox and Alternate Care statistics (attached) were also available.

**9. REVIEW AND APPROVE JANUARY, 2017 VOUCHERS**

Ms. Cauley reviewed the January 2017 summary sheet of vouchers totaling \$613,758.00 (attached).

Mr. Jones made a motion to approve the January 2017 vouchers totaling \$613,758.00.

Mr. Schutz seconded.

Motion passed unanimously.

**10. UPDATE ON 2016 AND 2017 CAPITAL PROJECTS**

Ms. Cauley reported on the capital projects list. (attached) It was recently discovered that the Human Services fire alarm is not connected to the fire department. The cost to remedy this would range between \$85,292 to 115,000. (attached) This is a safety issue and the highest priority. After discussion, Mr. Jones made a motion authorizing the Human Services Board and Administration to proceed forward for a Request For Proposal for purposes of fire alarm systems as part of the proposal and request to the County Board for authorization to reallocate capital funds designated to replace the roof at Health /Human Services in the FY17 budget for this purpose.

Mr. Schultz 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:

- The Key Outcome Indicators are:
  - The Children's Long Term Support and Coordinated Services teams were at 100% for their goal of all children will remain in their home with the use of our services.
- This week we took seven children from four families into custody and placed them outside the home due to uncontrollable safety issues.
- We hired two Administrative Assistants. One is for the CLTS program to monitor notes and ensure that billing is accurate and the other is for Intake working on juvenile justice duties.
- We have had a contract with attorney Henry Plum for many years and last year we expanded it to include another attorney, Tom Laitsch. Attorney Plum will continue to take the more unique cases as well as help assist us with developing "Conditions of Return."
- We were awarded 12 slots this year for in-home safety services. This means that children will be able to remain in the home and we will be reimbursed \$42 per day.
- We were awarded 11 slots for the Post-Reunification Service.

### **Behavioral Health:**

Ms. Cauley reported on the following items:

- Our **Key Outcome Indicators** were all met.
- Requests for services in the clinic continue to increase. In the last 6 weeks we had 20 requests per week, with only 9 therapists. Most are very complex situations and need immediate help.
- In January 2016, we had 755 crisis calls and in January of this year, we had 893.
- We had 24 suicide calls and 43 emergency detention assessments, but we could divert 35 of those with safety plans and voluntary services. We had an 84% diversion rate.
- The AODA Assessor is retiring in May. We will post that position soon.
- Our new Compliance Officer position has made a great impact within the CCS area so far.
- The second CCS/OIG with DHS leadership workgroup meeting was held in January. Unfortunately it didn't answer the many questions that the counties have. We will be asking Secretary Seemeyer for her interpretation.
- We have two mental health division supervisors on leave until March.
- We are seeing many children with complex traumas, and are fortunate to have Children & Adolescent Therapists working in the clinic.

### **Administration:**

Ms. Cauley reported on the following items:

- We had a retirement in January that created 15 respective position changes and all have been filled.
- We hired Brian Bellford to replace Joan Daniel as our new Administrative Division Manager. Joan will be retiring March 3.
- We are working diligently on Munis, the new county's financial program.
- Everyone is working on year-end financials.

### **Economic Support:**

Ms. Johnson reported on the following items:

- Our January **Key Outcome Indicators** were as follows:
  - *We have 30 days to get 100% of all applications processed.* We processed 99.36% of them timely.
  - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 94.47%. The Center took 14,348 calls.
- We hired a new bilingual worker and he is in training now.
- We made the change in the child care program and everyone will get debit cards to pay for their services. This should help promote a relationship with the daycare provider.
- The State is doing a pilot program regarding the Administrative Renewal Process. Everyone has to do a review each year and the new process will do this review administratively without involving the customer. The system will then send out a letter to the customer. This will alleviate issues when a customer has forgotten to come in.
- Maintenance is painting our offices.

**ADRC:**

Ms. Olson reported on the following items:

- The key outcome indicator for the Adult Protective Services and Elder Abuse program was met, in that 100% of referrals are responded to within the time frames contained in the statute. In 2016, there were 63 allegations of abuse reported for 60 and older and 10 for citizens who were between the ages of 18 and 59.
- The ADRC has a new KOI for 2017 to improve response time of functional screen assessment. Long Term Care Functional Screens are calculated within 14-days from the date the functional screen was administered to the consumer. A 14-day completion goal is viewed as "best practice" for the ADRC of Jefferson County. For January, the goal was not met that 73% of the functional screens were calculated within the time frame. During the month of January, 11 of the 15 screens were completed and calculated for eligibility. Ms. Olson reviewed the report that was submitted to the Joint Committee on Finance that DHS was a requirement of the 2015 Wisconsin Act 55 to evaluate functional screening and options counseling for reliability and consistency among resources centers.
- The Home Delivered Meal Program's KOI was met in January. There were five new home delivered meal requests and one was denied due to residing outside of the delivery route area. The goal is to provide meals to 95% of those qualifying home delivered meal requests. Interviews have been completed for the Nutrition Program Supervisor. Approximately 2,000 meals are served a month between the congregate and home delivered meal programs. Our average meals are about 99. Today in Fort Atkinson, there are 110 people signed up due to the Senior Center hosting an Elvis Tribute for Valentine's Day. Three staff are assisting with registration.
- The Transportation Program's KOI is to meet qualifying ride requests 100% of the time. In January, there were 361 scheduled 1-way trips, 55 were cancelled leaving 306 trips for the Driver Escort Program. The Veteran's Van provided 38 one-way trips as there were six cancellations.

**12. DISCUSSION AND POSSIBLE ACTION ON CARRY OVER REQUESTS**

Ms. Cauley discussed the Final Non-Lapsing and Carryover of Fund Balances Request.

Mr. Jones made a motion to approve the Carryover requests of \$368,035 as presented.

Mr. Kutz seconded.

Motion passed unanimously.

**13. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (Foster Care, Respite, Trans Software, Community Integration Service, Inpatient Services)**

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

Mr. Kutz made a motion to approve the contracts as listed.

Mr. Schultz seconded.

Motion passed unanimously.

**14. REVIEW AND APPROVE BILLING/CHARGE RATES FOR 2017**

Ms. Cauley discussed the billing/charge rates for 2017. (attached)

Mr. Jones made a motion to approve the billing/charge rates for 2017.

Ms. Crouse seconded.

Motion passed unanimously.

**15. PROCLAMATION RECOGNIZING MARCH AS PROFESSIONAL SOCIAL WORKER MONTH**

Ms. Cauley reported that this is an annual recognition and read the Social Work Month Proclamation.

Ms. Crouse made a motion to send the proclamation recognizing March as professional social worker month to the County Board.

Mr. Schultz seconded.

Motion passed unanimously.

**16. DISCUSSION AND POSSIBLE ACTION ON RESOLUTION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH**

Ms. Cauley reported that this is an annual recognition and read the Resolution.

Ms. Crouse made a motion to send the resolution recognizing April as Child Abuse Prevention month to the County Board.

Mr. Kutz seconded.

Motion passed unanimously.

**17. DISCUSSION AND POSSIBLE ACTION ON THE "STEPPING UP" INITIATIVE**

Ms. Cauley reported that we would work with the Criminal Justice Coordinating Committee, the jail, probation and parole, and other partners on this initiative to discuss and find better options for those who have entered into the legal system who have a mental illness. We will form a subcommittee with these partners and will report on information at a future board meeting.

**18. DISCUSSION AND POSSIBLE ACTION ON APPROVING RFP FOR SOLAR PANELS FOR WORKFORCE DEVELOPMENT CENTER**

Due to the change in the fire alarm system as discussed in item #10, Mr. Mode made a motion to inform Sustainable Engineering Group LLC that we will not be moving forward with the solar panels.

Mr. Jones seconded.

Motion passed unanimously

**19. DISCUSS "THE RAISING OF AMERICA" DVD**

Mr. Ruehlow reported that since the HS board viewed the video, he thought he would provide details on what the agency is doing to support early interventions:

- Beth Boucher, the Birth to Three Supervisor, went through an infant and family mental health program called the "Mental Health Capstone" (MHC) program, which allows her to help children and their families better around recognition and interventions associated with trauma. Jill Van Sickle with the preschool will also be attending.

- The MHC program is associated with the Wisconsin Alliance for Infant Mental Health. Beth has become the chairperson of the local SE chapter.
- Brent will be speaking at the Wisconsin Alliance for Infant Mental Health Conference and will be a part of the roundtable discussion.
- We offer the "Parent Cafés" and "Parent Interacting with Infants" (PIWI) and they are provided both in English and Spanish.
- Our Preschool is a 5-star accreditation with YoungStar, which is a child care quality rating and improvement system. Beth formed and is the chair of the Jefferson County Child Care group and they talk about mental health issues they encounter with fellow child care directors.
- A CPS parent is currently struggling to locate and keep quality child care so we waived the Busy Bee fee and are providing transportation for the child to attend.
- Should we consider expanding the Preschool program, which would provide 19 additional slots for around \$50,000.
- Several supervisors will be attending an early intervention conference called "Fulfilling the Promise."

**20. DISCUSS OPPORTUNITIES FOR THE OXFORD HOUSE**

Ms. Cauley reported that she will be talking with the Watertown Foundation and other community foundations regarding the need for the Oxford House.

**21. DIRECTOR'S REPORT**

Ms. Cauley reported on the following items:

- She discussed the highlights of the Governor's budget that may affect Human Services.
- April 5 is the annual "A Day at the Capitol."
- April 25 is our annual Employee Luncheon and everyone is invited.

**22. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION**

No report

**23. DISCUSS POTENTIAL AGENDA ITEMS FOR MARCH BOARD MEETING**

No items

**24. ADJOURN**

Mr. Jones made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 10:15 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**

Tuesday, March 14, 2017 at 8:30 a.m.  
Workforce Development Center, Room 103  
874 Collins Road, Jefferson, WI 53549

## Financial Statement Summary

### December, 2016

We have a positive year-end fund balance of \$638,641. This includes \$237,811 of prepaid reserves adjustment done and \$400,830 of other fund balance to carryover. This year-end fund balance is \$391,156 higher than what was budgeted.

#### **Summary of Variances:**

**Revenue:** Overall, revenues are unfavorable by \$925,005 from the budget. CLTS revenue is under budget by \$225,773, but expenses are under budget by \$693,164. This is based on claims submitted by providers to WPS. CLTS Plans are costed out to spend our total allocation but parents are not actually using some of the service. Staff are reviewing and are authorizing one time needs with existing clients.

**Expenditures:** Overall, expenses are favorable by \$1,316,161, primarily due to underspending of the following: CLTS waiver of \$693,164, salary & fringes of \$382,642, and hospitals of \$269,083.

#### **Major Classifications Impacting the Balance**

- **Salary under budget by \$159,485:** Management/Overhead salaries came in under budget by \$299,948. Staff vacancies and employee leave contributed to these variances. Additionally, some of the expenses, such as step increases, show up later in the year based on anniversary dates of employees.
- **Fringes under budget by \$223,157:** Fringes would correlate with salaries. Additionally, 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 \$28,613:** This includes Alternate Care, Child Caring Institutions, Detentions, and Shelter Care. A comparison of costs incurred is below:

	2016	2015
December	\$207,034	\$207,869
Monthly Average	\$176,235	\$182,051
Total Annual	\$2,114,825	\$2,184,613

The non-lapsing funds are reflected in the 2016 alternate care budget. Some non-lapsing funds will be carried over into our 2017 alternate care budget.

- **Children's Waiver under budget by \$693,164:** We are working on reviewing spending that has been planned for parents. Some of the ISP services are not being utilized but are committed to parents. Staff are reviewing these services to see if funds can be reallocated to meet one time funding needs of other clients on the program.



- **Hospital/Detox projection under budget by \$34,998 (Net basis):**

	Budget	Actual	Projection
<b>Revenue</b>	\$520,333	\$286,248	\$286,248
<b>Expenditures</b>	\$1,454,236	\$1,185,153	\$1,185,153
<b>Net</b>	\$(933,903)	\$(898,905)	\$(898,905)

Total hospital costs increased \$185,376 or 19% from \$999,777 in 2015. Actual costs for hospitals were \$620,181 for the last six months of 2016 compared to \$564,972 for the first six months.

Month of December net from Winnebago/Mendota is a credit of (\$13,539).

- **Operating Costs under budget by \$418,979:** Supplies and Services are under budget by \$269,575. The YES program and outside professional services are driving these cost savings. Capital project and employee travel expenses are also under budget by \$45,648 and \$42,035, respectively.
- **Other Contracted over budget by \$319,876:** Adult Alternate Care is over budget by \$48,714, because of placements for clients in the CRS program. Increases in revenue will offset some of this cost. Expenses in the 1915i Program exceeded the budget by \$284,896
- **Community Care over budget \$115,217**

**BEHAVIOR HEALTH DIVISION:** Unfavorable balance of \$93,369. Revenues were lower than the budget by \$363,857.

In December of 2016, we received a credit for Winnebago/Mendota of (\$13,539). In January of 2017, we received a charge for Winnebago/Mendota of \$16,585.

**CHILDREN & FAMILY DIVISION:** Favorable balance of \$179,688. Placements expenditures for December amounted to \$207,034.

**ECONOMIC SUPPORT DIVISION:** Favorable balance of \$77,751.

**AGING & ADRC DIVISION:** Unfavorable balance of \$37,702.

**ADMINISTRATIVE DIVISION:** Favorable balance of \$264,289.

Books are unaudited at this time.

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT

## STATEMENT OF REVENUES & EXPENDITURES

Financial Statements For 12 Months ended December 2016 - Final

### SUMMARY

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2016 Budget	Year End Variance
Federal/State Operating Revenues	13,443,712	0	13,443,712	13,171,718	14,368,717	13,443,712	14,368,717	(925,005)
County Funding for Operations (tax levy & transfer in)	8,626,261	0	8,626,261	8,133,835	8,626,261	8,626,261	8,626,261	0
less: Prepaid Expense Transfer	0	0	0	0	0	0	0	0
Total Resources Available	22,069,973	0	22,069,973	21,305,553	22,994,978	22,069,973	22,994,978	(925,005)
Total Adjusted Expenditures	22,423,590	0	22,423,590	20,989,127	23,739,750	22,423,589	23,739,750	1,316,161
OPERATING SURPLUS (DEFICIT)	(353,617)	0	(353,617)	316,426	(744,772)	(353,615)	(744,772)	391,156
Balance Forward from 2015-Balance Sheet Operating Reserve	992,258		992,258	675,833		992,258	992,258	0
<b>NET SURPLUS (DEFICIT)</b>	<b>638,641</b>	<b>0</b>	<b>638,641</b>	<b>992,259</b>	<b>(744,772)</b>	<b>638,643</b>	<b>247,486</b>	<b>391,156</b>

### REVENUES

#### STATE & FEDERAL FUNDING

MH & AODA Basic County Allocation	1,953,970	(0)	1,953,970	1,955,848	1,955,848	1,953,970	1,955,848	(1,878)
Children's Basic County Allocation	901,260	0	901,260	895,200	872,979	901,260	872,979	28,281
Family Care County Contribution	0	0	0	0	0	0	0	0
Children's LT Support Waivers	734,227	0	734,227	580,344	960,000	734,227	960,000	(225,773)
Behavioral Health Programs	247,270	0	247,270	308,768	254,435	247,270	254,435	(7,165)
Community Options Program	214,867	0	214,867	152,117	218,458	214,867	218,458	(3,591)
Aging & Disability Res Center	944,612	(0)	944,612	951,838	998,214	944,612	998,214	(53,602)
Aging/Transportation Programs	679,000	0	679,000	669,573	651,441	679,000	651,441	27,559
Project YES!	310,750	0	310,750	154,476	490,730	310,750	490,730	(179,980)
Youth Aids	738,521	(0)	738,521	771,315	741,698	738,521	741,698	(3,177)
IV-E TPR	45,230	0	45,230	45,233	60,163	45,230	60,163	(14,933)
Family Support Program	0	0	0	69,826	0	0	0	(0)
Children & Families	115,693	0	115,693	81,188	85,665	115,693	85,665	30,028
ARRA Birth to Three	0	0	0	0	0	0	0	0
I.M. & W-2 Programs	1,387,825	0	1,387,825	1,489,951	1,504,450	1,387,825	1,504,450	(116,625)
Client Assistance Payments	328,739	(0)	328,739	293,766	288,514	328,739	288,514	40,225
Early Intervention	165,564	0	165,564	165,564	165,564	165,564	165,564	0
<b>Total State &amp; Federal Funding</b>	<b>8,767,527</b>	<b>0</b>	<b>8,767,528</b>	<b>8,585,007</b>	<b>9,248,159</b>	<b>8,767,528</b>	<b>9,248,159</b>	<b>(480,631)</b>

#### COLLECTIONS & OTHER REVENUE

Provided Services	3,104,595	0	3,104,595	2,752,032	3,228,907	3,104,595	3,228,907	(124,312)
Child Alternate Care	101,769	0	101,769	109,614	139,814	101,769	139,814	(38,045)
Adult Alternate Care	248,771	0	248,771	257,725	234,262	248,771	234,262	14,509

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2016 Budget	Year End Variance
Children's LT Support	389,238	0	389,238	503,372	610,371	389,238	610,371	(221,133)
1915i Program	162,929	0	162,929	113,911	100,688	162,929	100,688	62,241
Donations	87,924	0	87,924	78,275	85,044	87,924	85,044	2,880
Cost Reimbursements	114,574	0	114,574	110,268	164,559	114,574	164,559	(49,985)
Other Revenues	466,385	0	466,385	661,514	556,913	466,385	556,913	(90,528)
<b>Total Collections &amp; Other</b>	<b>4,676,185</b>	<b>0</b>	<b>4,676,185</b>	<b>4,586,711</b>	<b>5,120,558</b>	<b>4,676,185</b>	<b>5,120,558</b>	<b>(444,373)</b>

## TOTAL REVENUES

## EXPENDITURES

### WAGES

Behavioral Health	1,438,742	0	1,438,742	1,348,275	1,308,897	1,438,741	1,308,897	129,844
Children's & Families	1,893,356	0	1,893,356	1,752,465	1,781,838	1,893,356	1,781,838	111,518
Community Support	800,577	0	800,577	730,064	812,725	800,577	812,725	(12,148)
Comp Comm Services	586,452	0	586,452	471,567	647,289	586,452	647,289	(60,837)
Economic Support	1,075,801	0	1,075,801	1,074,130	1,091,907	1,075,801	1,091,907	(16,106)
Aging & Disability Res Center	487,926	0	487,926	471,809	477,001	487,926	477,001	10,925
Aging/Transportation Programs	473,937	0	473,937	440,676	454,710	473,937	454,710	19,227
Childrens LT Support	152,268	0	152,268	163,888	161,297	152,268	161,297	(9,029)
Early Intervention	296,856	0	296,856	297,720	304,568	296,856	304,568	(7,712)
Management/Overhead	945,131	0	945,131	942,075	1,245,079	945,131	1,245,079	(299,948)
Lueder Haus	270,751	0	270,751	262,414	302,603	270,751	302,603	(31,852)
Safe & Stable Families	229,229	0	229,229	219,865	222,597	229,229	222,597	6,632
Supported Emplmt	0	0	0	0	0	0	0	0
<b>Total Wages</b>	<b>8,651,027</b>	<b>0</b>	<b>8,651,027</b>	<b>8,174,947</b>	<b>8,810,511</b>	<b>8,651,026</b>	<b>8,810,511</b>	<b>(159,485)</b>

### FRINGE BENEFITS

Social Security	637,137	0	637,137	611,652	665,835	637,137	665,835	(28,698)
Retirement	549,112	0	549,112	536,695	570,136	549,112	570,136	(21,024)
Health Insurance	2,428,723	0	2,428,723	2,348,539	2,602,332	2,428,723	2,602,332	(173,609)
Other Fringe Benefits	54,857	0	54,857	100,622	54,682	54,857	54,682	175
<b>Total Fringe Benefits</b>	<b>3,669,828</b>	<b>0</b>	<b>3,669,828</b>	<b>3,597,508</b>	<b>3,892,985</b>	<b>3,669,828</b>	<b>3,892,985</b>	<b>(223,157)</b>

### OPERATING COSTS

Staff Training	58,950	0	58,950	28,234	80,106	58,950	80,106	(21,156)
Space Costs	190,087	0	190,087	186,347	199,878	190,087	199,878	(9,791)
Supplies & Services	983,144	0	983,144	824,137	1,252,719	983,144	1,252,719	(269,575)
Program Expenses	163,087	0	163,087	182,374	178,167	163,087	178,167	(15,080)
Employee Travel	136,090	0	136,090	131,160	178,125	136,090	178,125	(42,035)
Staff Psychiatrists & Nurse	408,333	0	408,333	417,045	441,705	408,333	441,705	(33,372)
Birth to 3 Program Costs	228,871	0	228,871	244,413	246,000	228,871	246,000	(17,129)
Busy Bees Preschool	4,317	0	4,317	1,880	1,675	4,317	1,675	2,642
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	133,573	0	133,573	73,454	42,687	133,573	42,687	90,885
Year End Allocations	(77,179)	0	(77,179)	(64,938)	(18,458)	(77,179)	(18,458)	(58,721)

Capital Outlay

**Total Operating Costs**

**BOARD MEMBERS**

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2016 Budget	Year End Variance
Per Diems	4,785	0	4,785	4,725	7,000	4,785	7,000	(2,215)
Travel	0	0	0	0	0	0	0	0
Training	0	0	0	219	750	0	750	(750)
Aging Committee	0	0	0	0	0	0	0	0
<b>Total Board Members</b>	<b>4,785</b>	<b>0</b>	<b>4,785</b>	<b>4,944</b>	<b>7,750</b>	<b>4,785</b>	<b>7,750</b>	<b>(2,965)</b>

**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	181,461	0	181,461	156,639	141,514	181,461	141,514	39,947
Kinship & Other Client Assistance	89,275	0	89,275	73,706	85,032	89,275	85,032	4,243
<b>Total Client Assistance</b>	<b>270,736</b>	<b>0</b>	<b>270,736</b>	<b>230,345</b>	<b>226,546</b>	<b>270,736</b>	<b>226,546</b>	<b>44,190</b>

**MEDICAL ASSISTANCE WAIVERS**

Childrens LTS	838,696	0	838,696	801,132	1,531,860	838,696	1,531,860	(693,164)
<b>Total Medical Assistance Waivers</b>	<b>838,696</b>	<b>0</b>	<b>838,696</b>	<b>801,132</b>	<b>1,531,860</b>	<b>838,696</b>	<b>1,531,860</b>	<b>(693,164)</b>

**COMMUNITY CARE**

Supportive Home Care	33,001	0	33,001	28,020	27,883	33,001	27,883	5,118
Guardianship Services	47,897	0	47,897	27,628	32,100	47,897	32,100	15,797
People Ag. Domestic Abuse	60,000	0	60,000	60,000	60,000	60,000	60,000	0
Family Support	0	0	0	9,373	0	0	0	0
Transportation Services	28,896	0	28,896	37,298	49,491	28,896	49,491	(20,595)
Opp. Inc. Delinquency Programs	29,362	0	29,362	32,031	31,467	29,362	31,467	(2,105)
Opp. Inc. Independent Living	0	0	0	0	0	0	0	0
Other Community Care	512,832	0	512,832	328,578	404,916	512,832	404,916	107,916
Elderly Nutrition - Congregate	53,338	0	53,338	53,799	43,749	53,338	43,749	9,589
Elderly Nutrition - Home Delivered	83,402	0	83,402	78,965	71,781	83,402	71,781	11,621
Elderly Nutrition - Other Costs	9,377	0	9,377	20,274	21,500	9,377	21,500	(12,123)
<b>Total Community Care</b>	<b>858,104</b>	<b>0</b>	<b>858,104</b>	<b>675,966</b>	<b>742,887</b>	<b>858,104</b>	<b>742,887</b>	<b>115,217</b>

**CHILD ALTERNATE CARE**

Foster Care & Treatment Foster	782,371	0	782,371	989,721	1,120,695	782,371	1,120,695	(338,324)
Intensive Comm Prog	0	0	0	0	0	0	0	0
Group Home & Placing Agency	513,409	0	513,409	555,394	732,158	513,409	732,158	(218,749)
L.S.S. Child Welfare	0	0	0	0	0	0	0	0
Child Caring Institutions	697,145	0	697,145	489,561	169,077	697,145	169,077	528,068
Detention Centers	18,600	0	18,600	87,125	38,000	18,600	38,000	(19,400)
Correctional Facilities	0	0	0	0	0	0	0	0

Shelter & Other Care  
Total Child Alternate Care

**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**

Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2016 Budget	Year End Variance
84,516	0	84,516	25,908	64,725	84,516	64,725	19,791
<b>2,096,042</b>	<b>0</b>	<b>2,096,042</b>	<b>2,147,709</b>	<b>2,124,655</b>	<b>2,096,042</b>	<b>2,124,655</b>	<b>(28,613)</b>
176,615	0	176,615	138,591	150,000	176,615	150,000	26,615
1,008,538	0	1,008,538	954,076	1,304,236	1,008,538	1,304,236	(295,698)
0	0	0	0	0	0	0	0
<b>1,185,153</b>	<b>0</b>	<b>1,185,153</b>	<b>1,092,667</b>	<b>1,454,236</b>	<b>1,185,153</b>	<b>1,454,236</b>	<b>(269,083)</b>
297,459	0	297,459	418,934	248,745	297,459	248,745	48,714
625,097	0	625,097	625,097	625,097	625,097	625,097	0
0	0	0	0	0	0	0	0
521,268	0	521,268	206,607	236,372	521,268	236,372	284,896
118,987	0	118,987	115,875	150,000	118,987	150,000	(31,014)
37	0	37	2,795	10,000	37	10,000	(9,963)
0	0	0	0	0	0	0	0
247,731	0	247,731	229,067	232,518	247,731	232,518	15,213
263,544	0	263,544	261,388	277,022	263,544	277,022	(13,478)
0	0	0	0	0	0	0	0
25,507	0	25,507	40,768	0	25,507	0	25,507
<b>2,099,630</b>	<b>0</b>	<b>2,099,630</b>	<b>1,900,531</b>	<b>1,779,754</b>	<b>2,099,630</b>	<b>1,779,754</b>	<b>319,876</b>
<b>22,423,590</b>	<b>0</b>	<b>22,423,590</b>	<b>20,989,127</b>	<b>23,739,750</b>	<b>22,423,589</b>	<b>23,739,750</b>	<b>(1,316,161)</b>

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

## December 2016 Revenue & Expenditures Financial Statement

Summary Sheet

Summary Sheet		Annual Projection		Tax Levy	Budget		Variance
	Program	Revenue	Expenditure		Revenue	Expenditure	
Behavior Health	5000 BASIC ALLOCATION	3,148,186	4,213,669	1,065,484	3,409,861	4,567,689	1,157,828
	5003 LUEDER HAUS	164,155	510,283	346,128	112,000	565,905	453,905
	5007 EMERGENCY MENTAL HEALTH	86,264	830,126	743,862	75,000	809,433	734,433
	5011 MENTAL HEALTH BLOCK	26,128	36,669	10,541	26,128	26,142	14
	5025 COMMUNITY SUPPORT PROGRAM	750,930	1,502,369	751,439	749,288	1,512,787	763,499
	5027 COMP COMM SERVICE	1,275,015	1,250,422	(24,593)	1,380,711	1,320,801	(59,910)
	5031 AODA BLOCK GRANT	118,120	180,098	61,979	109,299	121,501	12,202
	5043 CERTIFIED MENTAL HEALTH	97,609		(97,609)	40,236		(40,236)
	5044 EMERGENCY MENTAL HEALTH	0	37	37	10,000	10,000	0
	5063 1915I PROGRAM	162,929	521,708	358,779	100,688	236,372	135,684
	5090 YOUTH EMPOWERMENT SOLUTIONS	310,750	273,449	(37,301)	490,730	418,688	(72,042)
							(223,095)
							(37,373)
							(37)
							(223,095)
							(34,741)

( ) Unfavorable

### Children & Families

5001	CHILDREN'S BASIC ALLOCATION	1,118,454	2,693,244	1,574,789	1,117,171	3,108,346	1,991,175	416,385
5002	KINSHIP CARE	87,278	88,076	798	84,877	84,877	0	(798)
5005	YOUTH AIDS	726,931	1,757,603	1,030,672	785,139	1,440,832	655,693	(374,979)
5006	YOUTH AIDS STATE CHARGES	0	0	0	0	0	0	0
5008	YOUTH INDEPENDENT LIVING	29,194	70,930	41,737	23,963	24,287	324	(41,413)
5009	YA EARLY & INTENSIVE INT	79,361	142,280	62,919	43,979	171,977	127,998	65,079
5121	CHILDRENS COP PROG	214,867	209,955	(4,912)	218,458	0	(218,458)	(213,546)
5018	FAMILY SUPPORT	0	0	0	0	0	(0)	(0)
5020	DOMESTIC ABUSE	0	60,000	60,000	0	60,000	60,000	0
5021	SAFE & STABLE FAMILIES	111,177	402,644	291,467	90,586	415,530	324,944	33,476
5036	SACWIS	2,670	9,707	7,037	3,000	10,000	7,000	(37)
5040	CHILDRENS LTS WAIV-DD	1,098,860	1,085,195	(13,664)	1,570,371	1,840,770	270,399	284,063
5041	CHILDRENS LTS WAIV-MH	0	1,094	1,094	0	0	0	(1,094)
5042	CHILDRENS LTS WAIV-PD	0	687	687	0	0	0	(687)
5068	FOSTER PARENT TRAINING	854	2,136	1,281	2,000	8,348	6,348	5,067
5070	IV-E TPR	45,230	119,026	73,796	60,163	150,000	89,837	16,041
5080	YOUTH DELINQUENCY INTAKE	0	804,008	804,008	0	783,946	783,946	(20,062)
5082	AUTISM	0	0	0	0	0	0	0
5175	EARLY INTERVENTION	204,066	703,689	499,624	205,564	728,993	523,429	23,805

Summary by Program

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

## December 2016 Revenue & Expenditures Financial Statement

Summary Sheet

Program	Annual Projection		Tax Levy	Budget		Variance
	Revenue	Expenditure		Revenue	Expenditure	
5105 KINSHIP ASSESSMENTS	5,775	5,334	(441)	6,916	9,289	2,373
5120 Coordinated Services Team	60,000	88,089	28,089	62,123	86,179	24,056
5188 BUSY BEES PRESCHOOL	4,629	49,595	44,967	6,500	52,701	46,201
5189 INCREDIBLE YEARS	3,251	30,351	27,100	0	15,472	15,472
			0		0	0
<b>Total</b>	<b>3,792,597</b>	<b>8,323,645</b>	<b>4,531,048</b>	<b>4,280,810</b>	<b>8,991,546</b>	<b>4,710,736</b>
						<b>179,688</b>

### Economic Support Division

5051 INCOME MAINTENANCE	1,343,675	1,967,658	623,983	1,397,187	1,975,057	577,870	(46,113)
5053 CHILD DAY CARE ADMIN	65,108	16	(65,091)	132,027	155,488	23,461	88,552
5055 W-2 PROGRAM	0	0	0	0	0	0	0
5057 ENERGY PROGRAM	181,461	181,461	0	141,514	141,514	0	0
5071 CHILDREN FIRST	4,000	0	(4,000)	4,800	0	(4,800)	(800)
5073 FSET	9,690	0	(9,690)	0	0	0	9,690
5100 CLIENT ASSISTANCE	26,422	0	(26,422)	0	0	0	26,422
<b>Total</b>	<b>1,630,355</b>	<b>2,149,135</b>	<b>518,780</b>	<b>1,675,528</b>	<b>2,272,059</b>	<b>596,531</b>	<b>77,751</b>

### Aging Division & ADRC

5012 ALZHEIMERS FAM SUPP	27,817	25,777	(2,040)	19,009	19,009	0	2,040
5048 AGING/DISABIL RESOURCE	944,612	849,600	(95,012)	998,214	865,096	(133,118)	(38,106)
5075 GUARDIANSHIP PROGRAM	0	26,123	26,123	0	32,100	32,100	5,977
5076 STATE BENEFIT SERVICES	57,335	110,900	53,565	45,882	129,099	83,217	29,652
5077 ADULT PROTECTIVE SERVICES	56,827	105,118	48,291	56,827	103,113	46,286	(2,005)
5078 NSIP	17,998	17,998	0	19,998	21,028	1,030	1,030
5151 TRANSPORTATION	230,886	254,091	23,205	222,969	248,490	25,521	2,316
5152 IN-HOME SERVICE III-D	4,271	5,080	809	4,263	7,000	2,737	1,928
5154 SITE MEALS	178,714	161,022	(17,692)	144,293	154,317	10,024	27,716
5155 DELIVERED MEALS	101,113	172,014	70,901	131,267	148,698	17,431	(53,470)
5157 SCSP	7,986	8,926	940	7,986	8,874	888	(52)
5158 ELDER ABUSE	25,025	117,795	92,770	25,025	104,102	79,077	(13,693)
5159 III-B SUPPORTIVE SERVICE	66,686	72,295	5,609	65,213	75,330	10,117	4,508
5163 TITLE III-E	29,940	39,920	9,980	28,582	33,517	4,935	(5,045)

Summary by Program

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

## December 2016 Revenue & Expenditures Financial Statement

Summary Sheet	Program	Annual Projection		Tax Levy	Budget		Variance
		Revenue	Expenditure		Revenue	Expenditure	
				0			( ) Unfavorable
Total	Aging & ADRC Center	1,749,210	1,966,657	217,447	1,769,528	1,949,773	180,245 (37,202)
Administrative Services Division							
5187	UNFUNDED SERVICES						
5190	Management	13,199	51,989	38,791	0	49,726	10,935
5190	Management Cleared		(0)	(0)		749,868	749,868
5195	Vehicle Escrow Account	250	(10,000)	0	0	(748,124)	(748,124)
5200	Overhead & Tax Levy	8,719,673	93,412	(10,250)	0	54,942	65,192
5200	Overhead Cleared		0	(8,626,261)	8,765,171	264,680	125,770
5210	CAPITAL OUTLAY		505,314	0		0	0
	Balance Sheet Non Lapsing Funds	992,258	505,314	(992,258)	992,258	565,962	60,648
Total	Administrative Services Division	9,725,380	640,715	(9,084,664)	9,757,429	937,054	(8,820,375) 264,289
GRAND Total		23,037,626	22,398,983	(638,643)	23,987,236	23,739,750	(247,486) 391,157
Net Balance							

Note: Variance includes Non-Lapsing from Balance Sheet



**Detox/AODA CBRF**  
**Jefferson County - HSD**  
**2017 January**

Detox Facility	Clients	Comments	Billed YTD	Days
Tellurian Community	12	January 2017	\$8,098.00	18
Matt Talbot Recovery	0	January 2017	\$0.00	0
Lutheran Social Services	0	January 2017	\$0.00	0
Hope Haven - Reb	0	January 2017	\$0.00	0
Friends of Women	1	January 2017	\$4,805.00	31
Meta House, Inc	0	January 2017	\$0.00	0
<b>All - January 2017</b>	<b>13</b>	<b>2017 total through January</b>	<b>\$12,903.00</b>	<b>49</b>
<b>All - January 2016</b>	<b>13</b>	<b>2016 total through January</b>	<b>\$17,410.00</b>	<b>109</b>

Count is based on Unduplicated Clients.

Count is based on January bills paid to date.

Children - Alternate Care Costs

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
<b>December-16</b>					
Foster Care	47	1,351	\$61,190	\$45	\$1,302
Foster Care Special	0	0	\$0	\$0	\$0
Foster Home Level - 1	0	0	\$0	\$0	\$0
Group Home	6	178	\$43,015	\$242	\$7,169
Kinship Care	31	892	\$6,676	\$7	\$215
Subsidized Guardianship	14	434	\$4,119	\$9	\$294
RCC's	6	185	\$69,343	\$375	\$11,557
RCC's - Out of State	1	31	\$22,692	\$732	\$22,692
<b>Total Dec 2016</b>	<b>105</b>	<b>3071</b>	<b>\$207,034</b>	<b>\$67</b>	<b>\$1,972</b>
		2016 YTD Avg. per Month	\$176,235		
<b>January-17</b>					
Foster Care	56	1,555	\$73,498	\$47	\$1,312
Foster Care Special	0	0	\$0	\$0	\$0
Foster Home Level - 1	0	0	\$0	\$0	\$0
Group Home	6	186	\$47,904	\$258	\$7,984
Kinship Care	26	779	\$5,830	\$7	\$224
Subsidized Guardianship	14	434	\$4,119	\$9	\$294
Supervised Independent Living	1	31	\$650	\$21	\$650
RCC's	6	186	\$73,035	\$393	\$12,172
RCC's - Out of State	1	31	\$22,692	\$732	\$22,692
<b>Total January 2017</b>	<b>110</b>	<b>3202</b>	<b>\$ 227,728</b>	<b>\$71</b>	<b>\$2,070</b>
		2017 YTD Avg. per Month	\$227,728		
		2016 YTD Avg. per Month (thru January 2016)	\$209,409		

## Item # 11

Item # 11

# Jefferson County

Item #12

## Final Non-Lapsing and Carryover of Fund Balances Request For the year ending December 31, 2016

Department Name

Human Services

Business Unit	Account #	\$ Amount	Reason
5001	552504.07	\$ 267,180.00	High cost out of state court ordered placement for youth
5001	529299	\$ 4,000.00	MI training unspent budgeted amount from 2016 needed to finish the training in 2017
5210	594820	\$ 50,454.68	Needed to tie alarm system into 911 and security company
5000	485204.0007	\$ 213.36	Donations - Zero Suicide
5001	485100	\$ 3,575.37	Donations - Unrestricted
5001	485204.0001	\$ 3,746.56	Donations - Child Abuse
5001	485204.0002	\$ 2,433.52	Donations - Child/Family
5005	485204.0008	\$ 1,255.32	Donations - Juvenile Justice Calendars
5021	485100	\$ 2,834.07	Donations - Safe and Stable Families
5151	531304	\$ 65,137.19	Vehicle Escrow
		\$ 400,830.07	
250	353100	\$ 237,811.28	Prepaid Non-Spendable
		\$ 638,641.35	

Brian Bellford  
Department Signature2/20/2017  
Date